

# Churchill Park School International Enrolment Form

Attach photo here

## A. Student Details

Full Legal Name	Surname	First Names		Preferred Name	Attach photo here
Date of Birth:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Country of Origin:		
Living in NZ with:			Relationship to Child:		
Student's Address in NZ: .....				Phone: .....	
.....				Mobile: .....	
..... Postcode: .....				Emergency Phone Number:	
Emergency Contact: .....				.....	
Enrolled by (name) or Agent/Agency: .....				Phone: .....	
Relationship to Child: .....				Mobile: .....	
Address (if different to above): .....				.....	
.....				.....	
..... Postcode: .....				.....	
Passport Number: .....			Passport Expiry Date: .....		
Date of Entry to NZ: .....			Visitor's Visa Issued: .....		
Student Visa Number: .....			Expiry Date: .....		
Passport Number (parent/designated Caregiver): .....			Student's First Language: .....		
Drivers Licence Number (of signing parent): .....			.....		
Passport Number (Homestay parent if applicable): .....			.....		

## B. International Contact Details

Mother's Name:	Father's Name:
International Address: .....	International Address: .....
.....	.....
.....	.....
Language (Spoken at Home):	Language (Spoken at Home):
Phone: Home: .....	Phone: Home: .....
Work: .....	Work: .....
Mobile: .....	Mobile: .....
Email:	Email:
Emergency Contact Number in Native Country:	Emergency Contact Number in Native Country:

## C. Accommodation

Parent
  Designated Caregiver
  Legal Guardian

## Office Use Only

Payment Date:	Amount Paid:
Receipt No:	Year Level:
Period of Enrolment: <input type="checkbox"/> Term <input type="checkbox"/> Semester <input type="checkbox"/> Year	Room No:
Starting Date:	Enrolment No:

## D. Medical and Travel Insurance

All students must have appropriate and current Medical and Travel Insurance from their native country, issued from the date of their departure to the date of their return.

Insurance Company:..... Policy Type: .....  
Policy Start Date: ..... Policy End Date: .....

## E. Health Statement

Does your child have any pre-existing medical conditions or learning needs?  Yes  No

If yes, please state: .....  
.....

Do you give permission for your child to be given Panadol (*paracetamol*)?  Yes  No

All students should have completed their childhood immunisations before commencing Year 7 and 8. Has your son/daughter had the following vaccinations? (*Tick box if Yes*)

MMR (*measles, mumps & rubella*)  Diphtheria  Tuberculosis  Tetanus  Polio

If your child has not been vaccinated against any of the diseases above, and the opportunity arises for your child to be vaccinated at school, do you consent to your child being vaccinated?  Yes  No

## F. Acceptance of Terms

By signing below, you acknowledge the terms and conditions detailed below:

- I agree to abide by the rules and policies of the school at all times.

Offers of placement will be decided by the Principal of the school. Should your application be successful, you will receive a letter of offer (*Offer of Placement*). You will need to make payment of fees to secure placement. If you accept the offer of placement, then this application for tuition shall be the terms and conditions of the agreement by which the tuition shall be provided.

- A parent or legal guardian must sign the terms.
- Inaccurate or incomplete information could result in termination of tuition.

Signed (*Parent/legal Guardian*): ..... Dated: .....

## Application Information for International Students

International Students are required to pay for their tuition in advance. The following fees apply for new enrolments:

<b>One Year's tuition (4 terms)</b>	<b>\$14,000</b>	• All prices include GST plus the Ministry of Education fee.
<b>One Semester (2 terms)</b>	<b>\$ 7,500</b>	• All prices include the \$1,000 non-refundable administration fee.
<b>One Term</b>	<b>\$ 3,800</b>	• School uniform, stationery, camp and swimming lessons are additional.
<b>One Week</b>	<b>\$ 500</b>	• Any homestay costs are additional.

**Payment is to be made in advance.**

- All fees are inclusive of the \$1,000 administration fee, which is non-refundable.
- We provide specialist tuition in English, and each student will be individually assessed as to the level of English tuition required.
- Students will be immersed in regular classroom programmes and withdrawn as necessary by our specialist English (ESoL) tutors.
- International students attending Year 7 or Year 8 classes will also be involved in specialist technology programmes.
- Students must wear full school uniform while they attend Churchill Park School and must abide by our school rules.
- There are limited spaces available for International Students and availability will be advised at the time of application.
- School commences at 9am and finishes at 3pm, Monday to Friday. We ask that all students are punctual and if they are going to be absent from school that our school office is notified.

# Fees Protection and Refund Policy

If the student withdraws from their course of study before the planned/intended completion date, they may be eligible for a refund of tuition fees.

## Time Limit for Refund Request

To be eligible for any refund, the parent or legal guardian must apply in writing to the Board of Trustees, setting out the individual circumstances of the claim within one month of the last day of attendance.

## Full Refund

If the application is made before the start of the course, fees will be refunded in full, less an administration charge of \$ 1,000 to cover the costs incurred by the school.

## Partial Refund

If the application is made after the start of the course, fees will be refunded, less:

- An administration charge of \$1,000.
- Costs to the school already incurred for tuition.
- Components of the fee already committed to 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 Government Levy, the school is required to pay.
- Any other costs incurred.

## No Refund

If the application is made after the second half of the course, you will not receive a refund except in exceptional circumstances.

## Student Obtaining Residence Permit

If an International Student gains residence during the course, no fees are payable from the date of granting residence and a refund may be made of the unused portion of the prepaid fees. The new resident will be bound by the school enrolment scheme.

Documentation proving entitlement to be enrolled as a local student must be provided within 14 days.

## Fee Protection

The Board of Trustees will make no refund:

- Where a student is asked to leave the school because of misbehaviour, poor attendance or violation of school rules.
- Where a student wishes to transfer to another school.
- Where a student returns home for any reason other than the serious illness or death of a close family member.
- If the enrolment application is found to be inaccurate in any way, the contract may be terminated.
- The Board of Trustees will ensure that there is a reserve of funds to cover International Students' prepaid tuition fees in the event that a refund should be necessary.

By signing below, I acknowledge I have read and understood the terms of this Refund Policy.

Signed (*Parent/legal Guardian*): ..... Dated: .....

Name of Parent/Legal Guardian: .....

Address of Parent/Legal Guardian: .....

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## Helpful Links

**The Code:** [www.nzqa.govt.nz](http://www.nzqa.govt.nz)

**Student complaints:** [qadrisk@nzqa.govt.nz](mailto:qadrisk@nzqa.govt.nz)

**Study in New Zealand:** [www.studyinnewzealand.govt.nz](http://www.studyinnewzealand.govt.nz)

**NZQA's Studying in New Zealand:** [www.nzqa.govt.nz/studying-in-new-zealand](http://www.nzqa.govt.nz/studying-in-new-zealand)

**Disputes Resolution Scheme (DRS):** [www.fairwayresolution.com/istudent-complaints](http://www.fairwayresolution.com/istudent-complaints)

## Designated Caregiver's Information

This information is required if the student is to live with designated caregivers. Parents must also sign the indemnity document below.

Name/s: .....

Address of Parent/Legal Guardian: .....

.....

Home Phone: ..... Work Phone: .....

Mobile Number: ..... Fax Number: .....

### Indemnity Document: Students Living with a Designated Caregiver

I/we designate to provide accommodation for my/our son/daughter to attend Churchill Park School as an International Student from to subject to the approval of the school prior to enrolment.

Student's Name: ..... Student's Preferred Name: .....

*(as shown on passport)*

Designated Caregiver's Name: ..... Relationship to Student: .....

Address: .....

.....

Home Phone: ..... Work Phone: .....

Mobile Number: ..... Email: .....

***Designated caregivers will be visited prior to enrolment to determine living conditions are of an acceptable standard.***

### Relocation of the Student

Should the arrangement change, I/we undertake to inform Churchill Park School immediately. Further, I/we understand that should Churchill Park 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 Churchill Park School will make every endeavour to ensure the safety and welfare of my / our child while studying in their school.

The 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>.

Signature *(Father/Mother/Legal Guardian only)*: .....

Print Signature in English *(Father/Mother/Legal Guardian only)*: .....

Contact Address in Home Country: .....

Contact Phone Number in Home Country: .....

Email Address: ..... Date of Signing: .....

## Application Checklist *(Tick if attached)*

- Copy of Passport *(title page and student permit/visa if applicable)*
- A signed statement from parents giving permission for enrolment at Churchill Park School
- Copy of signed parent's Drivers Licence
- Signed 'Refund Policy' document
- Passport sized photograph of student
- Copy of Medical and Travel Insurance
- Signed Designated Caregiver document