

# MATARAU SCHOOL

## Conditions of Enrolment

**This form is 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 Matarau School shall abide by all the laws of New Zealand and by the rules of the school.

**International Students** referred to in this form are students enrolled at Matarau School who do NOT have permanent residence or citizenship in New Zealand.

### **RULES OF MATARAU SCHOOL**

*At all times students are expected to ..*

- 1) Conduct themselves in an orderly, courteous fashion
- 2) Demonstrate respect towards staff, fellow pupils and visitors to the school
- 3) Respect the property of school and others
- 4) Be punctual and attend class each day the school is open
- 5) Adhere to the schools behaviour management policy
- 6) Apply themselves conscientiously to assigned tasks
- 7) Abide by rules for the smooth operation of classroom and schools

*Additionally ..*

- 1) Students may not bring dangerous items or substances to school
- 2) Students are to reside in homestay accommodation approved by the school unless permission to do otherwise is granted by the Director of Foreign Fee Paying Studies.

### **DISCIPLINARY MEASURES**

Any disciplinary action taken in respect of an international student will be in accordance with natural justice and as outlined in the schools Behaviour Management Policy. Matters of a very serious nature may result in the termination of a student's enrolment.

### **ACCOMMODATION**

- 1) Matarau School does not arrange homestay accommodation for international students enrolled in the school. The school recommends approved outside agents which may be used for this purpose and monitors the services of these agents as required under the Code of Practice for the Pastoral Care of International Students.
- 2) All homestay costs are payable by the student

### **INSURANCE AND LIABILITY**

- 1) Matarau School shall not be liable for any damage to property or persons, however caused, except where such liability is required under New Zealand law.
- 2) Matarau School reserves the right to make reasonable variations to a course of study where it is deemed to be in the interests of students or as dictated by circumstances which could not have been anticipated by the school.
- 3) Matarau School reserves the right to decline enrolment in the school at the discretion of the Director of Foreign Fee Paying Studies.
- 4) Prior to commencing study at Matarau School students MAY be required to undergo ,and make available to the school, a full medical examination by a doctor of the school's choice.
- 5) All disputes will be dealt with in accordance with New Zealand law and in New Zealand courts

### **PAYMENT OF FEES**

- 1) A deposit consisting of the first terms fees (\$2,750) must be paid prior to 15 December of the previous year to secure placement in the programme (or by June 15 if enrolling for terms 3 and 4)
- 2) Fees for the remaining terms (\$2,750) per term must be paid before the end of the preceding term for the term which follows.
- 3) Homestay fees must be paid in accordance with the conditions specified by the homestay agent.

### **REFUNDS AND CANCELLATIONS**

- 1) Where a student withdraws from a programme prior to the commencement of this programme a full refund of tuition and homestay fees will be made less general administrative expenses and any other fees incurred by the board in processing the said enrolment. These fees will usually be \$500.
- 2) Where a student withdraws during the first term of study no refund fees for that term shall be paid.
- 3) Where a student withdraws within 7 days after commencement of the second, third or fourth term of study a full refund of fees paid shall be made less the cost of any administrative or additional fees incurred by the board and the cost of tuition (including cost of personnel, materials, use of facilities) up to the date of withdrawal.
- 4) Where a student withdraws more than 7 days after commencement of a second, third or fourth term of study refund of tuition fees for that term shall not normally be paid.
- 5) Requests for a refund of fees shall be made in writing to the principal who has discretion on the payment and amount of any refund.

### **FEE PROTECTION**

A fee protection policy operates to ensure that Matarau School is able to meet its refund obligations. This policy ensures that tuition fees are spent on a term basis and only for the term in question. Fees paid for any future term will be held in reserve in the school account.

## **WITHDRAWAL FROM PROGRAMME**

- 1) Application for withdrawal from the programme will need to be made in writing to the Board of Trustees which will apply the refund conditions outlined in this document.
- 2) In the event of withdrawal the New Zealand Immigration Service will be immediately advised.
- 3) The study visa is valid for study at Matarau School. Should a parent decide to enrol their child in a different institution a prior application must be made to New Zealand Immigration Service for an amendment to their study permit.

## **TRANSFER OF CARE**

In the event of a transfer of care arrangements for student a written letter of intent should be submitted in advance to ensure that the transfer meets the requirements of the school and of the Code. Caregiver safety checks will be undertaken at the school's discretion.

Please note that the school is not responsible for the day-to-day care of a student when that student is in the care of a supervisor appointment by the parent to that role.

## **DECLARATION**

We, the students and parents, have received, read and understand the conditions of enrolment stated on this form.

We have also received and read a copy of the Code of Practice for The Pastoral Care of International Students and understand that the school is bound by the conditions of this code.

I/We authorise Matarau School to collect, store, use and disclose the information provided on this form for the purpose of enrolment, general administration and the care and welfare of my/our child during the period of their enrolment at Matarau School and we agree to update this information where necessary.

I/We authorise the school to administer any medication and/or treatment as outlined by us in the enrolment form or otherwise as may be considered necessary by a registered medical practitioner of the school's choice and to meet the cost of this treatment.

I/We further certify that the information on this form and as generally submitted to the school (including medical details) is correct and complete.

Father's signature \_\_\_\_\_ Date \_\_\_\_\_

Father's full name \_\_\_\_\_

Mother's signature \_\_\_\_\_ Date \_\_\_\_\_

Mother's full name \_\_\_\_\_

Students signature \_\_\_\_\_ Name \_\_\_\_\_

# MATARAU SCHOOL

## Enrolment Form For Foreign Fee Paying Students

### Student Information

Family Name \_\_\_\_\_ First Names \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_ Nationality \_\_\_\_\_

\_\_\_\_\_ Male Female *(please circle)*

\_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year

First Language \_\_\_\_\_ Other Language \_\_\_\_\_

Level of English Proficiency **1 2 3 4 5** *(please circle 1 = beginner, 5 = advanced)*

*Years of English Language at school* \_\_\_\_\_ *Years of English Academy* \_\_\_\_\_

Father's Information

Mother's Information

Father's name \_\_\_\_\_ Mother's name \_\_\_\_\_

Occupation \_\_\_\_\_ Occupation \_\_\_\_\_

Father's address \_\_\_\_\_ Mother's address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Father's phone \_\_\_\_\_ Mother's phone \_\_\_\_\_

Fax / Email \_\_\_\_\_ Fax / Email \_\_\_\_\_

**Emergency Contact**

Name \_\_\_\_\_ Relationship to student \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Phone (home) \_\_\_\_\_

\_\_\_\_\_ Phone (work) \_\_\_\_\_

**Other Contacts**

Does your family have friends or relatives living in New Zealand **Yes / No**  
If so please give their name(s), address(es) and phone number(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Medical Information**

My child suffers from the following medical condition(s)

\_\_\_\_\_

Prescribed / recommended treatment for this / these conditions is as follows

\_\_\_\_\_

My child requires the following medication **which I would provide** and replace as necessary

\_\_\_\_\_

**Medical Insurance**

Health insurance should be arranged prior to departure for New Zealand. **Confirmation of insurance will be required on arrival.**

I have / will make private arrangements for medical insurance for my child before arrival **Yes / No**

I would like the school to provide me with health Insurance information **Yes / No**

**Visa Requirements**

I have read the information on visa/ permit requirements included with the enrolment material and agree to make application to the New Zealand Immigration Service on Confirmation of enrolment and on receipt of the relevant course approval, guarantee of accommodation and receipt verifying payment of fees.

**Yes / No**

(I understand that the school will wish to sight the student visa and study permit)

**Course Required**

Preferred starting date \_\_\_\_\_

Study option preferred *(please tick)*

Commence Term 1  
( For full year’s study)

Commence Term 1  
( First half year’s study only)

Commence term 3  
(Second half year only )

Do you expect your child will remain at Matarau School for more than one year

**Yes / No / Uncertain** *(please circle)*

**Selection Information** *(You may attach additional sheets if you wish)*

Our main reason(s) for enrolling our child at Matarau School is / are

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We think our child is suited to international study because (e.g. prior experiences)

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We will support our child during the period of their placement by

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Our child’s strengths are

*Academic*

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*Other (e.g. social, extra-curricula)*

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### **Accommodation**

Have you made suitable homestay arrangements through the school's approved agent. **Yes / No**

*If you have / will be arranging your own accommodation for your child please provide details in an accompanying letter. Please note the school has responsibility for approving and monitoring homestay arrangements for all international students enrolling at Matarau School.*

### **Payment**

Tuition Fees are as follows NZ dollars (all prices include GST)

<b>DEPOSIT</b>	\$2,750	(First term's fees paid in advance)
<b>THEN</b>	\$2,750 per term	(To be paid by term's end for the following term)

**Completed application forms must be received at the school by 15 October (or 15 April if enrolling for terms 3 and 4).**

**Send to** The Director of Foreign Fee Paying Programme  
Matarau Primary School  
Matarau Road  
RD 1  
Kamo  
Whangarei  
NEW ZEALAND

Phone 0064 9 4335823  
Fax 0064 9 4335823  
Email k.trewhella@clear.net.nz

### **IF REQUESTED Applications should be accompanied by**

- A recent photograph
- Two most recent school reports (translated if necessary)
- Any additional material you wish the enrolment panel to consider
- Letter explaining accommodation arrangements
- Testimonial from current principal or senior member of teaching staff



# Matarau Primary School

## Whangarei New Zealand

### Enrolment Form

#### Enrolment Procedure

- 1) Please complete the attached enrolment form and return it to the Director of Foreign Fee Paying Studies at the address shown
- 2) Your completed enrolment will need to be received by the school by 15 October at the latest -or later with prior permission of the Director of studies. (Or by 15 April if enrolling for terms 3 and 4)
- 3) Remember to enclose school reports and a recent photograph
- 4) If successful, by November 15, you will receive an offer of a place and an invoice for fees payable. (15 May if enrolling for terms 3 and 4)
- 5) Payment can be made by cheque or by direct transfer to the school's bank account. Account details will be stated on the invoice.
- 6) Payment must be made by December 15 (or alternatively with the permission of the Director of Studies) or you will automatically forfeit your offer of placement. Payments must be made by June 15 if enrolling for terms 3 and 4)
- 7) Upon receipt of tuition fees you will receive ..
  - A receipt
  - A letter of acceptance stating nature and duration of course of study

***Please note that for immigration and enrolment purposes you will also need a "Guarantee of Suitable Accommodation" approved by the school.***

**Matarau Primary School**  
**INTERNATIONAL STUDENT ACCEPTANCE FORM**

**To**           The Director  
              Foreign fee Paying Studies  
              Matarau Primary School  
              Matarau Road  
              RD 1  
              Kamo  
              Whangarei   **New Zealand**

I \_\_\_\_\_ (insert name) have received an offer of place to study for my child \_\_\_\_\_ (insert child's full name) at Matarau Primary School for the period \_\_\_\_\_ to \_\_\_\_\_.

I accept the offer as proposed in the Offer of Place To International Student.

**Accommodation**

- I have made the necessary arrangements with a homestay agent approved by the school
- I have decided to make my own arrangements for accommodation and will provide details in writing to the school

**I understand and accept the following conditions on behalf of my child ..**

- My child shall abide by the rules, regulations and policies of Matarau School
- My child shall abide by the conditions outlined in the Conditions of Homestay Placement
- I acknowledge that I/We have read and accept Matarau Schools Fees and Refund policies
- I understand that Matarau School is a signatory to the Code of Practice For The care of International Students and have received a summary of this code

I understand that it is my responsibility to arrange **medical insurance** for my child prior to their arrival in New Zealand.

I also understand that it is my responsibility to make the necessary **visa and study permit** arrangements on behalf of my child.

**Signature of Parents or Guardian** \_\_\_\_\_

**Signature of student** \_\_\_\_\_

**Date** \_\_\_\_\_