



# ST MARY'S COLLEGE AUCKLAND, NEW ZEALAND CATHOLIC SCHOOL FOR GIRLS

## APPLICATION & CONTRACT FOR INTERNATIONAL STUDENTS 2017

**START DATE:**

**END DATE:**

(This contract is subject to annual review and acceptance by the Principal at the College based on the conditions outlined in this agreement and on the student meeting satisfactory visa conditions, academic results, attendance records and compliant student behaviour).

### APPLICATION PROCEDURE

1. Complete this **Application Form** and both parents and student sign the **Declaration on page 5**. Make sure you have a SKYPE address for an interview and student's EMAIL address for the on-line test.
2. COPY pages 7-12 and give to the parent's or keep for reference
3. Complete the Student Profile sheet on pages 13 & 14
4. Complete the Student's Intentions and Subject Choices sheets on pages 16-18
5. Complete the Designated Caregiver's form if the student is not living in a St Mary's Homestay (if applicable)
6. Complete the Student Contract for living with a Parent (if applicable)
7. Send the student's recent school transcripts
8. Send a page of handwriting from the student. She can write about anything that interests her or tell us about her family and friends, her school, hobbies and future ambitions.
9. Scan pages 1-6 and 13-18 (and Caregiver or Parent Contract form if applicable) TO SUE KING   
[sking@stmaryak.school.nz](mailto:sking@stmaryak.school.nz)
10. Please send a copy of student's passport & insurance

### ENROLMENT/ACCEPTANCE PROCEDURE

Once the student's application has been received an on-line English test will be sent to the student and then a SKYPE interview will be set up.

***(Year 11 student's English needs to be at Pre-Intermediate level and Year 12 -13 student's English needs to be at an Intermediate Level to cope with the NZ curriculum).***

Once the entrance test is completed and the Skype interview done the International Dean recommends the student for enrolment to the Principal. The Principal then approves/declines the enrolment.

### STUDENT DETAILS

**PERSONAL EMAIL ADDRESS:**

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**SKYPE ADDRESS FOR INTERVIEW:**

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**ST MARY'S SKYPE CONTACT IS:**

Ms Beverley Stewart

OFFICE USE ONLY 2017	
KAMAR NO.	
NSN NO.	
INTERNATIONAL	



**St Mary's College, Ponsonby**  
11 New Street, Ponsonby, Auckland 1011

## Application for Enrolment

PLEASE ATTACH 2  
PASSPORT SIZE  
PHOTOS HERE

Proposed Year of Entry	2017						
Level of Study: (please circle)	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
Length of Study: (please circle)	Full Year	or	Term 1	Term 2	Term 3	Term 4	
Start Date:							
Do you expect to remain at St Mary's College until you have finished Year 13? (please circle)	Yes / No						

### STUDENT INFORMATION

Family Name:		Country of Birth:	
First Names:		Citizenship:	
English Name:		Passport No:	
Date of Birth:		Passport Expires:	
Nationality:		Visa No:	
Religion:		Visa Expires :	
Baptised (place/date): Confirmed / 1 <sup>st</sup> Holy Communion (place / date):		Date of Arrival in 2017:	




### LEVEL OF ENGLISH

Please tick one of the boxes below ✓			
1 Being Beginner		4 Being Intermediate (Lev 2):	
2 Being Elementary		5 Being Advanced:	
3 Being Pre-Intermediate (Lev 1)			






**PARENTS/CAREGIVERS DETAILS**

Father (circle as appropriate)		Mother (circle as appropriate)	
Title:	Mr	Title:	Mrs / Ms (Circle)
Family Name:		Family Name:	
First Names:		First Names:	
Relationship:		Relationship:	
Occupation:		Occupation:	
Home Address:		Home Address:	
Telephone (Home):		Telephone (Home):	
Telephone (Work):		Telephone (Work):	
Telephone (Mobile):		Telephone (Mobile):	
Email:		Email:	

**FAMILY INFORMATION**

Email Address to send school newsletters to	<input type="checkbox"/>	Father	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Agent 
	<input type="checkbox"/>	Designated NZ Caregiver/Guardian	<input type="checkbox"/>	Host Family	<input type="checkbox"/>	Other
	Email Address					
Email Address to send school reports to if different to above:	<input type="checkbox"/>	Father	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Agent 
	<input type="checkbox"/>	Designated NZ Caregiver/Guardian	<input type="checkbox"/>	Host Family	<input type="checkbox"/>	
	Email Address					
Email Address to send school Kamar Portal sign on details to if different to above:	<input type="checkbox"/>	Father	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Agent 
	<input type="checkbox"/>	Designated NZ Caregiver/Guardian	<input type="checkbox"/>	Host Family	<input type="checkbox"/>	Other
	Email Address					

**AGENT DETAILS (IF APPLICABLE)**

First Name:		Surname:	
Company Name:	NZMENTOR		
Address:			
Email Address:			
Home Phone		Cell Phone	
<b>Agent Declaration:</b> That all conditions in this student application has been clearly communicated or translated to the parents/guardian and student and that in no part of this application process, to the best of my knowledge, has any information supplied to the school been false, misleading or deceptive.			
			
Signed: _____		Dated: _____	
			

**ACCOMMODATION DETAILS (PLEASE TICK)**

The student will live with...	✓
A St Mary's College host family @ \$280 per week (host family accommodation needed from (date) ..... (please complete the <b>Student Profile</b> attached)	
A New Zealand Guardian or caregiver (please fill out the ' <b>Designated Caregiver Agreement</b> ' form attached)	
her parents – please complete the ' <b>Parent Agreement for living with their daughter</b> ' form attached	

**HOMESTAY DETAILS (FILLED IN BY HOMESTAY CORDINATOR AT ST MARY'S COLLEGE)**

Home stay Mother/ Guardian (circle as appropriate)		Homestay Father Guardian (circle as appropriate)	
Title:	Mr	Title:	Mrs / Ms (Circle)
Surname:		Surname:	
First Names:		First Names:	
Relationship:		Relationship:	
Home Phone:		Home Phone:	
Cell Phone:		Cell Phone:	
Email:		Email:	
Home Address:		Home Address:	
Suburb:		Suburb:	
City:		City:	
Postal Code:		Postal Code:	
Occupation:		Occupation:	
Work Phone:		Work Phone:	
Work Address:		Work Address:	
St Mary's Student Sister Name:		St Mary's Student Sister Name:	

**NEW ZEALAND GUARDIAN/CAREGIVER DETAILS (Please complete the Designated Caregiver form)**

New Zealand Guardian / Caregiver (circle as appropriate)		New Zealand Guardian / Caregiver (circle as appropriate)	
Title:	Mr	Title:	Mrs / Ms (Circle)
Surname:		Surname:	
First Names:		First Names:	
Home Address:		Home Address:	
Suburb:		Suburb:	
City:		City:	
Postal Code:		Postal Code:	
Relationship to Student:		Relationship to Student:	
Home Phone:		Home Phone:	
Cell Phone:		Cell Phone:	
Email:		Email:	
Occupation:		Occupation:	

**LIVING WITH A PARENT/Guardian: (Please complete the Parent Agreement form attached)**

Parent Father (circle as appropriate)		Parent Mother (circle as appropriate)	
Title:	Mr	Title:	Mrs / Ms (Circle)
Surname:		Surname:	
First Names:		First Names:	
Home Address:		Home Address:	
Suburb:		Suburb:	
City:		City:	
Postal Code:		Postal Code:	
Relationship to Student:		Relationship to Student:	
Home Phone:		Home Phone:	
Cell Phone:		Cell Phone:	
Email:		Email:	
Occupation:		Occupation:	

**AUCKLAND CONTACT PERSON** if the student has no Guardian or Auckland Agent please supply a name of someone who can be called in an emergency and who can provide support to the homestay and school staff should circumstances require it.

**Auckland Contact Person1 (circle as appropriate)**

<b>Title:</b>	Mr Mrs Ms (circle as appropriate)
<b>Surname:</b>	
<b>First Names:</b>	
<b>Home Address:</b>	
<b>Suburb:</b>	
<b>City:</b>	
<b>Postal Code:</b>	
<b>Relationship to Student:</b>	
<b>Home Phone:</b>	
<b>Cell Phone:</b>	
<b>Email:</b>	
<b>Occupation:</b>	

**HEALTH DETAILS**

**HEALTH**

(Failure to disclose information pertaining to the student's health and medical records could result in a student's enrolment being terminated).

**Has your daughter ever suffered from?**

Asthma	Yes / No	Diabetes	Yes / No	Epilepsy	Yes / No	Rheumatic Fever	Yes / No
Is the School Nurse/Student Manager able to administer two tablets of Paracetamol (recommended dose) which is a widely used pain reliever and fever reducer for mild cases of headaches or stomach cramps <b>YES/NO</b>			Yes / No				
Does she suffer from any allergies, notifiable disease, medical condition or disability?						Vaccination History	
Does the student suffer from any notifiable disease, medical condition or a disability? If yes, please state:						YES/NO	
Are there any mental health concerns? <b>YES/NO</b> If yes, please state:						YES/NO	
Is the student taking any medication? <b>YES/NO</b> If yes, please state						YES/NO	

Yes / No (Please state below):	Yes/No	Hepatitis B
	Yes/No	Measles
	Yes/No	Mumps
	Yes/No	Rubella
	Yes/No	Tetanus

#### MEDICAL INSURANCE

Medical Insurance is **compulsory**, and it is recommended that it is arranged prior to arrival in New Zealand. If you have already arranged cover for the student, confirmation will be required upon arrival and a **copy of the policy** will be required. St Mary's College supports UNICARE insurance organised in NZ and comprehensive cover can be arranged for \$580.00.

Do you require the school to organise Travel and Health Insurance? **YES/NO**

St Mary's can provide comprehensive, authorised cover for you from UNICARE at a cost of \$580.00 per year.

If **YES** does the student have any pre-existing medical conditions?

\_\_\_\_\_

#### OTHER INFORMATION

I Do you have any friends or relatives already enrolled at St Mary's College? **YES/NO**

How did you learn about St Mary's College? \_\_\_\_\_

\_\_\_\_\_

#### WEBS PERMISSION

I \_\_\_\_\_ (full name) DO/DO NOT give permission for a photograph including my daughter \_\_\_\_\_ to be included in the St Mary's College newsletter, website or other promotional material.

Signed \_\_\_\_\_

Date \_\_\_\_\_

#### ST MARY'S COLLEGE WEBSITE

In the event that a photograph including your daughter is chosen for display on the website we would like your permission for its feature. To view the website: [www.stmaryak.school.nz](http://www.stmaryak.school.nz)

Do you give permission for your daughter's photo to be included in the St Mary's College website? **YES/NO**



## **USE OF DEVICES & INTERNET AT ST MARY'S COLLEGE**

As BYOD (Bring Your Own Device) is being implemented at St Mary's College it is vitally important that we address the safety issues which are involved.

Currently devices that provide internet access are prevalent throughout the school in the form of cellphones, tablets, laptops and desktop computers. In the last few years these devices have grown in number which has prompted the production of a standalone Anti-bullying/Cyber Safety Policy by the Board of Directors.

### **The rationale for the cyber safety policy states:**

St Mary's College seeks and affirms each person's worth, dignity and vocation. Bullying/ Cyberbullying (including harassment) strikes at the basis of these. The college is **committed to ensuring that all staff and students are able to work and learn in an environment free** from bullying/cyberbullying or the consequences thereof. At this point we need to now remind ourselves of the core Mercy values which underpin our standing as a Catholic College for girls in the Mercy tradition. The values are **Faith, Respect, Excellence, Justice and Service**.

### **From these values comes our vision as we believe that:**

**Students** are at the **centre** of the learning process

**High quality learning** requires **high quality teaching**

**All students** should have the **opportunity** to achieve **Excellence**

**A wide range** of learning opportunities should be provided which will **enhance student connection, involvement learning and achievement**

(See St Mary's College Charter 2015)

Over the next few years the introduction of BYOD is well aligned and sits beside our vision for St Mary's College. It is important that the school provides a safe physical and emotional environment. Currently all students' sign an Internet Agreement acknowledging that their use of the internet is for school purposes only. With BYOD and in keeping in line with the schools new Cyber Safety Policy a new student agreement will target in particular the use of the device that is being used for learning.

### **St Mary's College Computing and Cyber Safety rules**

As a responsible and safe user of the school and my own ICT equipment I will keep myself and other people safe by following these rules:

- I cannot use school ICT equipment until my parent/s and I have read and signed my use agreement form and returned it to school
- If I have my own user name, I will log on only with that username. I will not allow anyone else to use my username
- I will not tell anyone my password
- While at school or on a school related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk. (e.g.: bullying or harassing)
- While at school, I will not access or attempt to access, inappropriate, age restricted or objectionable material
- I will not make any attempts to bypass security, monitoring and filtering that is in place at the school
- I understand that I can only use the internet at school when a teacher gives permission and there is staff supervision
- I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke
- I understand that these rules also apply to my mobile phone or any other device that connects to the internet



## **St Mary's College Cyber Safety / Internet Agreement Form**

### **We understand that St Mary's will:**

- Do its best to keep the school cyber safe, by maintaining an effective cyber safety programme. This includes working to restrict access to inappropriate, harmful or illegal material on the internet or school ICT equipment and devices
- Keep a copy of the signed agreement on file
- Respond quickly and appropriately to any breaches of this agreement
- Provide members of the school community and students with cyber safety education designed to complement and support the agreement initiative
- Welcome enquiries from students and parents about cyber safety issues

### **As a student of St Mary's my responsibilities include:**

Reading this cyber safety agreement carefully

Following the internet and cyber safety rules of the school whenever I access the schools internet. (See St Mary's College Computing and Cyber safety rules above)

I understand that this includes any privately owned device on the school site or at any school related activity.

### **Student:**

#### **My responsibilities include the following:**

- I will avoid any involvement with material or activities which could put at risk my own safety, or the privacy, safety and security of the school or other members of the school community
- I will take care of the school ICT devices and/or my own and any damage to school ICT may result in my family having responsibility for the cost of repairs. I also understand that damage to my own device is my and my family's responsibility
- I will keep a copy of this agreement safe so I can refer to it in the future
- I will ask the relevant staff member if I am not sure about anything to do with this agreement

I have read and understood my responsibilities and agree to abide by this cyber safety use agreement. I know that if I breach this use agreement there may be serious consequences.

**Name of Student:** \_\_\_\_\_ **Form Class:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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### **Parent/Caregiver:**

#### **My responsibilities include the following:**

- I will read this agreement and discuss it with my daughter so we both have a clear understanding of our role in the school's work to maintain a cyber-safe environment
- I will ensure that this agreement is signed by my child and by me, and returned to the school
- I will encourage my daughter to follow the cyber safety rules and instructions
- I will contact the school if there is any aspect of this agreement I would like to discuss
- I have read this cyber safety agreement document and am aware of the school's initiatives to maintain a cyber-safe environment, including my daughter's responsibilities

**Name of Parent/Caregiver:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please note:** This agreement will remain in force for the length of time that your daughter is enrolled at St Mary's. If it becomes necessary to add or amend any information or rule, parents will be advised in writing.

## SCHOOL QUALITY ASSURANCE

All schools in New Zealand are reviewed by the Education Review Office (ERO) who look at how schools reach positive learning outcomes - knowledge, skills, attitude and habits - for all children and young people. St Mary's College has an excellent review including the process for international students which can be found at the link below:

<http://www.ero.govt.nz/review-reports/st-marys-college-ponsonby-29-06-2015/>

Please refer to the following organizations for further information on quality assurance:

- NZQA website (NCEA): <http://www.nzqa.govt.nz/>
- Ministry of Education website (MOE) (primary schools): [www.education.govt.nz](http://www.education.govt.nz)
- Education NZ website (clear explanation of the New Zealand education system): [www.enz.govt.nz](http://www.enz.govt.nz)

## CODE OF PRACTICE AND RESOLVING GRIEVANCES OR COMPLAINTS

When a student comes to New Zealand to study as an international student, education providers have a responsibility to ensure that they are well informed, safe and properly cared for.

In New Zealand this is called 'pastoral care' and to support this, the New Zealand government has developed the Education (Pastoral Care of International Students) Code of Practice 2016.

From 1 July 2016 there has been significant changes to the Code of Practice and a new dispute resolution scheme has been introduced. Both these documents regulate the care and support of your daughter or student you are representing whilst she is studying at St Mary's College.

*The Education (Pastoral Care of International Students) Code of Practice 1 July 2016 (which replaces the existing Code of Practice)*

<http://www.nzqa.govt.nz/studying-in-new-zealand/coming-to-study-in-new-zealand/international-student-care/>

And

*A new International Student Contract Dispute Resolution Scheme (DRS) which has been established to resolve contractual and financial disputes between international students and education providers.*

<http://www.nzqa.govt.nz/about-us/make-a-complaint/>

Please be assured that St Mary's College upholds and supports the Code of Practice, however, if for any reason you have concerns about your daughter's/student's treatment by the school or by one of the school's agent's your first step is to talk to the school's International Director, Mrs Sue King, ([sking@stmaryak.school.nz](mailto:sking@stmaryak.school.nz)) and if your concerns are not resolved by the school you can contact the New Zealand Qualifications Authority (NZQA), who will process your complaint through the DRS scheme. The website address is above or, for more information on the complaint process, you can contact NZQA on 0800 697 296.

It is the **Agent's responsibility to obtain a copy of the Code of Practice (Code) and the Dispute Resolution Scheme (DRS) and understand it.**

Code: <http://www.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html?src=qs>

DRS: <http://www.legislation.govt.nz/regulation/public/2016/0042/7.0/DLM6748715.html>

For more information please refer to:

<http://www.nzqa.govt.nz/studying-in-new-zealand/coming-to-study-in-new-zealand/international-student-care/>

# DECLARATION

I/We the undersigned, accept as conditions of enrolment that:

We, the student and parents (or legal guardian), have read, understood and agree to the:

Conditions of Enrolment (See Below)

Contract for International Students (See Below)

And acknowledge that we have received a copy of these said documents.

I/We hereby acknowledge and authorise St Mary's College to collect, store, use and disclose the information provided on this form for the purpose of enrolment, general administration of the school and general care and welfare of myself/my/our child during the term of enrolment with the College and we agree to update any change of address or living arrangements as necessary. I/We further certify that all information provided in the application is correct and complete, including all medical information.

**NOTE: The enrolment application must be signed by BOTH parents/guardians and student**

Father or Guardian Name \_\_\_\_\_ Father or Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Mother or Guardian Name \_\_\_\_\_ Mother or Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Name \_\_\_\_\_ Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Principal's Name \_\_\_\_\_ Principal's Name \_\_\_\_\_

Date \_\_\_\_\_

\* If you would like to discuss this document or need help with translation, please contact the international office.

# CONDITIONS OF ENROLMENT

To be read, signed and dated by the student, and both parents or legal guardians.

## RULES AND REGULATIONS

I/We undertake to ensure that the student applying for enrolment at St Mary's College on this form abides by all the laws of New Zealand, and by the rules of the school.

**International Students** referred to in these rules are students enrolled at St Mary's College who do not have permanent residence or citizenship in New Zealand.

The rules of St Mary's College include the Student Code of Conduct:

1. Classroom rules:
  - a) Show respect for others
  - b) Do quality work
2. I will work to the best of my ability.
3. I will respect the right of others to learn.
4. I will respect the person and property of every other member of the school community.
5. I will care for the school environment.
6. I will show courtesy and respect towards all staff and I will meet their requirements in and out of the classroom.
7. I will arrive at school on time and attend all classes punctually.
8. I will wear my school uniform correctly and with pride.
9. I will be properly equipped for all lessons and do the homework set in each subject.
10. I will not bring into the school grounds or buildings, alcohol, drugs, offensive or dangerous weapons, cigarettes, lighters or matches or use them on any school occasion.
11. I will behave responsibly when representing the school and will obey the rules set for school teams and functions.
12. I will travel to and from school by the most direct route without stopping unnecessarily.
13. I will be courteous and helpful to school visitors and to members of the public on the street and in public transport.
14. I will not chew gum.
15. I will not bring personal property such as walkmans to school.
16.
  - a) International students under 18 years will not be permitted to own or drive motorcars or motorcycles whilst enrolled at St Mary's College.
  - b) International students 18 Years or over may drive a motor car if she has a current NZ driving license and the school has given approval for the car to be driven.

## ACCOMMODATION

1. St Mary's College ensures that homestay accommodation is available for International Students enrolled in a course of study at the College. It reserves the right to use outside agencies in making homestay arrangements.
2. St Mary's ensures that the accommodation provisions are met in accordance with the Code of Practice for the Pastoral Care of International Students.
3. All homestay costs including placement costs are payable by the student.

## INSURANCE AND LIABILITY

1. St Mary's College shall not be liable for any loss or damage to property or persons, however caused except where such liability is imposed by New Zealand law.
2. St Mary's College reserves the right to decide the course level of study of any student. This will be based on the professional opinion of what is in the best interest of the student. Changes after the student has enrolled will be negotiated with the student with the ultimate decision resting with the school.
3. St Mary's College reserves the right to decline any student enrolment at the College, without explanation, at the discretion of the Principal.
4. Prior to commencing study at the College, students may be required to undergo, and make available to the College, a full medical examination by a doctor of the College's choice.
5. All disputes will be dealt with according to New Zealand law and in New Zealand courts, or the International Education Appeal Authority (IEAA).

## VISA/IMMIGRATION

Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand, and can be viewed on their website at <https://www.immigration.govt.nz/new-zealand-visas>

A student visa (or a limited visa granted for the purpose of study) is required for international students coming to New Zealand to study for more than three months. Study must be the main purpose of the visit.

A student visa (or a limited visa granted for the purpose of study) is subject to certain conditions and any breaches must be reported to Immigration New Zealand.

Visa conditions can include, but are not limited to:

- having sufficient funds for maintenance while in New Zealand
- attending the course at all times unless there are genuine reasons for any absences, and making satisfactory academic progress
- studying at the place of study specified on the student visa
- having acceptable insurance for the duration of the student visa
- working no more than the hours specified on the student visa (if the students are in Years 12 and 13 and have sought a variation of conditions with permission of the school)
- living with a parent or legal guardian if required.

For students whose study period is less than three months, they may enter under a visitor's visa.

## Guardian/Visitor Visa Conditions

If a parent is accompanying a student for the sole purpose of education in New Zealand their visa must state the name of the dependent that they are responsible for while living in New Zealand and the parent must live with the student. Schools need to complete routine checks to ensure that parents are living with the student and are still in New Zealand. Should a school find that a parent or legal guardian has returned to their home country they need to inform Immigration New Zealand.

Parents on visitor/guardian visas may apply for a variation to the conditions of their visa if they wish to work while living in New Zealand. Parents are usually required to have a contract with an employer to enable them to apply for a variation of conditions to their visa.

The variation of conditions is mainly applied for onshore in New Zealand once the parent has a job.

## Immigration agents

Schools cannot give immigration 'advice'. Only licensed immigration agents may give advice about immigration requirements. Full details can be found at the Immigration Adviser Authority's website at <http://www.iaa.govt.nz>

Immigration requirements and questions relating to a student's immigration status rest with Immigration New Zealand. Please refer to Immigration New Zealand's website for details: <https://www.immigration.govt.nz/new-zealand-visas/options/study>

## HEALTH AND SAFETY

More information can be obtained in the Student's Orientation or Parent & Student Information Handbook.

## CATHOLIC CHARACTER

St Mary's College is a Catholic school based on Christian values. All students study about this in Religious Education (RE), which is compulsory, and will hear a lot about being in a "Mercy" school.

### PRIVACY ACT 1993

We acknowledge that the personal information we have supplied on the enrolment form is being collected to assist the College in assessing this application for enrolment, and if successful, providing pastoral care and education for our child. The College is authorised to pass this information to other schools, educational or governmental authorities when required for the legitimate use of those authorities. Similarly, the College is authorised to obtain whatever personal information it legitimately requires regarding the student from the student's present or previous school/s.

### FEE PROTECTION POLICY

#### BACKGROUND

The Fee Protection Policy is adopted by the College to give assurance to International Fee Paying Students that the fees that they have been paid will be available to them for refund in the unlikely event that the College becomes insolvent or is suspended or removed as a signatory to the Code of Practice. In either of these events, International Students would have a proportion of their fees refunded to them as they would have to enrol at another school to complete the course. It should be noted that the College has been operating effectively for over one hundred and fifty years and has never defaulted on any payment or been overdrawn or in deficit.

#### FEE PROTECTION PROCEDURE

In accordance with 7.2.4 of the Code of Practice the College has established a unique bank account into which all International Student tuition fees are paid. This account, at the Bank of New Zealand, Ponsonby, is not connected to any of the College accounts. The signatories to the account are the Principal, the Deputy Principal, the Executive Officer and a member of the Board of Trustees.

Withdrawals from the account are made progressively throughout the year to meet the various operating expenses incurred in the teaching of the International students. The balance in the account is adequate to meet the amount needed to refund students at any point in the year.

***BOT Approved***

# REFUND INFORMATION FOR INTERNATIONAL STUDENTS (REFUND POLICY)

## SCHOOL FEES

1. If a student withdraws from their course of study before the completion date they may be eligible for a refund of tuition fees.
2. If the school ceases to become a signatory or education provider the unused portion of any fees or services not delivered will be refunded to the parent or legal guardian.
3. An application for refund of fees must be made in writing by the parents within one month of the last day of attendance to the Principal as agent for the Board of Trustees explaining why the student has withdrawn from the course and the reasons for seeking a refund.
4. If the application is made before or after the start of the course, but before the second half of the course, the fees may be refunded less:
  - An administration charge of \$300.00
  - Costs to the school already incurred for tuition or otherwise in contemplation of the student's attendance
  - Components of the fee already committed for the duration of the course, including appropriate proportions of salaries of teachers and support staff (if applicable)
  - Costs already incurred for the use of facilities and resources
  - The proportion of the Levy the school is required to pay to the proprietor
  - Insurance premiums
  - And any other costs already incurred
5. If the application is made during the second half of the course, the student will not receive a refund except in exceptional circumstances. The beginning of the third school term is the start of the second half of a full year course. In exceptional circumstances, refunds may be granted on compassionate grounds e.g. death of a close family member, serious illness, accident, natural disaster). All such refunds will be at the discretion of the Principal and the Board of Trustees.
6. No refund will be made to a student who is expelled from the school by the Board of Trustees, who wishes to transfer to another school or who has had their tuition **terminated for the following reasons**:
  - In the event of continued and unexplained absenteeism (students are required to attend at least 90 percent of the time)
  - Where a student voluntary withdrawals from the school or returns home for any reason other than serious illness, accident, death of a close family member or natural disaster.
  - The exclusion or expulsion of the student in accordance with the Education Act 1989
  - Provision of false or misleading information by the student on enrolment
  - Inadequate progress by the student
  - Failure by the student to pay fees
  - Failure by the student to obtain a study visa
  - Where the signatory is unable to guarantee accommodation due to the student's behaviour in the event of criminal behaviour by the student (including such behaviour outside the signatory's premises)
7. St Mary's College will ensure that they abide by the principles of natural justice.
8. Refund of Fees will be at the discretion of the Principal and Board of Trustees if an International fee paying student gains permanent residency during their course.
9. Disputes about any refund will be treated in accordance with the Code of Practice for the Pastoral Care of International Students. After 1 July 2016, all complaints and/or disputes will be dealt with under the new Code of Practice and/or the International Student Contract Dispute Resolution Scheme (DRS). The [Dispute Resolution Scheme](http://www.education.govt.nz/ministry-of-education/legislation/regulations-to-support-international-students/) can be downloaded as a pdf from the following website  
<http://www.education.govt.nz/ministry-of-education/legislation/regulations-to-support-international-students/>

### 10. STAND-DOWNS, SUSPENSIONS, EXCLUSIONS AND EXPULSIONS FROM SCHOOLS

The parties agree that all relevant provisions of the Education Act 1989 shall apply to the student in New Zealand. Any decision under these provisions to expel or exclude the Student will follow the Ministry of Education's guidance for schools on stand-downs, suspensions, exclusion and expulsion and shall terminate this Agreement. For more information visit <http://www.education.govt.nz/school/managing-and-supporting-students/student-behaviour-help-and-guidance/stand-downs-suspensions-exclusions-and-expulsions-guidelines/>

This Agreement is subject to the Student being placed in accommodation that is approved by the School. The School will make every reasonable attempt to provide approved accommodation for the Student and the Student agrees to comply with all expectations and conditions for living in School approved accommodation.

### 11. HOMESTAY FEE CONDITIONS 2017

1. If a student moves out of a homestay before the end of the contract, the portion of the homestay fees not already used will be refunded. The Homestay Placement Fee cannot be refunded.
2. The 2017 home stay charge is NZ\$280.00 per week plus a placement/admin fee of NZ\$300.00. The homestay fee includes three daily meals, laundry facilities, and a warm bedroom with study facilities and internet usages.
3. Homestay changes can only be made with the approval of the International Director. Two weeks' notice, in writing/email or \$560.00 is paid to the host family regardless if the student moves out prior to the two week notice period. Homestay placement fees of \$300.00 apply to each new homestay.
4. **Homestay Retainer Fee.** This is payable when the student leaves at the end of the year and wants to "Hold" their room until they return to NZ. They are to give two weeks' notice (or \$560.00) and then \$50 a week is charged up to a maximum of \$250.00. Student's belongings can be stored out of the room in another part of the house if the homestay wants use the room or belongings can be stored in the school garage for no charge. If the student moves out completely there is no retainer fee paid (but two weeks' notice of \$560.00 still needs to be given).
5. Homestay families are paid \$280.00 per week during term break holidays. If the student leaves during term time or during the term holidays for longer than two weeks, the homestay family are paid two week's payment (\$560.00) then \$50 after that (to a maximum of \$250.00 or five weeks).



# CONTRACT FOR INTERNATIONAL STUDENTS

We as parents or legal guardians understand and agree that our daughter's:

1. Course of study depends on the results of placement tests.
2. All courses at St Mary's College include Religious Education.
3. She must attend every class at school each day (100% attendance rate). If she is unable to attend (because of illness or similar) she shall contact the school on the day she is absent and will bring a note to school, signed by her homestay parent/designated caregiver, explaining her absence. If she is absent for three days or more she has to bring a doctor's certificate.
4. She must have valid medical insurance at all times.
5. She must obey all of the school rules.
6. She will not receive a refund of fees if she leaves St Mary's College except under those conditions explained in the College's Refund Policy.
7. International students are not permitted to drive.
8. She will remain at school at the end of the year until the date required for course completion for her year level.
9. She must live with her parents, a designated caregiver, a legal guardian, or a homestay family arranged by the International Homestay Coordinator. She must not change her homestay family without permission from the International Student Coordinator.
10. She must inform the College immediately if her contact details change, and will give her new address and contact phone number to the school.
11. She must adhere to the homestay rules if she is living in a homestay.

**We fully understand that the conditions of this contract are binding on our daughter and that her New Zealand visa will be cancelled if she breaks any of these conditions. The Principal and the International Student Director will be the sole judges in this matter.**



## St Mary's College Student's Profile

Name: \_\_\_\_\_  
(First Name) (Family Name)

Name you like to be called: \_\_\_\_\_

Nationality: \_\_\_\_\_

Personal Email: \_\_\_\_\_ Personal Mobile \_\_\_\_\_

Skype Address: \_\_\_\_\_

### Family Members

Name	Gender	Age	Relation to student	Occupation

### Your Interests i.e. art, design, dance, drama, languages

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### Sport

Which sport do you play or enjoy?

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Would you like to play a sport at St Mary's College

Yes

No

If so what? \_\_\_\_\_

### Music

Do you play an instrument      Yes      Please state \_\_\_\_\_

Would you like to play an instrument at St Marys College      Yes       No

If so what? \_\_\_\_\_

### Other Information

Religion \_\_\_\_\_

Do you wish to go to church in the weekends?      Yes       No

### Health

Do you have any Health Restrictions      Yes       No

(If Yes, please specify) \_\_\_\_\_

Dietary Restriction       No

Foods you don't \_\_\_\_\_

I am allergic to \_\_\_\_\_ (please specify)

### HOMESTAY INFORMATION

**St Mary's College does its best to match you with a family where you will be happy and have a rewarding and memorable experience. Please tell us more about what kind of family you want to live with...**

Do you mind living with pets?       Yes, I like animals

(I have a \_\_\_\_\_ at home)

No, I don't like animals

I am allergic to animals (please specify \_\_\_\_\_)

Young children  I like children and don't mind being in a family with young children

I prefer to be in a family with no young children

I am       quiet       friendly       talkative  
 independent       serious       thoughtful  
 active       shy       organised

## **A SAMPLE OF HANDWRITING.**

**Please tell us a little bit about yourself. It could be about your hobbies or interests or your family or school life. In your own words describe why you want to come to New Zealand and to St Mary's College.**



# St Mary's College Student's Intentions & Subject Preference 2017

Please answer these questions so we can help you achieve your academic goals.

Name: \_\_\_\_\_

Name you like to be called: \_\_\_\_\_ Nationality: \_\_\_\_\_

## Your English level

What do you think your level is? (Circle one)

1. Good, I can read and write and understand English really well
2. Not very good – but I can understand a bit
3. Not good – I need lots of English help

## Duration of study

What year level are you coming to St Mary's? \_\_\_\_\_

How long do you plan to study in New Zealand? \_\_\_\_\_

Do you want to finish school in New Zealand? Yes/No

## After finishing high school

Do you plan to study at a university? Yes/No

Where would you like to go to University? \_\_\_\_\_

What would you like to study? \_\_\_\_\_

## NCEA

The New Zealand senior school system is called NCEA. There are three levels, usually students study towards Level 1 in Year 11, Level 2 in Year 12 and Level 3 in Year 13. However, it is possible to study subjects from different levels in one year.

Do you want to register for NCEA? (\$383.30) Yes/No

Do you want to get a University Entrance Qualification in New Zealand

**OR**  
Do you just want to attempt NCEA at your respective level and leave with a Certificate of Graduation?

Do you plan to finish the New Zealand school year (and sit external NCEA exams) or will you have to return to your country part way through the year to sit University entrance exams? Yes/No

## What are your favourite subjects?

\_\_\_\_\_

**Your subject choices (ATTACHED)** Please **select subjects** you would like to take at school.

# Subjects and Options at St Mary's College 2017

## PLEASE CIRCLE SUBJECTS OF INTEREST

Year 7 (Intermediate) 11-12 Years Old	Year 8 (Intermediate) 12-13 Years Old	Year 9 13-14 Years Old	Year 10 14-15 Years Old
Students study all subjects (plus 4 languages)	Students study all subjects (plus 2 languages)	All students study subjects in <b>YELLOW</b> (plus 1 language)	All students study subjects in <b>YELLOW</b> and <b>THREE</b> <u>option subjects</u>
<b>Religious Education</b> <b>English and / or ESOL</b> <b>Mathematics</b> <b>Science</b> <b>Social Studies</b> <b>Health &amp;</b>  <b>Physical Education</b>	<b>Religious Education</b> <b>English and / or ESOL</b> <b>Mathematics</b> <b>Science</b> <b>Social Studies</b> <b>Health &amp;</b>  <b>Physical Education</b>	<b>Religious Education</b> <b>English and / or ESOL</b> <b>Mathematics</b> <b>Science</b> <b>Social Studies</b> <b>Health &amp;</b>  <b>Physical Education</b>	<b>Religious Education</b> <b>English and / or ESOL</b> <b>Mathematics</b> <b>Science</b> <b>Social Studies</b> <b>Health &amp;</b>  <b>Physical Education</b>  Health Science Dance Art Drama Music
<b>Art</b>  <b>Drama</b>  <b>Music</b>	<b>Art</b>  <b>Drama</b>  <b>Music</b>	<b>Art</b>  <b>Drama</b>  <b>Music</b>	
<b>(Plus 4 Languages)</b>	<b>(Plus 2 Languages)</b>	<b>(Plus 1 Language)</b>	
Chinese French Latin Te Reo Maori	Chinese French Latin Te Reo Maori	Chinese French Latin Te Reo Maori	Chinese French Latin (numbers permitting) Te Reo Maori (numbers permitting)
English for Speakers of Other Languages (ESOL)	English for Speakers of Other Languages (ESOL)	English for Speakers of Other Languages (ESOL)	English for Speakers of Other Languages (ESOL)
<b>Technology</b>	<b>Technology</b>	<b>Technology</b> <b>Design &amp; Visual Communication</b> <b>Digital Technology</b> <b>Fashion &amp; Interior Design</b> (trimester programme)	<b>Business Studies</b>  Design & Visual Communication Digital Technology Fashion & Interior Design

# Subjects and Options at St Mary's College 2017

Please Circle Your Subject Choices

Year 11 <b>NCEA Level 1</b>  15-16 Years Old	Year 12 <b>NCEA Level 2</b>  16-17 Years Old	Year 13 <b>NCEA Level 3</b> <b>Plus University Entrance (UE)</b>  17-18 Years Old
<p>All students study subjects in <b>YELLOW</b> and <u>THREE option subjects</u></p> <p><b>Religious Education</b> <b>English and / or ESOL</b></p> <p><b>Mathematics</b> <b>OR</b> <b>Mathematics with Statistics</b></p> <p><b>Science</b> <b>OR</b> <b>Laboratory Science</b></p> <p>Geography History</p> <p>Health Physical Education Dance Art</p> <p>Drama</p> <p>Music Chinese French Latin* Te Reo Maori</p> <p>English for Speakers of Other Languages (ESOL)</p> <p>Accounting Economics Design &amp; Visual Communication Digital Technologies Fashion &amp; Interior Design Computer Science: Coding</p> <p>Pathways</p>	<p>All students study subjects in <b>YELLOW</b> and <u>FIVE option subjects</u></p> <p><b>Religious Education</b> <b>English and / or ESOL</b> Media Studies Mathematics</p> <p>Mathematics with Statistics</p> <p>Biology Chemistry Physics</p> <p>Geography History Gateway Health Physical Education Dance Art Painting Art Design Art Photography</p> <p>Drama History of Art Music Chinese French Latin * Te Reo Maori Classical Studies</p> <p>English for Speakers of Other Languages (ESOL) Business Studies Accounting Economics Design &amp; Visual Communication Digital Technologies Fashion &amp; Interior Design Computer Science: Coding</p> <p>Supported Study</p>	<p>All students study RE and <u>FIVE option subjects</u></p> <p><b>Religious Education</b> English and / or ESOL Media Studies Mathematics Calculus Statistics</p> <p>Biology Chemistry Physics Social Studies Geography History Gateway Health Physical Education Dance Art Painting Art Design Art Photography</p> <p>Drama History of Art Music Chinese French Latin * Te Reo Maori Classical Studies</p> <p>English for Speakers of Other Languages (ESOL) Business Studies Accounting Economics Design &amp; Visual Communication Digital Technologies Fashion &amp; Interior Design Computer Science: Coding</p> <p>Supported Study</p>

\* To be offered in future years subject to numbers.



## DESIGNATED CAREGIVER

I/We acknowledge that I/we have decided to place my/our child within the care of a caregiver vetted and monitored by myself/ourselves in order for her to attend St Mary's College as an International Student. Accordingly, I/we take full responsibility and accept the decisions made by my/our designated caregiver about the homestay placement and day to day requirements of my/our child.

Full name of student as appears in passport: \_\_\_\_\_

Preferred name of student in New Zealand: \_\_\_\_\_

I/We have placed our child in the care of: \_\_\_\_\_

(Full name of Caregiver)

Street Number/Name/Suburb: \_\_\_\_\_

Phone/Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Should this arrangement change, I/we undertake to inform St Mary's College immediately. Further, I/we understand that should St Mary's College have any concerns regarding the welfare of my/our child, they may refer for further action or refer the matter to the relevant child welfare authorities, or any other appropriate agency in New Zealand.

I/we take full responsibility for placing my/our child with the designated caregiver named above, and I/we understand that St Mary's College is not responsible for my/our child outside of normal School hours and activities. I/We do however, understand that St Mary's College will make every endeavour to provide for the care and welfare of my/our child at all times while studying at St Mary's College

St Mary's College Homestay Co-ordinator will visit the home to meet with the caregiver/s and establish a communication arrangement with them and to ensure that the selected accommodation complies with the Code of Practice for the Pastoral Care of International Students. Your daughter will be interviewed by the St Mary's College Homestay Co-ordinator to monitor her well-being.

### **CODE OF PRACTICE AND DISPUTE RESOLUTION SCHEME**

From 1 July 2016 there has been significant changes to the Code of Practice and a new Dispute Resolution Scheme (DRS) has been introduced. Both these documents regulate the care and support of your daughter whilst she is studying at St Mary's College. *The Education (Pastoral Care of International Students) Code of Practice 1 July 2016 (which replaces the existing Code of Practice)* <http://www.nzqa.govt.nz/studying-in-new-zealand/coming-to-study-in-new-zealand/international-student-care/> and *International Student Contract Dispute Resolution Scheme (DRS) which has been established to resolve contractual and financial disputes between international students and education providers.* <http://www.nzqa.govt.nz/about-us/make-a-complaint/>

Please be assured that St Mary's College upholds and supports the Code of Practice, however, if for any reason you have concerns about your daughter's/student's treatment by the school or by one of the school's agent's your first step is to talk to the school's International Director, Mrs Sue King, ([sking@stmaryak.school.nz](mailto:sking@stmaryak.school.nz)) and if your concerns are not resolved by the school you can contact the New Zealand Qualifications Authority (NZQA), who will process your complaint through the DRS scheme. The website address is above or, for more information on the complaint process, you can contact NZQA on 0800 697 296.

Father Name/Signature: \_\_\_\_\_

Mother Name/Signature: \_\_\_\_\_





## ST MARY'S COLLEGE AGREEMENT FOR PARENTS LIVING WITH THEIR DAUGHTER

1. I/We understand that St Mary's College requires me/us to live with my daughter while in New Zealand. If I/we wish this to change, I/we must discuss it with St Mary's College at least 2 weeks in advance.
2. My/Our NZ address must not be further than 10kms from St Mary's College and that we agree to live in this address for the entire enrolment of my/our daughter.
3. I/We must send St Mary's College a copy of my/our Visitor Visa prior to my/our daughter's enrolment. I/We must send an updated copy to St Mary's College for every year of my/our daughter's enrolment while I/we live with her in New Zealand.
4. I/We undertake to communicate in a timely and prompt manner about any matter which may affect the school's ability to carry out its responsibilities effectively, including any changes of address or phone numbers for either ourselves or my/our daughter.
5. I/We understand that if I/we wish my daughter to become a domestic student due to a change in our visa status, I/we need to discuss this with St Mary's College first to ensure we follow the correct enrolment procedures. I/We understand it is not a direct transition from one status to the other and that a place is not guaranteed.
6. I/We understand that St Mary's College cannot be responsible for proving our living costs to Immigration New Zealand and that I/we must do this in another way, for example my/our own bank account or financial undertaking.
7. I/We understand that St Mary's College is not responsible for assisting me/us with applying for a Visitor Visa.
8. I/We understand that St Mary's College is not responsible for airport transfers for myself/ourselves, my/our daughter or family.
9. I/We agree if in the event that I/we must leave the country, I/we must notify the International Department before leaving New Zealand and provide the contact details of the alternative accommodation for my/our daughter.
10. I/We understand that my/our daughter is not allowed to live alone.
11. I/we agree to abide by the conditions on my/our visas during our stay in New Zealand.

Student's name: \_\_\_\_\_

Date: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Date: \_\_\_\_\_