

APPLICATION FOR ENROLMENT AS AN INTERNATIONAL STUDENT

This application is made by.....
(please circle one) (Parent/Designated Caregiver/ Caregiver/Agent)

of (normal residential address).....
.....

for the admission of.....(Name of student)
as a student at Northcote Intermediate School. Northcote Intermediate School agrees
to provide tuition in the New Zealand curriculum.

Full name of the student:

Family name:.....

First Names:.....

Known as.....

Gender : Male/Female (please circle one)

Date of Birth:...../...../.....

Year 7 or Year 8 (please circle one)

Please record the details of the student's natural parents:

Father's surname:..... Father's first name:.....

Father's address:.....

Father's telephone number: Work.....Home.....Fax:.....

Mother's surname:.....Mother's first name.....

Mother's address:.....

Mother's telephone number: Work.....Home.....Fax:.....

Country of Citizenship:

Languages spoken at home:.....

Current School:

Current Year of Schooling:

Number of years studying English:

MEDICAL INFORMATION

Name of Doctor in NZ (if known)

Name of Emergency Contact Person in NZ.....

Phone.....

Medical and travel insurance is compulsory for International Students coming to New Zealand. Please provide your medical and travel insurance details (copy of policy also required) :

Insurance Company.....Policy Type.....

Policy start date...../...../.....Policy end date...../...../.....

Or (tick)

I have not yet taken out medical and travel insurance, but agree to do so and will provide proof of this to the school on acceptance of this application for enrolment.

My child has had the following immunizations.

Hepatitis B	Polio	Tetanus	Pertussis	HIB
Mumps	Rubella	Whooping Cough	Diphtheria	Tuberculosis
Measles	Measles	German Measles	Other _____	

My child has / has not been in hospital.

If yes, please give details, including ongoing treatment

.....
.....

My child has / has no infectious disease. If yes, please give details.

.....
.....

Does your child have any pre-existing medication conditions or concerns? Yes / No

If yes please give details.....

Any other information that will assist Northcote Intermediate School to ensure a safe school environment for your child.

.....
.....

I declare that above information to be accurate.

Signed **(parent)** **Date**

I give permission for my child's photo to be published for promotional purposes.

Yes No (please circle)

DESIGNATED CAREGIVERS' INFORMATION

This information is required if the student is to live with designated caregivers. Parents are to sign the indemnity form attached.

Name

Address

Home phone Fax No.....

Work phone Mobile No.....

Email address

Occupation

EMERGENCY CONTACTS

1. Name	2. Name
Relationship to student	Relationship to student
Address	Address
Home phone	Home phone
Mobile No	Mobile No

Names of any brothers or sisters who attended or are attending Northcote Intermediate School

Please attach your child's most recent school reports.

Does your child have any specific learning needs or difficulties that could affect his or her progress? Yes/No (please circle one). If yes please give details

.....

Personal and community interests, music, hobbies or sports and achievements:

.....

.....

PARTICULARS OF PARENTS

PARENT GUARANTEES

I hereby guarantee:-

1. That the above information is correct.
2. That I will assume responsibility for school fees.
3. That my child will attend school regularly.
4. That my child will abide by the school's rules.

I understand:

1. That any false and/or misleading information given in this application may affect the validity of my child's enrolment.
2. That information on this form will be used by the school for educational purposes only.
3. That I am giving my permission for the school to include my child in routine health checks when the school deems them to be necessary. Should medical advice be needed in an emergency, the school has will have the authority to consult a registered medical practitioner.

4. That I will bear the cost of any extra services the student requires if the school determines that the student has special needs that were not disclosed or known at the time of enrolment.
5. That the school has the right to change choices of options.
6. That the school expects high standards of student behaviour, as outlined in the school rules.
7. The school refund policy.
8. The New Zealand Government's Permanent Residency rules.
9. The school's withdrawal and termination procedures.
10. We have read the school's accommodation policy for students not living with their parent(s) e.g. where the student is only allowed to live in a school-approved homestay only, and that this is a condition of enrolment and that the enrolment may be terminated if this condition is breached.
11. That the school must be advised promptly if there is a change in the contact details of the student's parents/caregivers.
12. That this contract is made in New Zealand and is governed by New Zealand law and the jurisdiction of the New Zealand courts.
13. That if the student is living with his or her parents at the time of enrolment, the student will continue to live with his or her parents for the duration of his or her time as a student at Northcote Intermediate School, and that if this changes the parents will advise the school promptly.

Signature of Parent:..... Date:...../...../.....

Full Name of Parent:.....

To enrol your child it is essential that you bring with you the following :

Requirement	Check	Office
Application Pack : <ul style="list-style-type: none"> • Completed Application Form • International Student Fees Policies Schedule 1 and 2 signed • Statutory Declaration, signed • Indemnity Document for Designated Caregiver, signed if appropriate 		
Your child's Passport		
Copies of your child's recent school report		
Health/ Immunisation Checklist		
Relevant Medical Information		
Medical Insurance		
Full payment of International Studies Fee is \$11,000.00 (Northcote Intermediate School \$9,000.00, Ministry of Education \$420.00, Administration and Activity Fee \$330.00, Stationery Fee \$27.80 plus G.S.T. of \$1,222.20).		

INDEMNITY DOCUMENT FOR STUDENTS LIVING WITH A DESIGNATED CAREGIVER

I/We designate _____ (*Insert Name of Designated Caregiver*) to provide accommodation for my/our son/daughter, to attend Northcote Intermediate School as an international student subject to the approval of the Education Provider prior to enrolment.

They will attend Northcote Intermediate School for Terms, from to

Student's name (as it appears on the passport).....

Student's preferred name:

Print Designated Caregiver's name:

Relationship to Student
(eg. Uncle/Aunt/Grandparent/close family friend)

Address:

.....
.....

Phone.....Mobile

I/we understand that the Education Provider will:

- Visit the home of the Designated Caregiver on or before enrolment to determine that the living conditions are of an acceptable standard.
- Assess whether the Designated Caregiver will provide a safe physical and emotional environment for the student.
- Determine that the accommodation is not a boarding establishment (i.e. does not have 5 or more international students staying in the home).
- Meet with the Designated Caregiver/s and establish communication with the caregiver.
- Meet the student at least quarterly to ensure the accommodation is suitable.
- May require a Police vet to be undertaken, if the Education Provider considers it appropriate.

Should this arrangement change I/we undertake to inform Northcote Intermediate School immediately. Further, I/we understand that should Northcote Intermediate School have any concerns regarding the welfare of my/our child, they may refer him/her to the relevant welfare authorities, or any other appropriate agency in New Zealand.

I/We understand that Northcote Intermediate School will make every endeavour to ensure the safety and welfare of my/our child while studying in their school.

DECLARATION:

I/we confirm that the person/s nominated as the designated caregiver/s is/are a 'bona fide' relative or close family friend.
(Proof of this relationship may be required)

Signed: **Date:**
(Must be signed by student's Father, Mother or Legal Guardian only)

Print Name: Mr/Mrs

Contact Telephone number in Home Country:

Contact address in Home Country:

.....

Email Address:

Northcote Intermediate School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz/goto/international>

INTERNATIONAL STUDENTS DESIGNATED CAREGIVER AGREEMENT

Northcote Intermediate School expects **Designated Caregivers** to:

- Be a bona fide adult relative or close friend of the student's parents.
- Provide a warm, caring environment, where the physical and emotional well-being of the student can be nurtured.
- Provide 3 meals a day (including any takeaways or meals out at the parents' expense).
- Attend parent/teacher conferences/interviews when held.
- Care for the student as you would your own child.
- Provide a warm, comfortable room for the student.
- Ensure that the school has up-to-date information of parents' addresses and student's address and contact numbers at all times.
- Set reasonable rules and boundaries and discuss expectations of these with the student.
- Contact the school immediately if there are any concerns whatsoever concerning the welfare, health and safety of the student.
- To ensure safety for students under the age of 14; they should not be left alone in the house without adult supervision.
- To inform the school in advance if the caregiver is going to be absent, so that alternative arrangements can be made.
- Forward to parents copies of the school's newsletters and the student's reports.

The Designated Caregiver can expect the school to:

- Provide a safe learning environment for the student.
- Ensure the student's safety and emotional well-being is taken care of during school hours.
- Provide an ESOL programme for the student (if applicable).
- Provide additional learning support for students experiencing academic difficulties (if additional costs are involved, the parents may be asked to provide for this).
- Provide contact through the International Manager and/or Principal of the school.
- Provide school newsletters and any other information sent to Parents' of the student.
- Provide school reports.
- Provide support and quick action in case of problems.
- Provide an interpreter for liaison with the school.

Should there be a concern about the welfare of the student, the school will consult the pastoral care staff within the school and will discuss the concern with the designated caregivers and parents of the student. The school may place the student in an approved School Homestay. If necessary, the school will also refer the matter to CYFS, NETS, the New Zealand Police or any other appropriate outside agencies.

I believe in my best judgement that the two signatories mentioned above will provide

a reasonable and safe environment for _____
(Name of Student)

Signed:

Designated Caregiver

Principal

Dated this _____ day of _____ 20__

NORTHCOTE INTERMEDIATE SCHOOL

INTERNATIONAL STUDENT FEE AND REFUND SCHEDULE

1. **Full Name of Student**

_____ (underline family name)

2. **Course Details**

Year 7 (Form 1)

Year 8 (Form 2)

3. Date Course Starts _____ Date Course Finishes _____

4. **Fee Details:**

Enrolment Fee	\$ 9,000.00 (\$2,250.00 per term)
Ministry of Education Levy	\$ 420.00 (\$105.00 per term)
Administration and Activity Fee	330.00
Stationery Fee	<u>27.80</u>
	\$ 9,777.80
GST	1,222.20
Total Base Fees for the year	<u>\$11,000.00</u>

5. Uniform is an additional cost.

6. **Payment in advance is required on enrolment**, and is levied in the following manner:

1 Term **\$3,051.90** 2 Terms **\$5,701.27** 3 Terms **\$8,350.64** 1 Year **\$11,000.00**

Term 1 Pd **Term 2** Pd **Term 3** Pd **Term 4** Pd

7. You will receive an offer of place when fees are paid.

8. Students are required to live in or in close proximity to the Northcote Intermediate School area.

9. The decision on entry to any form level will be at the School's discretion.

Signed _____

Date _____

Print Name (parent / caregiver) _____

REFUNDS POLICY

If you wish to withdraw after arriving in New Zealand no refund will be made except in the case of :

1. Return home because of the student's serious illness.
2. Return home because of death or serious illness of a close member of the student's family.

In these cases under New Zealand law the school must retain amounts to cover costs already incurred. The balance will be returned. Medical evidence must be provided.

NO refunds will be made to students who are asked to leave the school because of misbehaviour, poor attendance or violation of school rules.

NO refunds will be made to students who wish to transfer to another school for whatever reason.

NO refunds will be made to students who return home for any reason other than the student's serious illness or death or serious illness of a close member of the family.

NO refunds will be made to students who acquire Permanent Residency after 1 March in any given year.

All applications for refunds must be made in writing to the Board of Trustees.

This policy is based on Section 4B(7) of the Education Amendment Act (No 4) 1991.

Parent please sign :

Date :

Internet Use Agreement

I understand that for the duration of my schooling at Northcote Intermediate School:

- The only purpose for school computers and other Information Technology resources is to support teaching and classroom learning.
- The school will do its best to keep me safe while using the Internet.
- I may use the Internet or email at school only if a teacher is present in the room.
- I must not give personal details while on line.
- I must not bring disks to school.
- If I accidentally come across offensive, dangerous or illegal material I will immediately remove it and tell the teacher, without showing any other students.
- If I break the agreement in any way I will lose the right to use computers at school.

STUDENT CONTRACT

I have read Northcote Intermediate School Internet Agreement and I know that if I break these rules there will be serious consequences:

- I will lose the right to use a school computer.
- The school may also take disciplinary action against me.

NAME _____ Room _____

Signature _____ Date _____

PARENT / CAREGIVER

I have read Northcote Intermediate School Internet Agreement and understand that there may be severe consequences if the rules are broken. I have gone over the information with my child and explained its importance.

I understand that while the school will do its best to restrict student access to offensive, dangerous and illegal material on the Internet or through email, it is the responsibility of my child to have no involvement in such material.

I give permission for _____ Room _____
to be given access at school to the Internet / email.

NAME _____

Signature Parent / Caregiver _____ Date _____

HAVING A HOMESTAY

Minimum basic requirements for homestay students:

Homestay students should be provided with:

- Meals - 3 meals a day and snacks, including a packed lunch during the school week.
- Laundry – washing and ironing.
- Bedroom with a table or desk, chair, mirror, reading lamp, bed with linen and blankets or duvet, heating system, chest of drawers and/or wardrobe.

Chores:

Children should not be expected to do a lot of chores, but should be asked to tidy their room and participate in family chores such as setting the table and doing the dishes.

Transport:

Homestay families are responsible for showing children how to get to and from Northcote Intermediate School. If the child is to take the bus or walk a short distance with another child, a homestay parent should accompany the child on his/her first day. It may be necessary to accompany the child for the first few days or a week if the child is unsure about how to get to school. Children should not be expected to walk to Northcote Intermediate School alone and should not be given a bicycle to ride to school.

Toiletries:

Children have been asked to provide their own soap, toothpaste, shampoo, and personal toiletries. Please help them to buy more when they run out.

Heating:

Children will feel the cold and adequate heating must be provided.

Communication:

Children must have regular communication with their families. It is desirable that one phone call a week and email access is provided. Payment for phone calls will be by the parents. A copy of the communication procedures will be given to the Homestay parent.

On Arrival:

Northcote Intermediate School or an agent for the school will meet your homestay student on arrival at the airport and bring him/her to your home. It is very welcoming if homestay families can also go to the airport.

Student Behaviour:

Homestay carers should expect the same standard of behaviour as would be expected from their own children of a similar age, but make allowances for cultural differences.

Student Care:

Homestay families are responsible for children for the school year, including school holidays. It is the homestay carers' responsibility to know where their child is, how they can be contacted and who they are spending their time with, at all times. A mobile phone number is not adequate as an only means of contact for a child. Homestay carers need to have a physical address for the child's whereabouts. If a child is staying at a friend's place overnight, contact should be made with the host parents beforehand, and homestay carers should consider visiting the host home if possible.

When your student goes out, please ensure that he/she is carrying telephone numbers and addresses of both the school and the homestay.

Children should also have a regular phone card to use in New Zealand telephone boxes.

Children must not be left alone in the house for any reason. If this is inconvenient because of an emergency please contact Annie McCabe, 0274 780 944.

Homestay carers may need to be mindful of the developmental needs of older children.

Homework:

It is the homestay carer's responsibility to help international students with their homework.

Illness:

In the case of serious illness or accident/emergency follow the emergency and accident procedures listed in the Homestay Accident and Emergency Procedures.

Safety:

It is the homestay carer's responsibility to care for the child in a way that ensures they are kept safe from harm and their emotional well-being is nurtured.

Contact with Parents:

It's a good idea to make contact with your child's parents. A letter/email introducing yourself and family members and some regular contact about the child throughout the year will be greatly appreciated by the parents.

Changing Homestays:

Students must give at least two weeks notice or two weeks board in lieu of notice. Students may never change homestays without the knowledge of the school. If a student is to be moved, the homestay will be advised of the reason why.

Language:

The child will probably be unfamiliar with New Zealand accents (even if he/she has good English) and colloquial expressions and may take time to adjust.

Homestay families should attempt to learn some basic greetings in the student's language. Learning a few phrases of your student's language helps to show respect for their culture and may help them feel more welcome and cared for.

NORTHCOTE INTERMEDIATE SCHOOL

ACCOMMODATION POLICY FOR INTERNATIONAL STUDENTS

PURPOSE

1. To provide a suitable living environment conducive to study and to a safe and supportive home life.
2. To involve a host or designated caregiver family in the welfare of a student away from the student's family and home country.
3. To assist the student to successfully integrate into the New Zealand lifestyle.
4. To work towards the overseas parents' peace of mind knowing that the student is well cared for and happy in New Zealand.
5. To assist students who do not have an appropriate alternative.

GUIDELINES

1. Students must either live with a parent, live with a caregiver designated by the student's parents or in an approved homestay.
2. If there are problems in a particular homestay, the student must first discuss the situation with the homestay co-ordinator or Director of International Students.
3. Should the problems persist, the school may arrange for a change of homestay.
4. Students are required to exhibit appropriate behaviour.
5. All homestay families shall meet the Ministry of Education's mandatory Code of Practice.
6. Special care shall be taken with all students under the age of eighteen years in accordance with the Ministry of Education's mandatory requirements.
7. Where a student's behaviour or demands are such that homestay hosts cannot reasonably be expected to have the student continue in their care, homestay service may be discontinued.
8. Where the homestay student wishes to withdraw from the programme, at least two weeks notice must be given in writing to the Principal.
9. **For students living in homestay accommodation Northcote Intermediate School will:**
 - Determine that the homestay is not a boarding establishment.
 - Assess the suitability of the homestay carer.
 - Carry-out an on-site assessment of the suitability of the residential facilities and assess whether the homestay carer will provide a safe physical and emotional environment
 - Police vet all adults aged 18 years and over living in a homestay.
 - Provide a 24/7 emergency contact person for problems with accommodation.
 - Establish a support infrastructure for homestay carers, and provide them with advice and information on best practice, so they can build their capability to provide high quality residential services to international students.
 - Meet with each student at least quarterly to ensure that the homestay accommodation is suitable.
 - Visit each homestay with student/s at least twice a year to ensure that the accommodation is suitable.

- Conduct follow-up visits if there are reasonable grounds to suspect that the accommodation has become unsuitable.

10. **For Students living with Designated caregivers, Northcote Intermediate School will:**

- Provide a 24/7 emergency contact person for problems with accommodation.
- Have an indemnity document signed by the international student's parents (and not an agent) stating that the designated caregiver is a relative or close family friend and that the parents are selecting the accommodation for their child, subject to the signatory approving the accommodation.
- On, or if appropriate, before, enrolling the student, visit the home to:
 - Determine that the living conditions are of an acceptable standard.
 - Assess whether the designated caregiver will provide a safe physical and emotional environment for the student.
 - Determine that the accommodation is not a boarding establishment.
 - Meet the designated caregiver and establish communication with the caregiver.
 - Meet with each student at least quarterly to ensure that the accommodation is suitable.

11. **Host Family/Designated Caregiver is responsible for:**

- A safe and friendly, living and studying environment .
- Day to day care including:
 - 3 meals a day and access to snacks
 - own room
 - bed and bedding
 - study desk and chair
 - adequate bedroom furniture to store clothes, books etc.
 - lamp and adequate lighting
 - adequate heating
 - transport arrangements to and from school
 - bathing/showering/bathroom access
 - laundry

12. **Host Families/Designated Caregivers must:**

- treat the student with respect
- make the student feel comfortable and part of the family
- notify the school if there are any changes or additions to the household
- notify the school immediately if there are any problems with the student e.g. medical condition, misconduct
- notify the school immediately if the student seems very homesick or depressed

- look after the student in their home to the best of their ability

13. **Host Families are not expected to:**

- provide internet connection for the student
- pay for toll or mobile phone calls
- cook special food
- insure the student's goods or pay for property the student damages or loses
- offer accommodation to visiting friends or relatives
- comply with unreasonable requests

GRIEVANCE PROCEDURES

If a student has any of the following problems at Northcote Intermediate School

- Problems with subjects or teachers
- Problems with school friends
- Home stay problems

you should make an appointment to see the Director of International Studies.

If you are still unhappy see the Korean Pastoral Support person.

If you are still not satisfied, you or your parents can write to the Principal.

If you still feel your problems have not been solved, you may contact the International Education Appeal Authority, whose address is:

International Education Appeal Authority
c/o Ministry of Education
P O Box 1666
Wellington
New Zealand

You must be able to show them that you have tried to get the school to act before you contact them. They will consult the school to see if anything can be done to help you.

If you do have a problem please ask for help while it is still a little problem. Do not wait for it to become a big problem. If you are not confident that your English is good enough you can always bring a friend who has better English.

We hope your stay here will be a happy one.

COMMUNICATION WITH PARENTS

Parents will be contacted prior to enrolment and an indemnity form will be completed. This will be available in English or their own language.

Parents are required to have regular communication with their children. Parents should provide their children with calling cards so they can call home whenever they feel they need to.

Parents are encouraged to interact with Northcote Intermediate School and invited to visit the school at least once during their child's period of enrolment.

Parents can be expected to be contacted by Northcote Intermediate School if there are any concerns regarding their child's well-being or progress.

Parents should contact the School Principal or International Student Manager if they have any concerns or issues they want to discuss about their child.

Parents can expect to receive regular reports outlining their child's academic progress.

ACCIDENTS AND EMERGENCIES

The Education Provider is responsible for all emergency procedures during school hours and all emergency procedures outside school hours while the student is in a homestay or a boarding establishment.

In the event of an accident or emergency appropriate action will be taken and you will be contacted as soon as possible by the School Principal / International Student Manager, your student's agent, or your insurance company, on the emergency contact number you provided on your child's application for enrolment form.

If your child has an accident while you are outside of New Zealand, the Education Provider or the homestay parents may need to consent to urgent medical procedures on your behalf, including blood transfusions if necessary.

Requirements	Check
PERSON Applying for Overseas Student	
Completed application form (page 1)	
Health/ Immunisation Checklist	
Caregiver information	
Indemnity Document for Designated Caregiver	
Caregiver Agreement	
Statutory Declaration Signed	
International Student Fees	
Refund Policy	
Internet Agreement	
Medical Insurance	
Student Passport	
Student Visa / Permit	
Full fee payment of \$11,000.00 (Northcote Intermediate School \$9,000.00, Ministry of Education \$420.00, Administration and Activity Fee \$330.00, Stationery Fee \$27.80, G.S.T. \$1,222.20)	
Receipt Number Other Information	