Otamatea Christian School



# CONTRACT OF ENROLMENT AS AN INTERNATIONAL STUDENT

GRACE AND TRUTH WISDOM AND FAITH

Tomorrow's Community Leaders for Life

# APPLICATION PROCEDURE (4.22)

All applications must be on the enclosed forms.
The applicant's **parents** must sign at the bottom of each page of the application. Only a parent or ***court-appointed*** legal guardian may sign. The signature of an agent, relative, or any other person **is not** acceptable. It is the responsibility of the parent to ensure he/she understands what is being signed.

All sections of the application form must be completed in blue or black ink only. Applications will not be processed if there are any omissions. Applications may be scanned via email to the principal ocsprincipal87@gmail.com

If the application is accepted the student will be given an **"Offer of Place".** This is based on a preliminary estimate of the level at which the student should study. It is not a guarantee that the student will study at that level. All students are given a series of assessments on arrival and only then will a final placement be made.

Please note that it is extremely rare for students to be placed directly into Year 12 or 13 unless they are English speaking international students that test highly on our own ACE diagnostic tests or can supply an academic transcript that will attest to their level of learning. For all students ACE diagnostic testing may be carried out to check academic ability.

No application will be accepted unless the parent agrees that the student will enter and remain in an Otamatea Christian School approved and supervised home stay. Close family friends or relatives designated by the parent may be accepted in some circumstances.

Please ensure that the parent/s name, address and contact numbers are printed legibly on the forms as we need these for emergency contact and for sending school reports. All conditions of enrolment will be strictly enforced including the Refunds Policy. Please do not accept an offer of a place at Otamatea Christian School unless you have a clear understanding of these conditions.

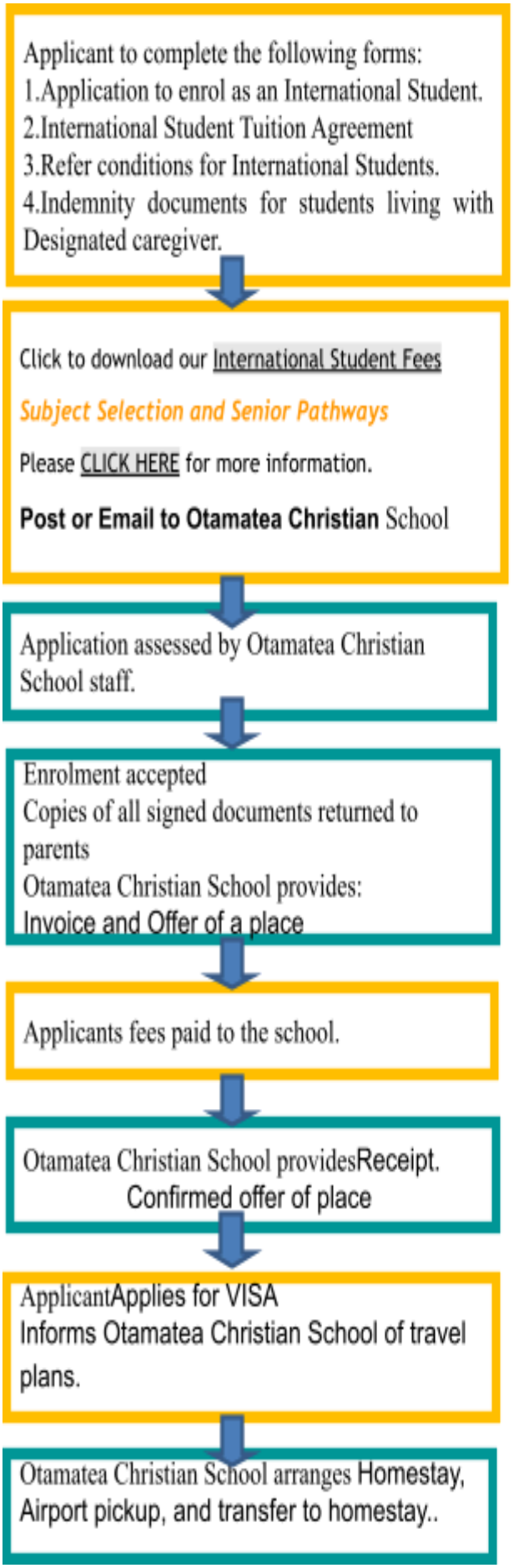
***Please Note:***

- Students are required to re-enrol for the following year. While this is a formality, it does mean that the school's enrolment scheme applies.

- If there is a change in Contact details, the accommodation you have, your New Zealand residential address or Immigration Status you are required to **inform the school immediately** of these changes

This completed booklet must be sent by post, courier, or email to:
Director of International Students
ocsprincipal87@gmail.com
Otamatea Christian School
98 Hurndall Street
Maungaturoto, 0520
NEW ZEALAND
***Please note: Completion of these forms does not constitute acceptance into this school***

# Enrolment Process for International Students (4.22)




**NOTES:**

1. Enrolment Form & Tuition Agreement to be signed by the parent.
2. Attach recent school reports and current photo.
3. Please read the following sections of the International Student Information booklet.

   School Rules

   Refunds for International Students and fees protection.

   Accommodation conditions.

**The information booklet will also include**

- Tuition fees
- Homestay place placement fee
- Homestay accommodation fee or
- Designated Caregiver monitoring fee.
- Uniform details

**Fees may be paid by bank transfer directly into the schools international student account:-**

Account Name
O.C.S International Student Account

**Account Number** 06 0365 0013373
Bank ANZ
Branch Whangarei, New Zealand

Student's name to be used as reference.

4. Student VISA application made to a NZ Immigration office

*Passport and visa/permit details checked. Copy attached*

**Full Name of Student:** _____
(Family Name) (First Name) (Other Names)

Country of Birth: _____ Date of Birth: _____

Preferred Name: _____ _____

Ethnicity: _____ Sex: (please circle) Male / Female

Passport Number:_____ Expiry: _____

Visa Details: _____ Expiry: _____

Current Address:_____

_____

Accommodation Type: _____

Phone Contact: _____

Date of First Entry into New Zealand: ___/____/_____

Length of time International Student wishes to stay for:
from ____/____/____ to ____/____/____

Dates student will be in attendance at Otamatea Christian School:
from ____/____/____ to ____/____/____

Arrangements for when the students Enrolment Finishes:
_____
_____
_____

Name(s) of previous school(s) in New Zealand:

_____ Attendance Dates: _____
_____ Attendance Dates: _____

**Contact details** of parent/next of kin in home country:

Name _____

Address: _____

Phone: _____ Mobile: _____

Fax: _____ Email: _____

Emergency Contact Person _____

Phone: _____ Mobile: _____

Fax: _____ Email: _____

To be filled in by Otamatea Christian School for International Files and emailed back to student/student's parents:

Accommodation confirmed: _____(Type)

Providers Name: _____

Providers Phone Number: _____

Providers Address: _____

**Please Note: Should a student/parent or caregiver have any change in their circumstances they are required to notify the Director of International Studies at Otamatea Christian School by email: otamateachristianschool@gmail.com or by contacting the school via telephone +064 09 41318487 or Email ocsprincipal87@gmail.com**

**Change of circumstances include:**

**Change in contact details.**
**Change in accommodation type.**
**Change in residential address and**
**Change in Immigration status.**

1. **Specific Learning Needs**

The curriculum at Otamatea Christian School is an academic program that is **not** designed to meet the needs of children with **high** learning difficulties. It should be noted that International Students are not eligible for special needs funding.

Declaration of any Learning needs: and to sign that the information given is accurate.

Does the student have any specific learning or behavioural needs that could affect their progress?

Yes No

Details if applicable

_____
_____
_____
_____
_____
_____
_____

* Please attach any additional information

To be signed by Parent/Student over 18

I/We _____declare

the above statement to be true and accurate.

**Students' level of English?**

Please attach a certificate or some form of evidence that gives the students level of English proficiency.

**P**referred tests: Oxford placement test Grammar/Listening TOEIC
A.C.E Diagnostic Testing in Word Building and English

- Granting of credit for prior learning and class level placement in all subject areas will be based on results/evidence supplied by students.

- **Please supply 2 recent school reports and a photo.**

- **Please supply 2 character references:** One from a teacher and the other from your pastor/principal. These need to be confidential and emailed directly to the school: ocsprincipal87@gmail.com

**Student to complete**

What are your favourite subjects at school? _____

What do you find the most challenging about school? _____

What do you enjoy most about school? _____

What are your career ambitions? _____

What are you hoping for or looking forward to in your New Zealand school?

_____

_____

What worries you about living and studying in New Zealand?

_____

_____

**Social Profile**

| | | |
|---|---|---|
| Leader | Loner | Likes small groups |
| Follower | Inward looking | Talker |
| Outgoing | Good mixer | |

**Other Information**

Have you travelled to other countries before? (*Please state which ones*)

_____

Have you lived away from your family before? _____

Which church would you prefer to attend?

_____

Do you need to attend church or another place of worship on a regular basis?

(*Please circle)* Yes No

If yes please state which church: _____

*Check the designated caregivers status. Accommodation checked Approved Passport/ Visa checked for Designated caregiver*

Do you plan to return home in the term holidays? *(Please circle)* Yes No

Is there a particular part of your culture that is very important to you that we should know about?

_____

_____

Are there any special items you plan to bring with you?

_____

What is your favourite food?

_____

Is there any particular food that you cannot eat? _____

Do you have any special dietary requirements (*e.g. vegetarian, don't eat chicken or pork)?*

_____

# Student Contract Of Enrolment:

### What are the conditions of study at Otamatea Christian School?

You must prove that you are a **"serious student"** by keeping to the following requirements:

1. You must attend all lessons and be on time. You must be ready to apply yourself fully to all school work.
2. Although a student can indicate the subjects and levels at which they wish to study, the final decision will lie with the school.
3. The school needs to be notified of any absences or intended absences in writing.
4. You will have a respectful attitude to school staff and other students.
5. You will not bully, swear or physically hurt a teacher or other student in any way.
6. Any major misconduct or persistent misconduct will be addressed according to Schedule 1 and Schedule 2 below and may lead to stand downs, suspension or exclusion.
7. Your parent's contact address must be provided to the school, including physical address, phone, fax numbers and email address. You must notify the school of any change immediately.
8. If you return to your home country during the set school holidays, you may not take extra time away from school unless authorised by the school Principal.
9. Your student visa/permit will be issued for Otamatea Christian School. You may not transfer to another college/school until that visa/permit expires or it has been reissued to another college/school through an official transfer process involving NZ Immigration.
10. If there is an adult designated as your parent's representative in New Zealand this person must keep that role until the expiry date of your visa/permit.
11. You will reside in a homestay approved by the school and comply with home stay rules. If you are under 10 you will need to live with your parents or a legal guardian.
12. Your parents must sign the tuition agreement, which proves that they understand and accept the conditions of enrolment at Otamatea Christian School.

**For younger students**

1. I will attend school every day of instruction unless there is a valid reason for absence.
2. I will regularly attend a local Christian church with my family or host family.
3. I will follow the conditions of agreement with their International Students Agent and Home-stay Parents
4. I will work hard at school and do all my homework and personal study.
5. I will practise my English as much as possible.
6. I will be involved in sports and other cultural activities.
7. I will tell a trusted adult or staff member if I need help or a problem is worrying me.
8. I will tell the School of any problems I have so they can be sorted quickly.

I will follow the School's rules regarding hours of attendance, work completion, behaviour, providing absence notes, uniform and leaving the school grounds.

**For older students: (Additional)**

9. I will notify **IMMEDIATELY**, the signatory, Otamatea Christian's school Director of International Studies – Lynette Bell, of any changes in Contact details, accommodation and residential address, or immigration status.

10. I will make sure my visa and passport are current. (Your passport will need to be renewed if it has less than 3 months left until the expiry date. Your visa needs to be renewed at least a month before it expires.)
11. I will not drive, drink alcohol, smoke or take drugs at any time.

12. I will not have overnight stays with friends during the week. (Students must give details of any outings with friends to their home-stay family, including destination; expected time home; means of travel; and contact names/phone numbers.)
13. I will phone my home-stay family if I will be late home for any reason.
14. I will be at home at night during the week unless I am at a school or family function.
15. I will ask permission of the home-stay parents and agent to go out of the Northland region.
17. I will pay for all international phone calls and cell phone or internet charges.
18. I will not lend or borrow money, credit cards or cell phones.

These rules are provided for your safety. They are the same rules we set for our families and we expect you to follow them. Breaking the School's or home-stay rules could result in students being sent home with no refund of fees.

I ……(student name) do agree to honour my contract.

Signature…….(Parent/Caregiver sign if student is under 18)

Date: ……..

**Disciplinary Action:**

1. The principal may take appropriate disciplinary action in response to the conduct or behaviour of the student.

2. Appropriate disciplinary action includes standing down, suspending or excluding the student and terminating the contract of enrolment.

3. The principal of the school may take appropriate disciplinary action, whether or not the conduct or behaviour occurred while the student was under the supervision or control of the school, if satisfied on reasonable grounds that:

(a) The student's gross misconduct or continual disobedience is a harmful or dangerous example to other students at the school;

(b) Because of the student's conduct or behaviour, it is likely that the student, or other students at the school, will be seriously harmed if the student is not stood-down or suspended or excluded as the case may require;

(c) The student's conduct or behaviour is in breach of the school rules (including the school's code of student conduct), the accommodation agreement or designated caregiver agreement, or this contract of enrolment, and one or more of the following applies:

(i) The breach or breaches would constitute an ongoing risk to the student's education, health, safety, well-being or personal welfare for which the school is responsible under the Education (Pastoral Care of International Students) Code of Practice 2021;

(ii) The breach or breaches would constitute an ongoing risk to another person's education, health, safety, well-being or personal welfare.

4. The provisions in Schedule 1 (relating to stand-down), or Schedule 2 (relating to suspension) will apply if the student has been stood down or suspended, as the case may be.

School's obligations when taking disciplinary action

5. If the principal wants a student to absent himself or herself from school for disciplinary reasons, or who wants a parent to remove a student from school for disciplinary reasons, may bring about the absence or the removal only by standing-down or suspending the student under this contract.

6. In making decisions on appropriate disciplinary action the principal and the board will as far as practicable ensure that any such disciplinary action:-

(a) is proportionate to the seriousness of the behaviour of the student; and

(b) minimises the disruption to a student's attendance at school and facilitates the return of the student to school when that is appropriate; and

(c) is dealt with in accordance with the principles of natural justice.

7. If the student is stood-down or suspended, the principal will take all reasonable steps to ensure that the student has the guidance and counselling that are reasonable and practicable in all the circumstances of the stand-down or suspension.

8. If a student's suspension is subject to conditions, the principal will take all reasonable steps to ensure that an appropriate educational programme is provided to the student.

13. The programme referred to in clause 6 will as far as practicable be designed to facilitate the student's return to school and to minimise the educational disadvantages that occur from absence from school.

## Schedule 1 – Provisions for stand-down

Notice requirements

1. Immediately after a student is stood-down, the principal will tell a parent or legal guardian and the residential caregiver of the student—

   (a) that the student has been stood-down; and
   (b) the reasons for the principal's decision; and
   (c) the period for which the student has been stood-down.

Stand-down period

2. A stand-down may be for 1 or more specified periods, and the principal may lift the stand-down at any time before it is due to expire.

Student attendance while student on stand-down

3. If a student has been stood-down, then the student does not have to, and is not permitted to, attend the school while stood-down, however-–

   (a) the principal may require the student to attend the school if the principal reasonably considers the student's attendance is appropriate:
   (b) the principal may allow the student to attend the school if the student's parents request that the student be permitted to attend the school and the principal considers the request is reasonable:

Board meeting concerning stand-down

4. A principal who has stood-down a student may arrange a stand-down meeting.

5. A principal who, having stood-down a student, is asked by the student or a parent or legal guardian of the student for a stand-down meeting—

   (a) will arrange a meeting; and
   (b) be available for the meeting as soon as is practicable for the student, the parent or legal guardian, and the principal.

6. As a consequence of a stand-down meeting, if the principal is satisfied that there are no reasonable grounds for the stand-down the principal will—

   (a) ensure that the stand-down is withdrawn; and
   (b) ensure that the student, and anyone told of the stand-down under paragraph 1, is told that the stand-down has been withdrawn.

## Schedule 2 – Provisions for suspension

Notice requirements for suspending a student

1. If the student has been suspended then the principal will, immediately after the student is suspended, tell the board, a parent or legal guardian and the residential caregiver (if any) of the student—

   (a) that the student has been suspended; and
   (b) the reasons for the principal's decision.

Student attendance while on suspension

2. If the student has been suspended, then the student does not have to, and is not permitted to, attend the school while suspended, however -

   (a) the principal may allow the student to attend the school if the principal reasonably considers the student's attendance is appropriate:
   (b) the principal may allow the student to attend the school if the student's parents request that the student be permitted to attend the school and the principal considers the request is reasonable.

Board meeting concerning suspension

3. If the student has been suspended, the student, the student's parents or legal guardian, and their representatives are entitled to attend a meeting of the board and speak at that meeting, and to have their views considered by the board before it decides whether to lift or extend the suspension or exclude the student and terminate the contract of enrolment.

4. The board will ensure that a student who has been suspended, and the student's parents or legal guardians are given the following as soon as practicable after the suspension:

   (a) written notice of the time and place of the suspension meeting; and
   (b) written information about the options available to the board under paragraph 3 to deal with the suspension at the suspension meeting.

5. The board will ensure that the following material is given (in writing) to the student and the student's parents or legal guardian within the time specified in paragraph 6:

   (a) information on the procedures the board follows at suspension meetings; and
   (b) advice that the student and the student's parents, legal guardians or representative may attend the meeting and speak at it about the suspension; and
   (c) information contained in the following material that, in the board's opinion, it would have no ground to withhold if the student made a request under the Privacy Act 2020 for:
      (i) the principal's report to the board on the suspension; and
      (ii) any other material about the suspension to be presented by the principal or the board at the meeting.

6. The material referred to in paragraph 5 must be given to the student and the student's parents, legal guardian or representatives in time to reach them at least 48 hours before the meeting (or within a shorter time agreed by all the parties).

Adjournments to consider new information

7. The board will adjourn a suspension meeting if the student, a parent or legal guardian of the student, or any member of the board asks the board to do so if the person making the request needs time to consider new information, being any information—

   (a) that is referred to at the suspension meeting; and
   (b) that is either—
      (i) information that was not given, under paragraph 5, to the person making the request; or
      (ii) information that is new to the person making the request for some other reason.

8. In deciding on the period of the adjournment, the board must have regard to the amount of time that the person making the request needs, in that person's particular circumstances, to consider the information.

Board's decision at suspension meeting

9. Before deciding at a suspension meeting whether to lift or extend the suspension or exclude the student and terminate the contract of enrolment, the board must—

   (a) have due regard for all of the circumstances relevant to the suspension; and
   (b) consider each option available to it.

10. The board may—

   (a) require the principal, the student, the student's parents or legal guardian, any representative of the student, and any representative of the parents or legal guardian to withdraw from the meeting while the board makes its decision; or
   (b) ask the principal, the student, the student's parents or legal guardian, and any representatives of the student and the parents or legal guardian to stay at the meeting while the board makes its decision.

11. Before making its decision, the board may try to get all the parties at the meeting to agree on what the decision should be.

12. The board must record its decision, and the reasons for it, in writing.

Board's powers when student suspended

13. If a student has been suspended, the board may—

(a) lift the suspension at any time before it expires, either unconditionally or subject to any reasonable conditions the board wants to make:
(b) extend the suspension conditionally for a reasonable period determined by the board when extending the suspension, in which case paragraph 14 applies:
(c) if the circumstances of the case justify the most serious response, exclude the student from the school and terminate the contract of enrolment.

14. If the board extends a suspension conditionally, the board may impose reasonable conditions aimed at facilitating the return of the student to school and will take appropriate steps to facilitate the return of the student to school.

15. If a student fails to comply with any condition imposed under this paragraph in respect of the lifting or extension of the suspension, the principal may request the board to reconsider the matter and the board may confirm or reverse its earlier decisions or may modify its earlier decisions by taking any action specified in paragraph 13 (a) to (c).

16. If the board has not sooner lifted or extended the suspension or excluded the student under paragraph 13(c) and terminated the contract of enrolment, the suspension ceases to have effect—

(a) at the close of the 7th school day after the day of the suspension; or

(b) if the suspension occurs within 7 school days before the end of a term, at the close of the 10th calendar day after the day of the suspension.

Extended suspension

17. The board will monitor the progress of the suspended student by ensuring that it receives, at each regular board meeting after the suspension, a written report on whether the student is meeting the conditions imposed and progressing with any educational programme provided.

18. The principal must ensure that the student and a parent of the student are given a copy of any such report as soon as practicable.

Student failing to comply with conditions

19. If the board agrees to a request made by the principal under paragraph 15, the board must hold a reconsideration meeting about the student's case.

20. The meeting must be held—

(a) within 7 school days of the request; or

(b) if the request is made within 7 school days of the end of term, within 10 calendar days of the request.

Information about reconsideration meeting

21. If the principal makes a request under paragraph 15 that the board reconsider the suspension then the board will ensure that the student, and a parent or legal

guardian of the student is given written notice of the time and place of the reconsideration meeting as soon as practicable after the board decides to hold the meeting.

22. The board will ensure that the following material is given, in writing, to the student and the parent within the time described in paragraph 23:

    (a) information on the procedures the board follows at reconsideration meetings; and
    (b) advice that the student, a parent or guardian or representative may attend the meeting and speak at it about the reconsideration of the suspension; and
    (c) information that, in the board's opinion, it would have no ground to withhold if the student made a request under the Privacy Act 2020 for:
        (i) the principal's report to the board on the reconsideration of the suspension; and
        (ii) any other material about the reconsideration of the suspension to be presented by the principal or the board at the meeting.

23. The material must be given to the student and the parent at a time that enables it to reach them at least 48 hours before the meeting (or within a shorter time agreed by all the parties).

## Medical and Travel Insurance:

International Students must have appropriate and current medical and travel insurance while studying in New Zealand. Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health, and can be viewed on their website at **http://www.moh.govt.nz**

You will be required by the school to take out appropriate medical and travel insurance?

**Circle** Yes No

Southern Cross Medical Insurance Policy 1 _____

Policy 1 start date _____ Policy end date _____

Southern Cross Travel Insurance Policy 1 _____

Policy 2 start date _____ Policy end date _____
*Copies of both policies to be attached.*

**If No**

*Please tick*

☐ I have read and understand the Travel Insurance coverage.

## Health Information

**Vaccinations -** Please circle the ones the student has been vaccinated against:

| | | | |
|---|---|---|---|
| Whooping Cough | Diphtheria | Tuberculosis | Meningitis |
| Tetanus | Measles | Mumps | Other |
| Rubella (German Measles) | Polio | Hepatitis B | |

## Allergies

e.g. **food allergies** like peanuts or wheat, or **medical allergies** like penicillin or bee stings):

_____

Medication student carries for this allergy: _____

## Illnesses

Has the student had any of the following illnesses? (Please circle)

| | | | |
|---|---|---|---|
| Measles | Rubella | Chickenpox | Mumps |
| Tuberculosis | Rheumatic fever | Meningitis | Hepatitis |
| Polio | Malaria | HIV | Diphtheria |

Does the student have any of the following? (Please circle)

| | | | |
|---|---|---|---|
| Seizures | Asthma | Visual impairment | Travel sickness |
| Epilepsy | Physical disabilities | Heart condition | Colour blindness |

Does the student have any other any special health or medical needs?

_____

## Medication

Please give details of any medications currently being taken including Asthma Treatment

Name of Medication _____

Reason for Medication _____

Dosage _____

Will the school be provided with the medication? Please circle Yes No

I also agree that if prescribed medication needs to be administered by the school, a designated adult will be assigned to do this. I will ensure that prescribed medication is clearly labelled, securely fastened and handed to the designated adult, complete with the required authorization form including instructions for administration.

I will inform the school as soon as possible of any changes in medical condition

I agree with my child receiving panadol or antihistamine tablets by the designated first aid person. This will be logged and homestay parents/caregivers advised that day

Other Treatment (if required)

_____

_____

**Medical Declaration:**

I declare that the above information is True and Accurate.

I agree for the designated first aid person to administer the above medicines and for the school to seek medical/specialist advice and provision where appropriate.

Parent/Guardian's signature _____ Date _____

Student's signature (Over 18) _____ Date _____

# PREFERENTIAL APPLICANTS STATEMENT OF CHRISTIAN COMMITMENT

Otamatea Christian School is a private school with a defined **'special character'.**

The special character is decidedly Christian, broadly evangelical, and traditional in its biblical ethics and morality. Preferential applicants are committed and practising Christians.

Otamatea Christian School defines 'preferential applicants' as those who have established a particular connection with the school through a demonstrated commitment to its special character.

Name of applicant family: _____

Name of student/s: _____

_____

Name of church: _____

Name of Pastor/Priest/Minister:_____

Address of church: _____

_____

Phone number/contact details of Pastor/Priest/Minister:

_____

Denomination: _____

State Why You Have Chosen Christian Education:

_____

_____

_____

# Consent for EOTC on Enrolment

Education Outside the Classroom (EOTC) is the name given to all events/activities that occur outside the classroom, both on and off the school site. This includes sport.

Our school believes in using a range of environments and experiences to enhance our students' learning. We have ready access to the beach, rivers, mountains, and the bush in our area and beyond. We are also close to various built environments in our community. These areas are rich learning environments for our students both in and out of school. They need to learn how to be safe. Our school also values the concept of providing students with opportunities. Thus, some of the learning for students occurs beyond the school site and this document is seeking your consent for your child/ren to participate in such learning

The Ministry of Education's **EOTC guidelines** identify four EOTC activity types, each with recommended types of parental consent. In brief they are

| Type of event | Description | Type of consent |
|---|---|---|
| **A** | On site- in the school grounds<br>(i) Lower risk environments<br>(ii) Higher risk environments* | (i) **No consent** sought or **blanket consent**<br>(ii) **Separate consent** for each event or programme |
| **B** | Off-site events in the local community occurring in school time.<br>(i) Lower risk environments<br>(ii) Higher risk environments* | **Separate consent** for each event or programme |
| **C** | Off-site events - finishing after school finishes<br>(i) Lower risk environments<br>(ii) Higher risk environments* | **Separate consent** for each event or programme |

*Involves risk assessed to be greater than that associated with the average family activity.

**All EOTC activity categories** require staff to undertake an analysis of the risks, and identify the management strategies required to eliminate, isolate and minimise the risks. Staff to complete EOTC RAM form and submit to BOT before the event for approval. Emergency procedures are also in place.

**BLANKET CONSENT (Type A event only)**
I give my general approval for the student enrolled to participate in on-site programmes of learning, within his or her normal classroom time allocation and approved by the principal.

**SEPARATE CONSENT**
I understand that I will be asked to sign a consent form giving permission for my child to participate in all other EOTC activities. (EOTC form emailed or available on website )

***I/we have provided the school with up to date medical, supervision and learning information through the enrolment form and will make every endeavour to keep this information current, with changes made in writing.***

| | | | |
|---|---|---|---|
| Parent Name | | | |
| Parent Signature | | Date: | |

# Parent Contract:

*Copy of Summary Code*

I have been informed about and received a summary of the Code of Practice for International Students 2021: (available on NZQA website in 5 languages)

Yes No

I have been informed about all costs involved with enrolment and the school's policy regarding fee protection and refunds:

*Refund & Fees Protection Policies*

Yes No

I have received a copy of the school Prospectus and Policies relevant to International Students and have read and understood them

*Prospectus*
*International Student Policy*
*Complaints Policy*
*Information booklet*
*Office: Copy to Parent/s.*

Yes No

1. I agree to pay all fees and extra costs as outlined in the Homestay / Fees documents.
2. I have read and understood the Otamatea Christian School's Refund Policy for International Students.
3. I accept the right of Otamatea Christian School to change the student's course of study if this is seen to be in the best interests of the student.
4. I give permission for my child to undergo any emergency dental or medical procedures.
5. I understand that the student may not own or drive a vehicle while he is a student at Otamatea Christian School.
6. I have read, understood and signed the tuition agreement.
7. I understand that the Tuition Agreement may be terminated by Otamatea Christian School if this Student breaches any of the rules or requirements of enrollment at Otamatea Christian School or is excluded from the School by the Board of Governors.
8. I understand that when the Tuition Agreement is terminated and / or a student is excluded from Otamatea Christian School, the costs associated with the return journey home will be the responsibility of the parent or guardian, not Otamatea Christian School.
9. I accept the right of Otamatea Christian School to make a change to the student's homestay if this is seen to be in the best interests of the student.
10. I have read, understood and accept the policies, rules and procedures regarding International Students at **Otamatea Christian School** and agree to abide by them.
11. I agree that all disputes will be dealt with in accordance with New Zealand law.
12. I confirm all the information contained in this application is true and correct to the best of my knowledge and belief.
13. I acknowledge that the provision of false information or the withholding of relevant information may result in termination of enrolment.
14. I will inform the school if there are any changes to the details of this application.

Parent Name: _____

Signature _____ Date: _____

Parent Name: _____

Signature _____ Date: _____

# Otamatea Christian School International Fees Schedule (4.2.1)

## Tuition Fees Guide* - 1st January 2027 December 2027

| | |
|---|---|
| **FULL SCHOOL YEAR (Four school terms)** | |
| APPLICATION FEE:<br>Full year application<br>Three Terms<br>Two or less terms | <br>$1000<br>$ 750<br>$500 |
| TUITION FEE:<br>Includes books and other education resources as well as E.S.O.L tutoring, diagnostic testing and any other related student services. | $14,000 per student |
| PACEs (Work Book) if provided by the school | $200.00 a term minimum for up to 12 books + $12.00 for any additional PACESs used. |
| ADMINISTRATION FEE:<br>Includes: International office administration, pastoral care, photographs, activity fees, ID photos.<br>Full year<br>Three Terms<br>Two terms or less | <br><br><br>$2,000<br>$1,500<br>$1,000 |
| NZ GOVERNMENT LEVY weekly | $11 a week |
| **TOTAL COST for a full 40 week term** | $16,440 per year + application fee and PACEs |
| **ONE TERM PLACEMENTS**<br>**For those students living in New Zealand without a parent.** | |
| APPLICATION FEE:<br>1st year per application | $500 |
| TUITION FEE: (per term)<br>Includes books and other education resources as well as E.S.O.L tutoring, diagnostic testing and any other related student services. | $3,500 per student |
| PACEs (Work Book) If provided by the school | $200.00 a term minimum for up to 12 books + $12.00 for any additional PACEs used. |
| ADMINISTRATION FEE:(per term)<br>Includes: International office administration, pastoral care, photographs, activity fees, id photos | $1000 |
| NZ GOVERNMENT LEVY | Absorbed into application fee |
| **TOTAL COST** | $4,500 per term + Application fee and PACEs |
| **SHORT TERM PLACEMENTS (Less than one term)**<br>**For those students living in New Zealand without a parent.** | |
| APPLICATION FEE:<br>One-off fee paid by students enrolling for the first time. (Non-refundable). | 500.00 |
| TUITION FEES<br>This is inclusive of tuition, student services, resource fee and government levy. | $350.00 per week |
| PACEs (Work Book) If provided by the school | $100.00 minimum for up to 16 PACEss + $12.00 for any additional PACEss used. |
| GOVERNMENT LEVY | Absorbed into Application Fee |
| ADMINISTRATION FEE:(per week)<br>Includes: International office administration, pastoral care, photographs, activity fees. | $100.00 |
| **TOTAL COST** | $ 450.00 per week + Application Fees and PACEs |

Note 1 to 3 school days = half a week. 4 to 5 school days = a full week

| | |
|---|---|
| **HOME STAY FEES** | |
| HOMESTAY PLACEMENT and ADMIN FEE<br>PER WEEK<br>FOR 46 WEEKS | NZ$250<br>NZ $300<br>NZ $13,800 |

## What's not included

| | |
|---|---|
| **Uniform (unless short term stay)** | $300 |
| **PACEs (Work Booklets )**<br>**Other Stationery** | $800.00, or $200.00 a term<br>Allow up to $100 |
| **Extra-curricular activities (sports/music)** | Allow up to $500 per year |
| **Class trips** | Approx. $35 per term ( if Honour Roll gained ) |
| **Student visa** | Approx. $1000 per year |
| **Student insurance (compulsory)** | Approx. $400 per year |
| **School camps/Convention** | Allow $400 per year |
| **ACE Certificate Fees (Y11/12/13)** | Allow $120 per certificate |
| **Airport transfer** | $200 each way |
| **Pocket money** | Maximum of $20 per week recommended |

## BANK ACCOUNT DETAILS

| | |
|---|---|
| **Bank:** | ANZ Bank |
| **Branch:** | Whangarei |
| **Branch Address:** | Bank Street, Whangarei |
| **Account Number:**<br>**Account Name** | 060365001337303<br>International Account |
| **Beneficiary:** | OTAMATEA CHRISTIAN SCHOOL |
| **Beneficiaries Address:** | 98 Hurndall Street, Maungaturoto, 0520 |
| **Reference:** | Student's Surname then first name |

***REFUNDS: Please refer to the enclosed 'International Student Information Booklet' for conditions surrounding this or the school website:***
***https://www.otamateachristianschool.com***

# REFUND CONDITIONS FOR INTERNATIONAL STUDENTS

**Rationale**

If a student withdraws from his/her course of study before the completion date due to a voluntary withdrawal, or the school ceasing to provide a course of education contracted with a student, or the school ceases to be a signatory or a provider then he/she may be eligible for a refund of tuition fees. If a refund is requested, the following procedures and guidelines will apply:

**To be eligible for a Refund: (Please refer to Table of Refund Information in this document)**

- To be eligible for a refund, parents must complete a Refund Application form and give it to the Board of Governors setting out the special circumstances of the claim within one month of the last day of attendance. Otamatea Christian School must also complete the official leaving process and attach the leaving certificate.
- In every case, the school undertakes to look fairly at applications for a refund of fees or part-fees.

**If the application is made before the start of the course**:

- Fees will be refunded in full, less the Administration Fee paid for each Term/Year. This includes if a student is not granted a study visa or permit to attend Otamatea Christian School.
-

If the application is made after the start of the course (*i.e. in Terms 1 or 2*), but before the second half of the course (*i.e. Terms 3 & 4*):

**Fees will be refunded less:**

- The Administration Fee paid
- Costs to the school already incurred for tuition (Paces, tuition books and equipment)
- Components of the fee already committed for the duration of the course
- Specialist fees *(if applicable)*
- Appropriate proportions of salaries for teachers and support staff (*if applicable*)
- Costs already incurred for the use of facilities and resources
- The proportion of any Government Levy the school is required to pay
- Any other costs already incurred.

**If the application is made after the second half of a course:**

- There will be no refund, except under exceptional circumstances. (*See Compassionate Refunds below.)*

**Compassionate Refunds:**

- In exceptional circumstances, refunds may be granted on compassionate grounds (e.g. death of a close family member, serious illness, accident). All such refunds will be at the discretion of the Principal and the Board of Governors.

**If an international fee-paying student gains residency during their course**:

- No further international fees are to be paid
- The new resident will then abide by the school enrolment scheme. Documentation of residency must be provided within 14 days of it being granted.

**The Board of Trustees will make no refund:**

- When a student is required to leave the school for a breach of the rules and conditions of enrolment at the school or has broken a New Zealand law.
- Where a student has been stood-down, suspended or excluded
- Where a student returns home for any reason other than serious illness, accident or death of a close family member
- If the enrolment application is found to be inaccurate in any way and the contract is terminated

**Homestay Fees**

If a student moves out of your Homestay before the end of your Contract:

- The Homestay Placement Fee of NZD $200.00 will not be refunded.
- All other unused Homestay Fees will be refunded, provided the Homestay has been given two weeks' notice that the student is leaving
- If the student does not give two weeks' notice, then two weeks' Homestay fees will be deducted from any refund.

**Payment of Refunds:**

a) In accordance with the Code of Practice, 2016 clause 30 (2) c and d where the school ceases to be a signatory or to provide a course of educational instruction as contracted then

   i. The unused portion of fees (less administration costs) paid will be refunded to the student (if 18 or over) or the student's parent or legal guardian of if directed by the student or the code administrator or the agency responsible for fee protection mechanisms, transfer the amount to another signatory as agreed with the student (or the student's parent or legal guardian).

   ii. All other forms of refunds will be paid to either the parents of the student or to an agent with written authority from the parents. No refunds will be given directly to the student.

**NOTE: The New Zealand Immigration Service will be notified if any student ceases to attend OTAMATEA CHRISTIAN SCHOOL for whatever reason.**

**<u>REFUND APPLICATION PROCEDURE</u>**

1. If a student withdraws from their course of study before the course completion date they may be eligible for a refund of school fees.

2. An application for refund of fees must be made **in writing**. The student or guardian must write to the Board of Trustees explaining why they have withdrawn from the course and their reasons for seeking a refund.

3. If the student's application is made before the start of their course, their fees will be refunded in full less an administration charge of $1000.00 to cover costs incurred by the school.

4. If the refund application is made after the start of their course, but before the second half of their course, their fees will be refunded less:

   - An administration charge of $2000.00 .
   - Costs to the school already incurred for tuition and materials supplied.

- Components of the fee already committed for the duration of the course, including appropriate proportions of salaries of teachers and support staff, and agents fees (if applicable).
- Specialist fees if applicable
- Costs already incurred for the use of facilities and resources.
- The proportion of any Government Levy the school is required to pay.
- Any other costs already incurred.

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

6. No refund will be made to a student who is expelled from the school by the Board of Governor

## Table of Refund Information

| Reason for Refund Application | Information to be provided by student | When to submit the application | Refund Amount |
|---|---|---|---|
| NZIS refuse a visa | Official letter from NZIS explaining the Visa refusal | At any time | Total tuition fee minus any bank charges and administration fee. |
| NZIS refuse a visa extension | Official letter from NZIS explaining the Visa refusal | At any time | Total tuition fee minus any bank charges and administration fee. |
| Transferring to another school | Evidence of an unconditional Offer of Place from another school. | Two weeks before the programme starts.<br><br>Less than two weeks before the programme starts and thereafter: | 75% less administration fee and any costs already incurred.<br>No refund or up to the board's discretion. |
| Otamatea Christian School is unable to offer a program of study at all.<br><br>Otamatea Christian School is temporarily closed. | | | Total tuition fee refund including administration fee.<br><br>Total tuition fee less costs of Paces or Books supplied if the student is going to continue working at home during the temporary closure |
| Permanent Residence in New Zealand has been granted | Passport and Visa with changed status | At any time | International Fee for the term applies and then Domestic Fees will be applied with a refund on the difference less the administration fee. |
| Student no longer wants to study at Otamatea Christian School or in New Zealand | Certain conditions must be met (e.g. Student Visa cancelled and student has returned home) | Two weeks before the programme starts. | 75% of tuition fee refund less administration fee. |

| | | | |
|---|---|---|---|
| | | Less than two weeks before the programme starts and thereafter: | No refund |
| Exceptional circumstances (e.g. serious personal illness) | Notarized documentation proving the situation | At any time | At discretion of O.C.S Board |

.**Refund of Homestay Fees**

1. If you move out of your homestay before the end of your contract the portion of your homestay fees not already used will be returned to you, less two weeks payments. The Homestay placement Fee of $200 cannot be refunded.

2. To have your homestay fees returned, you must write to the Board of Trustees giving two weeks' notice, or pay two weeks' fees in lieu of notice.

**Reimbursement of Refunds:**

All refunds will be paid in New Zealand Dollars. Refunds will be sent to the following as appropriate:

- In the first instance. The bank account from where the original payment was received. This only on evidence the student has returned to their home country.
- The student's registered home address in their country of origin. This only on evidence the student has returned to their home country.
- The recruitment agent who referred the student. This only upon evidence the student has returned to their home country and where the student has authorized this transfer.
- Another institution. This if the Application for Refund Form is supported by evidence of an official unconditional Offer of Place by the other institution and Student Visa for that institution.
- Refunds will not be paid directly to a student or transferred to a student's bank account in New Zealand.

**Parental and student agreement with refund conditions in policy above:**

*'I/We agree with these refund conditions'*

Parent's Signature: _____Date: _____

Print Parent's Full Name: _____

**Print Student's Full Name: _____**

# CHECKLIST

## Have you remembered to: *Please tick*

• Attach 2 recent passport-sized photographs of the student □

• Include the $500 application fee □

• The parents must fill in all the details required on each page □

• The parents must sign the bottom of each page □

• Include 2 recent School Reports and examination Results (in English please) □

• Include a copy of the passport and visa (parents as well if student is under 13 years old) □

• Give the Confidential Report form to the Principal of the last school attended by the student and ask them to send directly to the school by email. □

• Include a copy of the Medical and Travel Insurance. The school can arrange this at no charge. □

• Include English language certificates (if applicable) □

**Please note: Without the appropriate Visa and Medical and Travel Insurance Otamatea Christian School is unable to accept an International Student.**

Updated 2026 - Changes made to Fees Schedule