



PARNELL DISTRICT SCHOOL EST. 1873

St. Stephens Avenue, Parnell, Auckland 1052, New Zealand
 Phone: (09) 379-3008, Fax: (09) 379-3942, Email: office@parnell.school.nz
 Website: www.parnell.school.nz

International Student Application for Enrolment Form

Family Name:	Boy	Girl
First Names:	Birth date - Day / Month /Year	
Preferred Name:	Country of Birth:	
	Date of Entry to NZ:	
Address:	Phone No:	
Email:	Current year level (if known):	
Ethnic Group:	Home Language(s)	

Parent / Caregiver / Guardian Details

Mother / Guardian / Caregiver	Family Name: Mr/Mrs/Ms/Miss	First Name:
	Relationship to student:	Cell Phone:
	Email:	Country of Birth:
Father / Guardian / Caregiver	Family Name: Mr/Mrs/Ms/Miss	First Name:
	Relationship to student:	Cell Phone:
	Email:	Country of Birth:

On Receipt and verification of all required documents, an interview can be arranged with the Principal or ESOL Teacher.

<u>Office Use Only</u>		Interview Time _____
Enrolment documents sighted & copied		Year Level:
Student's Passport <input type="checkbox"/>	Parent(s) Passports <input type="checkbox"/>	Room No: Teacher:

Student's Visa <input type="checkbox"/>	Parent(s) Visas <input type="checkbox"/>	Start date: ___ / ___ / ___
Permission for panadol/pamol <input type="checkbox"/>		
Enrolment No ____ / ____	Enrol NSN	No. of Terms:

Emergency Contacts	
(Someone other than parents who speaks your own language and English . Is this person already associated with a child or family at this school? Y / N	
Full Name: Mr/Mrs/Ms/Miss	Phone Number
Relationship to child:	Mobile Number
Full Name: Mr/Mrs/Ms/Miss	Phone Number
Relationship to child:	Mobile Number
Health	
Doctor	Phone No
Allergies	
Medications	
Serious Health Problems:	
Hearing:	Speech:
Sight:	

Permission Form
I do / do not give permission for my child to go on trips within walking distance of the school.
I do / do not give permission for my phone number to be included in school phone directory which is distributed to the school families.
I do / do not give permission for my phone number and occupation to be disclosed to a specific Board of Trustees Subcommittee for their use (e.g. fundraising) within the restrictions of the Board's Privacy Policy.
I do / do not give permission for my child to be given Panadol / Pamol if required.

Parnell District School ADDITIONAL INFORMATION
To Parents / Guardians of children new to Parnell District School: <i>Please could you bring this document to school before your child starts school</i>
This information is used to help us understand your child's needs. You do not have to fill it in. You can choose to just do parts. It does help us understand your child better if we have good information about them.

Child's First Name

Date of Birth _____ / _____ / _____

Family Name

Dad's Name

Mum's Name

Main Contact Person For Family

Phone Number of Contact Person

Family Background

Are there any members of your child's family living somewhere else?

Who are they?

Where do they live?

What cultural festivals does your family celebrate?

Is there any food your child is not allowed to eat?

Any other information

Previous Schooling

How old was your child when they started school?

Previous Schooling Background

Name of School

Place

How long at this school

Family Background

Has anything happened to your child that might make him / her feel unsure or afraid?

What is your child good at and do they have any particular talents?

Academic

Social

Physical

Do you have any concerns about your child?

Academic

Social

Physical

What are your child's interests outside of school?

Languages

Family

What language / languages do you **speak** at home?

Child

What languages can your child **understand**?

What languages can your child **speak**?

What languages can your child **write**?

What languages can your child **read**?

Parental Support

What languages can you **speak**?

What languages can you **read**?

What languages can you **write**?

Parental skills which may assist the school:

Are you able and willing to come into school and help?

Consent for Photographs

School personnel (staff and children) take a considerable number of photographs and quite a lot of digital video footage in the course of a school year. Most of these photos are topic related, used for a short period of time and then discarded.

- There has been a (largely unspoken) reluctance on the behalf of the school to use photographs of children in recent years in school publications (i.e. newsletters, the website, the year book and school promotional material such as the prospectus). This has been to respect the wish of some parents to be discreet about the location of their child's school, often for custodial or family reasons. We absolutely need to respect these wishes where applicable.
- However, where we can we would like to be more flexible in this area, and ascertain which parents would not like their child(ren)'s images used in this way.

We know that if school material is populated by photos of Parnell children doing interesting and exciting things that this heightens the appeal of the information to both parents and pupils because it is about people "we know and recognise." We would envisage that children featuring in school generated material would appear in items that:

- acknowledged achievements by pupils (academic/ sporting and cultural successes)
- in photographs on the website engaged in a variety of school activities (usually un-named)
- in school publicity material such as the prospectus and promotional power-points also engaged in a variety of school activities.(un –named)
- in the annual school year book (sometimes named)

Please note that we are not seeking consent for news media to work with the children – in these instances the parent consent process is handled after a discussion of protocols with the media concerned.

If there are concerns in this area, and perhaps you want your child's identity protected, I would like parents to contact me in strict confidence so we can make up a list of children whose images will not be used in material as described above. Please address such letters to me personally.

Thank you for considering this matter.

FEE SCHEDULE FOR INTERNATIONAL STUDENTS 2017

Note: All fees and costs include Goods and Services Tax (GST) @ 15%

Administration Fee

A one off payment of **\$1,500** (non-refundable) paid at time of enrolment.

Tuition Fees Option

1.

\$12,500 for one year, paid in advance, non-refundable.

Option 2.

\$3125 for one term, paid in advance, non-refundable.

English Language Tuition

This is charged separately and is non-refundable.

Pupils will receive specialised English instruction within a small group.

Option 1. \$2,500 per year

Option 2. \$ 625 per term

Uniforms

Total cost for uniform will vary according to need.

School camps are charged separately for all students at the school and vary from year to year.

Upon payment of the above tuition fees, a letter to the New Zealand Immigration Department will be issued.

Preferred Option No. _____

English Language Tuition Option No. _____

Signed Parent/ Guardian _____ **Date** _____

INTERNATIONAL STUDENT TUITION AGREEMENT

This agreement shall be signed on behalf of the Student by the parents or caregivers of the Student.

School: Parnell District School ("the School")

Student: ("the Student")

1. The School shall provide tuition to the Student in accordance with the New Zealand Ministry of Education Code of Practice and the laws of New Zealand in return for an annual fee (see schedule).
2. The Student shall comply with the rules and policies of the School and with the reasonable instructions of the teachers of the School.
3. The parents or caregivers of the Student ("the Parents") authorise staff of the school to:
 - 3.1 Receive information from any person, authority or corporate body concerning the Student including, but not limited to, medical, educational and welfare information;
 - 3.2 Provide consents in respect of any activity carried and authorised by the School and
 - 3.3 Provide necessary consents on the Student's behalf in the event of a medical emergency where it is not reasonably practicable to contact the Parents.
4. The Parents authorise the Director of International Students to advise the Student's designated caregiver of all matters and information required to be provided to parents of any student under the laws of New Zealand. The Parents authorise the School to obtain information regarding the Student from the designated caregiver. The Parents agree to appoint the designated caregiver as their agents in New Zealand to receive and provide such information in substitution for the Parents.
5. The Parents agree to provide the School with academic, medical or other information relating to the well-being of the Student as may be requested from time to time by the School.
6. The School shall use its best endeavours to ensure the safety, health and well-being of the Student but shall not be liable for any damage or harm caused to the Student or the Student's property. In addition, the School shall have no responsibility for the Student outside of School hours.
7. In any event, the School's liability in relation to the supply of tuition services to the Student is limited to the amount of fees paid by the Student for the provision of the services in respect of which liability arises.
8. Nothing in this agreement limits any rights the Parents and/or Student may have under the Consumers Guarantee Act 1993.

9. Either party may terminate this agreement upon two weeks written notice being given by either party. If the agreement is terminated the Refunds Policy for International students shall apply.
10. It is acknowledged that all relevant provisions of the Education Act 1989 shall apply to the Student in New Zealand. Any decision under these provisions to exclude or suspend the Student for a specified period of time shall terminate this agreement and the Refunds Policy shall apply. The Parents shall have no claim for damages or for any compensation if this agreement is terminated in these circumstances.
11. Neither party is liable to the other for failing to meet its obligation under this agreement to the extent that the failure was caused by an "act of God" or other force major circumstance beyond its reasonable control.
12. This agreement shall be construed and take effect as a contract made in New Zealand and will be governed by New Zealand law, and the Student and Parents submit to the exclusive jurisdiction of the New Zealand courts.
13. Notice given under this agreement must be in writing and given to the addresses set out in the application forms. Those sent by mail shall be deemed to have been received five working days after posting.
14. This agreement contains all of the terms, representations and warranties made by the parties and supersedes all prior discussions and agreements covering the subject matter of this agreement.
15. The parents of the student shall supply contact details for themselves, either in their home country or in New Zealand, whichever is applicable. Changes to contact details should be advised to the school immediately. Students whose parents live overseas are required to contact parents once a week, preferably by phone. Provision for the payment of these calls can be made upon enrolment, by purchase of a telephone calling card or by leaving money with home-stay parents
16. The Parents and Student acknowledge that:
 - a. Personal information of the Parent and/or Student collected or held by the School is provided and may be held, used and disclosed to enable the School to process the application for tuition and provide tuition to the Student, and to enable the School to communicate with the Student and/or Parents for any purpose;
 - b. All personal information provided to the School is collected and will be held by the School. If the Student/Parent fail to provide any information requested in the application for tuition, the School may be unable to process the application;
 - c. The Student/Parent have the right under the Privacy Act 1993 to obtain access to and request corrections of any personal information held by the School concerning them.
17. The Parent and Student agree that the Student shall live with the Parents or the designated caregiver listed on the application forms for the term of this agreement.

I have read and understood the terms set out in this agreement and agree to them.

Signed: _____ (Parent or Designated Caregiver)

Full Name: _____

Date: _____

ACCOMMODATION AND INSURANCE INDICATION FORM

Designated Caregiver means a relative or close family friend designated in writing by the parents of an international student as the caregiver and accommodation provider for that student, but does not include a boarding establishment owner, manager or employee.

Home-stay means accommodation provided to an international student in the residence of a family or household where no more than four international students are accommodated.

Home-stay Carer means a supplier of home stay accommodation to international students

Parent means the father or mother of an international student, and includes court appointed guardian, or a person who meets the requirements of the NZIS visitor (guardian) visa/permit.

Student's name _____
Family First or given name (Known as)

If accepted into Parnell District School the student is applying for which category of accommodation?

- Home-stay nominated by family to be selected and approved by Parnell District School
- Designated caregiver (must be close family friend or relative)
- Parent (all applicants aged 12 and 13 must live with a parent)

If accepted into Parnell District School please indicate your proposed insurance company for medical and travel insurance.

Policy number _____

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For accident and emergency use

Any Medical Conditions _____

Action required _____

Interpreters name _____ Ph _____

STATEMENT OF PARENT ARRANGEMENTS

I/we acknowledge that while
is attending Parnell District School, he / she will be living with one or other of their parents as
named below or

He/she will attend Parnell District School for () terms, from
to.....

..... (full name as appears on passport)

..... (preferred name in New Zealand)

..... (full name of parents)

Address and contact numbers:

.....

.....

New Zealand Immigration Status:

Should this arrangement change I/we undertake to inform Parnell District School immediately.
Further I/we understand that should Parnell District School 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 appropriate agency in New Zealand.

I/we take full responsibility for my / our child and I/we understand that Parnell District School is not
responsible for my/our child outside of normal school hours and activities. I/we do however
understand that Parnell District School will make every endeavour to provide for the care and
welfare of my/our child at all times while studying in their school.

Parnell District School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry 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>

Signed _____ Date _____ Parent

STUDENT CONTRACT

I _____ (name of Parent) have read and understood the terms and conditions contained in the school information and application form provided to me, specifically

- Application process
- Fees and costs
- Refund conditions
- Termination procedures
- Withdrawal procedures
- Expectations of student behaviour (the school's policy – *“Providing a Safe Physical and Emotional Environment”*).
- Requirement to inform the school if the pupil has any sickness, disability, behavioural or special education needs. (Note: if the school determines that the student has special needs that were not disclosed or known at the time of enrolment, parents / caregivers will bear the cost of any extra services the student requires).
- Student placement policy

And agree to abide by these terms and conditions.

Signed _____ Date _____
Parent

Signed _____ Date _____
on behalf of Parnell District School