



# TIRIMOANA SCHOOL INTERNATIONAL STUDENT CONTRACT



**Tirimoana School**

Discover Your Talents

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# Tirimoana School International Student Contract

1. The school will, at the Principal's discretion, accept International Students provided that this does not compromise the needs of New Zealand students.
  - o No more than two International Students will be enrolled in any one class.
2. Children must be living with a parent or legal guardian.
3. All Government regulations will be followed.
  - o All disputes will be dealt with in New Zealand Law.
  - o International students will be entitled to exactly the same facilities as domestic students.
  - o Any disciplinary action processes that may be required to be taken by the school will be in accordance with the principles of natural justice.
  - o International Students will be provided with fair and comprehensive protections which are closely aligned to those offered to domestic students as is practicable and appropriate.
4. International Student Fees are as per the attached International Students fees schedule.
  - o These fees will be reviewed annually by the School Board
  - o Fees will be paid in advance for the period of tuition applied for.
  - o There is no reduction in fees for more than one child in a family.
  - o Fees are refunded as per the International Student refund policy
5. Parents/Legal guardians of International Students may request extra teacher-aide time.
  - o They will then be charged for this at current rates.
6. Stationery and charges for out of school day trips etc are included in the Administration Fee.
7. International Student Fees do not cover the costs of:

Airfares	Accommodation	Medical and Travel Insurance	Student Visa or Immigration Requirements
Food during School hours	Transport to and from School	Tirimoana School Uniform	Tirimoana School Camp

8. Consistent misbehaviour will place a student's enrolment in jeopardy. If a child needs to be excluded from Tirimoana School the enrolment will be terminated without refund.
9. As the student's enrolment is based on the applicant holding a current Student Visa the school must be notified of any change the student's Immigration status.
10. The Parents/Legal Guardians of the International Student will notify the school if there is a change in the contract details for the student.
11. The Parents/Legal Guardians will provide all academic, medical and other information that is relevant to the well being and course placement of the student.

## **Tirimoana School is responsible for providing:**

1. Tuition
2. Safety and Wellbeing in accordance with The Education (Pastoral Care of Tertiary and International Students) Code of Practice 2021 (The Code).

Full Name of Parent: \_\_\_\_\_ Signature of Parent: \_\_\_\_\_

Signature of School Representative: \_\_\_\_\_

Date of entry to the School: \_\_\_\_\_ End Date of contract \_\_\_\_\_

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

# International Fee Paying Student

## CONTRACT OF ENROLMENT & TUITION AGREEMENT

### Learner Information

Family name of Student: \_\_\_\_\_ First name of Student: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Gender: Male/Female

Country of Birth: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

Passport number: \_\_\_\_\_ Visa type/status: \_\_\_\_\_

Date of first entry into New Zealand: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

### Accommodation

Attending Tirimoana School student must live with a parent or legal guardian for the duration of their enrolment.

Copies of Parent Passport Visitor Visa: \_\_\_\_\_

(passport/ student birth certificate with named legal guardian)

Address:                      New Zealand address                      Home Country address

_____	_____
_____	_____
_____	_____

### Agent Details

Agency name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact person: \_\_\_\_\_ Email: \_\_\_\_\_

### Length of Enrolment

Length of time International Student wishes to enrol for: From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

### Education

Tirimoana School expects to be able to meet the learning needs of the student enrolled at the school. Does the student have any special learning or behavioural needs?

Yes (if yes please describe below)  No

\_\_\_\_\_

Level of English: Beginner    Intermediate    Advanced (circle level)

Years of schooling in home country: \_\_\_\_\_ Proposed NZ Year Level: \_\_\_\_\_

## Details of the parent(s) who the student will be living with in New Zealand

	Relationship to Student: Mother	Relationship to Student: Father
Family Name:	_____	_____
First name:	_____	_____
Passport number:	_____	_____
Passport Expiry:	_____	_____
Visa Type/Status:	_____	_____
Expiry Date of visa:	_____	_____
Nationality:	_____	_____
NZ Phone:	_____	_____
Email:	_____	_____

## Contact details of parents/ next of kin in home country

	Relationship to Student: Mother	Relationship to Student: Father
Family Name:	_____	_____
First name:	_____	_____
Address:	_____ _____ _____	_____ _____ _____
Phone:	_____	_____
Email:	_____	_____

## Health

Does the International Student (named) have good health?  YES  NO

If No, please describe

## Insurance

Your child must have medical and travel insurance to cover the period of study, from leaving home to returning home. Please provide copies in English.

Type\_\_\_\_\_ Policy No:\_\_\_\_\_

## General Information

Briefly tell us about your child, e.g. interests, sports, music, cultural. Is there anything else we need to know about your child?

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## Declarations

I have been informed about and received a summary of the Code of Practice for International Students. Refer to NZQA website for summary brochure of The Code. YES/NO

I have been informed about all costs involved with enrolment and the school's policy regarding fee protection and refunds. YES/NO

I have read, understood and accept the Tirimoana School Tuition Contract. YES/NO

I understand that International fees do not cover the cost of items/ services listed in number 8 of the tuition contract. YES/NO

I have read, understood and accept the policies, rules and procedures regarding International Students at Tirimoana School and agree to abide by them. YES/NO

I have understood and accept that any disciplinary actions or processes taken by the School will be in accordance with the principles of natural justice YES/NO

I agree that all disputes will be dealt with in accordance with New Zealand law. YES/NO

I will inform the school if there are any changes to the details of this application. YES/NO

I confirm all the information contained in this application is true and correct to the best of my knowledge. YES/NO

Signed by Parent: \_\_\_\_\_

Name of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

# Orientation at Tirimoana School

All International Students will, on enrolment, be placed with a teacher whose role it is to conduct an orientation to the school. This includes a tour of the facilities, introduction to a Kiwi buddy, introduction to their designated regular classroom teacher, an introduction to key staff, explaining school rules and clarifying student support services available.

The teacher responsible for International Students will be the key liaison person between the school and the parents/legal guardians. They may also conduct an assessment of the International Students understanding of the English language.

## Attendance at School

International Students enrolled at Tirimoana School will be expected to attend regularly and explanations of absences be given.

Students will be expected to be at school unless they are:

- a) Sick
- b) Exempt from school for a reason that has been approved by the Principal.

If the student is not going to be at school, parents/legal guardians should either:

- Contact school via the School App
- Complete absence form via school website
- Ring or email the school office on the first day of absence.

Please inform the school why your child is away and for how long.

If the school is not contacted by 9.30am on the first day of the absence, then the parents/legal guardian will be contacted via normal school procedures.

If the learner is late getting to school they must report to the office to sign in. They will be issued with a late pass to give to the classroom teacher.

