

# Amesbury School

## International Student Application Form



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Learning for life; learning to live. Joy for learning; joyful living.

# International Student Application Form

## 1. STUDENT DETAILS

Family name of student

First name of student

Preferred name

Date of birth

Gender

**Please provide a copy of the student's birth certificate**

Nationality

Country of Citizenship

First Language

Other Languages

Ethnic Origin

Religion

Length of time you wish to enrol for

From

To

## 2. EDUCATION DETAILS

Present level of schooling

Present School

Attended since

Early childhood centre

Attended from

To

English Language Ability

Amount of time spent in an English speaking country

years

months

### 3. IMMIGRATION DETAILS

Full details of visa and permit requirements, and reporting requirements are available through the Immigration New Zealand, and can be viewed on their [website](#).

Passport Number

Country of Issue

Passport Expiry Date

*(Please provide a copy of the student's passport identification page and evidence of visa status)*

Current Visa Status

Date of arrival in New Zealand

Date of departure from New Zealand

### 4. PARENT DETAILS

This form can be completed by the father or mother of the student, or both parents. If a legal guardian completes the form, evidence of legal guardianship (e.g. court papers) must be supplied.

#### PARENT ONE

Relationship to Student

*(Please provide a copy of guardianship papers, if applicable)*

Family Name

First Name

Full Address

Phone

Email

#### PARENT TWO

Relationship to Student

Family Name

First Name

Full Address

Phone

Email

How did you find out about Amesbury School?

## 5. CONTACT DETAILS

New Zealand contact details for the parent/guardian of the international student named above. Caregiving parents are required to live with the international student at all times.

Name of Caregiving Parent (Please enter full name)

Mother

Father

Legal Guardian

New Zealand Address

New Zealand Phone

New Zealand Mobile

Email

If you do not yet know your New Zealand contact details, these will need to be supplied to confirm enrolment.

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### Contact details of parent in home country

If both parents are living in New Zealand, please provide next of kin contact details

Names of parent/next of kin

Address

Phone

Mobile

Email

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### Emergency contact details in New Zealand

A person other than a parent, authorised to collect your child in an emergency.

Primary Contact Name

Primary Contact Phone

Primary Contact Mobile

Primary Contact Email

Primary Contact Relationship to Student

Secondary Contact Name

Secondary Contact Phone

Secondary Contact Mobile

Secondary Contact Email

Secondary Contact Relationship to Student

## 6. HEALTH AND TRAVEL INSURANCE

Under the Education (Pastoral Care of International Students) Code of Practice 2016, all international students must have appropriate and current medical and travel insurance while studying in New Zealand.

As part of our international student enrolment procedures it is compulsory for this insurance to be sighted and approved before the student can start their tuition course. A copy of your insurance documents must be sent to Amesbury School and must be in English. We also recommend that the caregiving parent has travel and medical insurance.

Alternatively, Amesbury School can arrange insurance on your behalf with either **Southern Cross** or **Unicare**. The cost of the insurance will be included in your invoice.

I would like to be insured with

If you are organising your own insurance, the student must have medical and travel insurance with either unlimited or the sum insured of \$1,000,000 plus.

## ELIGIBILITY FOR HEALTH SERVICES

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>.

## ACCIDENT INSURANCE

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at [www.acc.govt.nz](http://www.acc.govt.nz)

## 7. HEALTH AND LEARNING NEEDS

I understand that I must disclose to the school if my son/daughter has any additional needs which may affect their ability to study for example mental health needs, illness or behavioural problems. Failure to do so may result in additional fees being required or termination of the enrolment.

Does the above named student have good health?

If no, please detail

Does the above named student have any pre-existing medical conditions, concerns or health needs?

Please describe

Amesbury School expects to be able to meet the learning needs of all children enrolled at the school. Does the above named student have any special learning or behavioural needs?

Please describe

*Please note: International students with special needs are not eligible for Ministry of Education Special Needs Funding. Enrolment of international students with special needs may attract additional costs.*

*We may contact you for further information prior to approving this application.*

## 8. ACCOMMODATION

International students at Amesbury School must live with a caregiving parent or legal guardian. Parents are expected to arrange their own accommodation for themselves and their child while in New Zealand.

I understand that I must organise my own accommodation in New Zealand

Accommodation details in N.Z. (if known)

Rental

Living with friends

Living in own home

Homestay

Hotel/motel

Accommodation Address

Phone

Mobile

Email

## 9. ABOUT THE EDUCATIONAL AGENT

All Amesbury Educational Agents must have a signed agreement with Amesbury School before recruiting students on the school's behalf and must comply with the **Education (Code of Practice for Pastoral Care of International Students) 2016**. A copy of the Code in English or other languages can be downloaded from [www.nzqa.govt.nz](http://www.nzqa.govt.nz). It is important that the Educational Agent acts with the utmost integrity at all times and are clear about their obligations to international students, their families and the schools they represent.

If applicable, the agent must complete this section to be eligible for commission.

### **Educational Agency Details in Home Country (if applicable)**

Agent Contact Person

Name of Agency

Address

Home Phone

Work Phone

Mobile

Email

### **Educational Agency Details in New Zealand (if applicable)**

Agent Contact Person

Name of Agency

Address

Home Phone

Work Phone

Mobile

Email



## 10. DECLARATIONS (TO BE COMPLETED BY A CAREGIVING PARENT)

I have been informed about and received a summary of the Code of Practice for International Students.

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

I have received a copy of the Amesbury School's International Student Handbook and policies relevant to international students and have read and understood them.

I give consent to my child having their photograph, name and examples of their learning used in both digital and printed form (school website, blogs, newsletters, newspaper)

I give my consent to my child participating in school trips. Separate consent will be requested for overnight and higher risk trips. Information about all trips will be provided.

When I can't be contacted in cases of serious illness or emergency, I give my consent for my child to be taken to emergency/medical services. I agree to meet any cost incurred for the treatment and/or transport of my child to receive medical attention.

- I agree that my child will abide by the laws of New Zealand, by the rules of Amesbury School, and by all the terms and conditions of enrolment. Please find all school policies [here](#).
- I agree that all disputes will be dealt with in accordance with New Zealand law.
- I confirm that all information contained in this application is true and correct to the best of my knowledge and belief, this includes immigration, medical and educational information.
- I acknowledge that the provision of false information or the withholding of relevant information may result in the termination of enrolment.
- I will inform the school if there are any changes to the details of this application.
- I accept responsibility for the student named above for the period of enrolment and I understand that the student named above must live with me for the period of the enrolment.
- I agree to pay all fees as they are invoiced, within the terms of the invoice. Failure to do so may result in the termination of this agreement.
- I have read and understood the [refund policy](#).
- I agree to all the terms and conditions outlined in the Tuition Agreement, below.

## 11. CONFIRMATION OF INFORMATION

I agree that all the information supplied in this application form is true and accurate.

Caregiving Parent's name

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

## 12. SUBMITTING YOUR APPLICATION

Please send your completed application form and accompanying documentation to [international@amesbury.school.nz](mailto:international@amesbury.school.nz).

Documents to be sent with this form:

Signed copy of the Tuition Agreement (Page 11 - 15 of this document)

The student's latest school report

A copy of the student's birth certificate

A copy of the student's passport

Evidence of Visa Status

Evidence of legal guardianship (if applicable)

Travel and Medical Insurance – copies of policies

A copy of the student's immunisation record in English and certified by a medical professional.

# Tuition Agreement (Terms and Conditions of Enrolment at Amesbury School)

BETWEEN: Amesbury School,  
48 Amesbury Drive, Churton Park, Wellington 6037, New Zealand.  
Ph: +64 4 477 3423 Email: international@amesbury.school.nz

AND: Caregiving Parent's Name:

Address:

Phone:

Email:

FOR THE ENROLMENT OF: (Student's Name)

## CONDITIONS OF ENROLMENT

All enrolments are subject to the following conditions, which become legally binding on confirmation of enrolment by the School.

### 1. IMMIGRATION REQUIREMENTS FOR INTERNATIONAL STUDENTS

International student enrolments for more than three calendar months are subject to the student obtaining a current student permit, which is endorsed with Amesbury School as place of study. The caregiving parent or legal guardian that is to live with the student to study at Amesbury School must also obtain the appropriate Visa and Permit for the duration of the student's time at Amesbury School.

As signatories of the Code the Practice, Amesbury School will comply with section 40(1) of the Immigration Act 1987 which provides that every person conducting any course of study of training commits an offence who allows or continues to allow any other person to undertake the course knowing that other person does not have the required permit. Amesbury School will follow the procedures set out in the Immigration New Zealand guidelines and advise Immigration New Zealand immediately if an international student's enrolment has been terminated.

Full details of visa and permit requirements can be viewed on the Immigration New Zealand's website at [www.immigration.govt.nz](http://www.immigration.govt.nz).

All students must live with at least one parent or legal guardian while studying at Amesbury School. The parent that is living with the student in New Zealand must have the appropriate Visa and Permit for the duration of the student's study at Amesbury School. Students are not to live with designated caregivers. Should a student be found not to be living with a parent or legal guardian, the school is required to notify the Immigration New Zealand and the student permit may be revoked.

Amesbury School is not a licensed immigration agent and cannot give immigration advice. Licenced immigration agents can be found [here](#).

### 2. SPECIAL NEEDS OF THE STUDENT

Parents must inform the school of any sickness, health issues, behavioural problems, disability or special education needs on the student's application form and parents must sign that the information given is accurate. Please note that international students are not eligible for special needs funding. Failure to fully disclose this information could result in termination of enrolment and may nullify insurance policies.

### 3. CHANGE IN CONTACT DETAILS

Parents must inform the school of any change in their contact details such as their residential address, phone number, email address and immigration status both in New Zealand and in their home country.

### 4. ACADEMIC PROGRAMME

The school shall provide tuition in accordance with the New Zealand Ministry of Education Code of Practice for the recruitment, welfare and support of international students. International students will be entitled to the same standard of education as domestic students receive.

The suitability of the academic programme offered and level will be reviewed on a regular basis and the school reserves the right to make appropriate changes when they see necessary.

### 5. FEES

There is an administration fee of \$500+gst, which is non-refundable. This amount is required to be paid when submitting an enrolment application for an international student. The full fee for tuition for 2017 is (Year 1-6) \$17,000+gst (this excludes the \$500 administration fee) for four school terms. This money is payable in advance, and fees are reviewed annually.

Fees can be paid into: Amesbury School Board of Trustees

Account: 12-3223-0060207-00

The tuition fee includes the following:

- General tuition (using the New Zealand Curriculum) and the development of a personalised learning programme suited to the student, ESOL classes, incidental costs, stationery, software licences, elective fees and school swimming lessons.
- ESOL programme (small group ESOL lessons 4 times a week)
- any incidental costs associated with the School Programmes.

Additional costs will be:

- School Uniform (See [here](#) for details).
- Extra curricular activities, e.g. [arts & culture](#) or [sports teams](#).
- School Trips and Camps (See [here](#) for details).
- Other non-educational school based activities.
- Travel and Medical Insurance.
- Accommodation.

### 6. SCHOOL RULES

Acceptance and compliance with school rules is a contractual obligation on the part of the student and parent. See [here](#) for the school's philosophy on behavioural management.

### 7. ATTENDANCE AND ABSENCE PROCEDURES

International students will be required to attend all classes while enrolled at Amesbury School. Electronic Attendance Registers shall be marked within the first 15 minutes of both morning and afternoon school sessions. At Amesbury School unjustified absences are any full day away from school either unexplained, or the reason for the absence is not within the school's policy as a justifiable reason for the student to miss school.

Any day away that is unjustified is considered to be unsatisfactory attendance. Unjustified and unexplained absences are deemed truancy and of concern.

### RENEWAL OF CONTRACT

The Tuition Agreement can be renewed by mutual agreement prior to the end date indicated in Section 1 of the Application Form. In the case of a renewal during the term of agreement, a new registration fee will not be charged.

### TERMINATION

This agreement is valid until the end date indicated in Section 1 of the Application Form. Parents can terminate this agreement prior to the end date without cause, by giving one terms notice. Amesbury School's [International Student Fees Refund Policy](#) will apply and Immigration New Zealand will be notified that the student has withdrawn.

In the case of gross misconduct and / or serious disobedience by a student during school time, the New Zealand Ministry of Education Stand-Down, Suspension, Exclusion and Expulsion Rules 1999 will be followed. These rules can be found on the Ministry of Education website [here](#).

A student's tuition may be terminated at the Board of Trustees discretion when:

- A student has breached the terms of their contract with the school.
- A student is required to leave the school for a breach of rules and conditions of enrolment at the school or has broken a New Zealand law.
- A student returns home for any reason other than serious illness, accident or death of a close family member.
- The enrolment application is found to be inaccurate in any way.

Amesbury School reserves the right to terminate the enrolment of any international student on the basis of continued and unexplained non-attendance. If an international student's tuition has been terminated, Immigration New Zealand will be notified. See a copy of the Attendance Policy [here](#).

### TERMINATION OF EDUCATIONAL AGENT

Should the parents decide to terminate the arrangement with their Educational Agent, Amesbury School will cease to pay commission for the remainder of the student's time at Amesbury School. Parents must give notice in writing to Amesbury School and the Educational Agent.

### REFUNDS

The fees paid for international students' tuition are used to employ teachers and provide resources and facilities for these students. It is therefore not possible to fully refund fees. The withdrawal of one or two students does not substantially lower the cost to the school. Once a student has commenced study at Amesbury School, refund amounts following withdrawal will be determined by the Board of Trustees in accordance with the school refund procedures outlined in the Amesbury School International Student Fees Refund Policy [here](#). All applications for a refund must be in writing to the Principal, for approval by the Board of Trustees.

Amesbury School Board of Trustees guarantees to keep sufficient funds in reserve to enable a refund of the unused portion of fees should the school be unable to continue the course in accordance with the [International Student Fee Protection Policy](#).

#### **DISPUTE RESOLUTION PROCEDURE**

Relationships are central. In the case of complaints, the school will follow procedures that honour people and recognise the importance of maintaining productive and caring relationships. Amesbury School has a proactive approach to the resolution of conflict which focusses on achieving a solution that is suitable to all parties. Open dialogue is encouraged and issues or concerns are regarded as an opportunity for self- review. The School takes an honest and respectful approach to resolving concerns or conflict. Every effort will be made to resolve the concern internally first.

Where parents of international students are not satisfied with the outcome of internal dispute resolution procedures, they may wish to take a complaint via the [International Student Contract Dispute Resolution Scheme Rules 2016](#). The full procedure for complaints relating to the International Student Programme is outlined in Policy 6.4.2 International Student Dispute Resolution Procedure [here](#).

#### **LIABILITY AND INSURANCE**

The School is not liable for any loss, damage, illness or injury to persons or property however caused, except where such liability is imposed by statute. The student must prove that he/she has current comprehensive medical, personal loss and travel insurance from the time they leave their home country until the time they return to their home country.

#### **NEW ZEALAND CODE OF PRACTICE**

The School has agreed to observe and be bound by the Education (Pastoral Care of International Students) Code of Practice 2016, published by the Minister of Education. Copies of the Code are available on request from this School or from [www.nzqa.govt.nz](http://www.nzqa.govt.nz).

#### **VALIDITY**

These Terms and Conditions of Enrolment are valid for the 2017 academic year.

They are subject to the laws of New Zealand and the English language version is legally binding in all cases.

**CONFIRMATION OF AGREEMENT**

I have read, understood and accepted the above Terms and Conditions of Enrolment and understand that failure to comply with any of the above terms could result in this contract being revoked and my child's enrolment being terminated. I have read and understand the attached refund and fee protection policies.

**Caregiving Parent**

Name



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

**For Amesbury School**

Name

Position

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



# Amesbury School

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