

## INTERNATIONAL STUDENT ENROLMENT APPLICATION FORM



# WHANGAPARAOA COLLEGE

### PART ONE:

<b>Start Date:</b>	<input type="checkbox"/> Term 1	<input type="checkbox"/> Term 2	<input type="checkbox"/> Term 3	<input type="checkbox"/> Term 4	Year: 20[    ]	Length of course: [    ] Terms	
<b>Year Level:</b>	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12	<input type="checkbox"/> 13

<b>Student Details</b> (Name must be as it appears on passport)	
Family name:	
First name:	Date of birth:
Preferred name:	<input type="checkbox"/> Female <input type="checkbox"/> Male
Address: (In home country)	
Email:	Phone number:
Country of citizenship:	First language:
Passport number/expiry:	Religion:

<b>Father's Details:</b> (Name must be as it appears on passport)		
Title:	Mr <input type="checkbox"/>	Dr <input type="checkbox"/>
Family name:		
First name:		
Address:		
Home Phone:	Mobile:	First language:
Email:	Occupation:	

<b>Mother's Details:</b> (Name must be as it appears on passport)				
Title:	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Dr <input type="checkbox"/>
Family name:				
First name:				
Address:				
Home phone:	Mobile:	First language:		
Email:	Occupation:			

<b>Emergency Contact</b> (In home country, other than parents):	
Contact's name	Relationship:
Mobile phone	
Home phone	
Email address	

Agent Information (If using an agent)	
Agency name:	
Agent name:	
Address:	
Agent email address:	
Phone:	

**Medical Information**

Name of doctor (in home country):

Phone number of doctor:

Does the student have any medical history of previous or current illness, including mental illness and operations?

Yes       No  
 If 'Yes' please specify.

Please tick the appropriate box if you suffer from or have suffered from any of the following medical conditions:

- |   |   |   |  |  |
|---|---|---|--|--|
| <input type="checkbox"/> Asthma                   | <input type="checkbox"/> Tuberculosis             | <input type="checkbox"/> Glandular Fever            | <input type="checkbox"/> Allergies (please specify)      | <input type="checkbox"/> Migraines       |
| <input type="checkbox"/> Hearing loss             | <input type="checkbox"/> Diabetes                 | <input type="checkbox"/> Vision loss                | <input type="checkbox"/> Epilepsy                        | <input type="checkbox"/> Heart Condition |
| <input type="checkbox"/> Musculoskeletal problems | <input type="checkbox"/> ADD or ADHD or Aspergers | <input type="checkbox"/> Allergy to bee/wasp stings | <input type="checkbox"/> Food Allergies (please specify) | <input type="checkbox"/> Eating Disorder |
| <input type="checkbox"/> Depression/Anxiety       | <input type="checkbox"/> Previous head injury     | <input type="checkbox"/> Skin condition             |  |  |
| <input type="checkbox"/> Other: (Please specify)  |   |   |  |  |

Is the student currently on any medication?

Yes       No  
 If 'Yes' please provide details.

*Please note: If you suffer from conditions requiring medication, it is advisable to bring your own medication to NZ. You will be required to notify the school regarding any medications that you bring with you.*

Is there anything further that the school needs to be aware of that may impact the suitability of the student as an international student?

Yes       No  
 If 'Yes' please provide details.

**Consent for Medication**

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| Paracetamol – for pain relief and fever                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Ibuprofen – for pain relief and fever                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Antihistamine – for hay fever and other allergic reactions | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**Learning Information**

Does the student have any special learning needs?

Yes       No  
 If 'Yes' please provide details.



<b>Designated Caregiver Details</b> (If staying with a relative or close family friend). Please complete DCG Agreement separately.	
Name of caregiver:	
Address:	
Home phone:	Mobile:
Email:	
Relationship to student:	

<b>Insurance Details</b>	
Do you wish to purchase insurance through the school? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you are providing your own insurance please provide the name of your insurer:	
Policy number:	
Insurance cover start date: : / /	Insurance cover expiry date: / /
Please provide a copy of the policy details in English with this application form.	

<b>Subject Choices</b>	
Subject	Year Level
1.	
2.	
3.	
4.	
5.	
6.	
Will you be doing NCEA exams while at Whangaparaoa College? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What are your study and career intentions?	

**Please note:**

- All option subject information can be found in our school prospectus. Subject information is also accessible on the Whangaparaoa College school website [www.wqpcollege.school.nz/Options\\_Information/](http://www.wqpcollege.school.nz/Options_Information/)
- Entry to some subjects is subject to availability.
- Some option subjects will involve fees for which international students will need to make an additional payment.
- Subject choices indicated in this application are an indication only. The school reserves the right to change subject availability at any time. Entry to some courses may require prior learning.

<b>Use of Internet and Computers</b>
At Orientation, students will be provided with an individual logon which will give them access to the College's network. As part of this they will get a personal email address and have access to the Internet. They will also be provided a logon for the College intranet which can be accessed remotely.
Section for Parent/Legal Guardian
I understand that my son/daughter is responsible for their ICT use and that while the school will do it's best to restrict student access to offensive, dangerous or illegal material on the internet or through email. It is the responsibility of my son/daughter to have no involvement with such material.
Section for Student
I declare that I have read the "Whangaparaoa College ICT Information and Guideline for Staff and Learners" and agree to abide by all the guidelines contained within this document. I understand the information presented in aforesaid document and agree to allow my ICT activities to be monitored by ICT staff at Whangaparaoa College. I will provide my own device that meets the minimum specifications. <a href="https://www.wqpcollege.school.nz/site/whangaparaoacollege/minimum%20specs%202018.pdf">https://www.wqpcollege.school.nz/site/whangaparaoacollege/minimum%20specs%202018.pdf</a> <input type="checkbox"/> Yes

## PART TWO:

**THE TERMS AND CONDITIONS APPENDED TO THIS APPLICATION FORM GOVERN THE STUDENT'S TUITION AT THE SCHOOL. BY SIGNING BELOW, THE STUDENT, THE SCHOOL AND THE PARENTS OR LEGAL GUARDIAN AGREE TO THOSE TERMS AND CONDITIONS. PLEASE ENSURE THE TERMS AND CONDITIONS ARE READ CAREFULLY.**

### Terms and Conditions:

1. For the purposes of this Agreement the following terms shall have the following meanings:

**Accommodation** means the residential accommodation provided to the Student pursuant to the Accommodation Agreement.

**Accommodation Agreement** means the agreement between the Student, the School, the Parents or Legal Guardians, which governs the Student's accommodation arrangements.

**Act** means the Education Act 1989.

**Agreement** means this Agreement including any schedules.

**Application Form** means the standard enrolment form which forms the cover page of Agreement.

**Code** means the Education (Pastoral Care of International Students) Code of Practice 2016.

**Fee** means fees payable by the Parents or Legal Guardians to the School as per the Fee Schedule.

**Fee Schedule** means the schedule of fees for Tuition, Accommodation and miscellaneous charges.

**Homestay** has the meaning as set out in the Code.

**Parents or Legal Guardians** means the parents or legal guardians referred to in the annexed Application Form.

**Period of Study** means any period for which Fees are paid and for the purpose of this Agreement the enrolment of the Student begins on the course start date stated in the Student's offer of place and ends on the course end date stated in the Student's offer of place

**Residential Caregiver** has the meaning as set out in the Code.

**School** means the school referred to in the annexed Application Form.

**Student** means the student referred to in the annexed Application Form.

**Tuition** means the education of the Student at the School.

2. The School shall provide Tuition to the Student in accordance with school policies, the Code, the Act and any other applicable laws, in return for the payment of the Fee.
3. The Parents or Legal Guardians and Student agree that no changes to accommodation arrangements will be made whatsoever without the prior written agreement of the School.
4. The Parents or Legal Guardians and Student agree to comply with the immigration requirements as set out in the Immigration Act 2009, and any immigration conditions applicable to the Student's stay in New Zealand. The Parents or Legal Guardians and Student understand that the School has an obligation to report any breaches of the immigration requirements to the appropriate immigration authority.
5. The Parents or Legal Guardians and the Student agree that this Agreement is subject to an Accommodation Agreement or Designated Caregiver Agreement being entered into by all relevant parties.

6. The Fee must be paid to the School in advance of each Period of Study or as otherwise directed by the School. The Parents or Legal Guardians and the Student agree to comply with school policies regarding the payment of the Fee.
7. If Tuition is terminated by the School during a Period of Study, in accordance with the Act and the Code, any refund of the Fee applicable to that Period of Study will be assessed in accordance with school policies.
8. The Parents or Legal Guardians and the Student, who have signed this Agreement irrevocably appoint and authorise the principal of the School (or such other person as may be appointed by the School to carry out the principal's duties) to:
  - (a) Receive information from any person, authority, or corporate body concerning the Student including, but not limited to, medical, educational or welfare information;
  - (b) Provide consents that may be necessary to be given on the Student's behalf in the event of a medical emergency where it is not reasonably practicable to contact the Parents or Legal Guardians.
9. The Parents or Legal Guardians irrevocably authorise the principal of the School to advise the Residential Caregiver (whether or not arranged through the school) of all matters and information required to be provided to the Parents or Legal Guardians and agree to appoint the Residential Caregiver in New Zealand to receive such information in substitution for the Parents or Legal Guardians.
10. The Parents or Legal Guardians agree to provide the School with academic, medical or other information relating to the wellbeing of the Student as may be requested from time to time by the School. If the Parents or Legal Guardians provide misleading information or fail to disclose information about the Student to the School, such that the School has to change or modify the level of Tuition or Accommodation required by the Student, the School may charge the Parent or Legal Guardians such fees as required to adequately compensate for such additional requirements.
11. The Parents or Legal Guardians agree that it is a condition of enrolment that the Student has current and comprehensive travel and medical insurance. If requested, the Parents or Legal Guardians will provide the School with evidence of the relevant insurance policy.
12. The School shall at all times comply with the Health and Safety at Work Act 2015.
13. Nothing in this Agreement limits any rights that the Parents, Legal Guardians or Student may have under the Consumer Guarantees Act 1993.
14. It is acknowledged that provisions in the Act relating to the suspension, expulsion or exclusion of students will apply to the Student while in New Zealand. Any decision to expel or exclude the Student shall terminate this Agreement and the School's refund policy will apply.
15. The Student will comply at all times with school policies, the Code and the Act, and the Parents or Legal Guardians shall work with the School to ensure such compliance.
16. No party to this Agreement is liable to the other for failing to meet its obligations under this Agreement to the extent that the failure was caused by an act of God or other circumstances beyond its reasonable control.

17. This Agreement shall be construed and take effect in accordance with the non-exclusive laws of New Zealand. In relation to any legal action or proceedings arising out of or in connection with this Agreement the Parents or Legal Guardians irrevocably:
- (a) Submit to the non-exclusive jurisdiction of the Courts of New Zealand; and
  - (b) Agree that proceedings may be brought before any Court including any forum constituted under the Arbitration Act 1908 within New Zealand, and waive any objection to proceedings in any such Court or forum on the grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.
18. Notices given under this Agreement must be in writing and given to the addresses set out in the Application Form. Those notices sent by post will be deemed to have been received ten (10) days after posting. The Parties also agree that email correspondence is a suitable means of communication and emails will be deemed to have been received when acknowledged by the party or by return email.
19. This Agreement contains the entire understanding of the parties and overrides any prior promises, representations, understandings or agreements. The terms of the Agreement may be changed by the School in consultation with the Student, and Parents or Legal Guardians, except where such change is required by New Zealand legislation or the Code. This Agreement shall continue in force during the Year of Study with the School.
20. The Parents or Legal Guardians and Student acknowledge that:
- (a) The School may obtain at any time from any person or entity any information it requires to process and/or accept the Student for admission to the School or to perform or complete any of the other purposes under this Agreement. The Parents or Legal Guardians and the Student authorise any such person to release to the School any personal information that person holds concerning the Student and/or Parents or Legal Guardians.
  - (b) If the Student and/or Parents or Legal Guardians fail to provide any information requested in relation the Students admission to the School, the School may be unable to process the Student's application.
  - (c) This Agreement is conditional at all times on the Student having accommodation in New Zealand which complies with the Code. If this condition is unable to remain fulfilled, than this agreement will be at an end.
  - (d) Personal information of the Student and/or Parents or Legal Guardians collected or held by the School is provided and may be held, used and disclosed to enable the School to process the Student's eligibility to receive Tuition at the School and Accommodation.
- (e) All personal information provided to the School is collected and will be held by the School.
  - (f) The Student and Parents or Legal Guardians have the right under the Privacy Act 1993 to obtain access to and request corrections of any personal information held by the School concerning them.
  - (g) Under the Privacy Act 1993, any information collected may be provided to education authorities.
  - (h) Information relating to the education, health, welfare or safety of the Student, may be released to relevant parties outside the School, at the discretion of the School.
21. Photographs and videos of the Student may be used for the Student's records and in any publicity material for the School.
22. The School's responsibility for the Student ends on the last day of the Period of Study, or in the event that the Student's Tuition is terminated, on the date of termination.
23. The conditions in this Agreement apply for the whole time the Student is enrolled at the School during a Period of Study. The Agreement may be renewed on application to the School in writing. Renewal of this Agreement is at the sole and absolute discretion of the School and is subject to satisfactory performance and attendance by the Student, the issue of an offer of place for a further Period of Study and the payment of Fees.
24. Without limiting any obligations set out in school policies, the Parents or Legal Guardians and Student agree that the Student:
- (a) Must comply with school policies;
  - (b) Must comply with all terms of the Accommodation Agreement; and
  - (c) Must maintain an up-to-date visa as stipulated by Immigration New Zealand.
25. The parties acknowledge that prior to signing this Agreement, they have had the opportunity to seek independent legal advice in respect of its content and effect.
26. This Agreement may be executed in one or more counterparts, each of which when so executed and all of which together shall constitute one and the same Agreement. Delivery of executed counterparts may be delivered by email or facsimile transmission.
27. The parties agree that any dispute in relation to this Agreement will be resolved in accordance with the Code and the School Policies.

## PARENTS/LEGAL GUARDIANS AND STUDENTS' DECLARATION AND AUTHORISATION

We declare that the information contained in this application is true and complete. We understand that any false or incomplete information submitted in support of this application may invalidate this application and may result in the withdrawal of an offer of enrolment. We agree that we have received sufficient information to make an informed decision about enrolment at Whangaparaoa College.

### EXECUTION

#### Parents/Legal Guardians

By signing below, the Parents or Legal Guardians (as applicable) confirm that they have read the Agreement and Refund Policy and agree to be bound by these in all respects:

Name(s): \_\_\_\_\_

\_\_\_\_\_

Signature(s): \_\_\_\_\_

\_\_\_\_\_

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

#### School

By signing below, the authorised signatory of the School confirms that they are authorised to sign on behalf of the School, and confirms that the School will be bound by the Agreement in all respects:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

#### Student

By signing below, the Student confirms he/she has read and understood the Agreement and agrees to abide by the Code, School Policies and (to the extent applicable) the Agreement.

While a learner at Whangaparaoa College, I will follow the college responsibilities and rights. This includes being respectful to others, letting others learn, arriving to school and class on time, attending regularly, wearing the correct uniform in the correct manner, bringing the correct equipment for all classes and activities, and doing my best to be a credit to the school.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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



# WHANGAPARAOA COLLEGE

## INTERNATIONAL STUDENT ACCOMMODATION AGREEMENT (When placing a student in a School Approved Homestay)

### Terms and Conditions:

1. For the purposes of this Agreement the following terms shall have the following meanings:

**Accommodation** means the residential accommodation provided to the Student pursuant to this Agreement.

**Accommodation Requirements** means the rules and requirements of the Accommodation as set out in Schedule One.

**Agreement** means this Accommodation Agreement between the Student, School, and Parents which governs the Student's Accommodation arrangements.

**Application Form** means the standard enrolment application form.

**Code** means the Education (Pastoral Care of International Students) Code of Practice 2016 as updated from time to time and available online at [www.legislation.govt.nz](http://www.legislation.govt.nz) under Education (Pastoral Care of International Students) Code of Practice 2016.

**Enrolment Agreement** means the agreement between the Student, the School and the Parents which governs the Student's Tuition.

**Homestay** has the meaning as set out in the Code.

**Parents** means the Mother and Father referred to in the Application Form.

**Residential Caregiver** means the person responsible for the Student at the Accommodation.

**Residential Caregiver Agreement** means an agreement between the School and the Residential Caregiver.

**School** means the school referred to in the Application Form.

**Student** means the International Student residing at the Accommodation as referred to in the Application Form.

**Tuition** means the education of the Student at the School.
2. The School is a signatory to and complies with the Code. Every international student is required to reside at an Accommodation approved by the School using the process set out in the Code.
3. The Parents and Student agree to adhere to the following terms and conditions of the Accommodation:
  - (a) The School agrees that all information regarding the Residential Caregiver, the Parents and the Student relating to the Accommodation will be kept confidential, except disclosure:
    - (i) To the Student, the Parents or Residential Caregiver (as the case may be);
    - (ii) To any professional consultant or such person where it is in the interests of the Student to provide the information;
    - (iii) Pursuant to any statutory or other legal duty.
  - (b) The Parents confirm that they have read and understood the School's refund policy. If the Parents provide misleading information or fail to disclose information about the Student the School may (in its sole discretion):
    - (i) Charge the Parent such fees as required to adequately compensate for additional requirements due to the lack of disclosure; or
    - (ii) Terminate this Agreement.
  - (c) The Parents agree that if behaviours or conditions of the Student emerge after placement with a Residential Caregiver such that the Residential Caregiver is unable to provide the level of accommodation or care required for the safety and wellbeing of the Student, the School may terminate this Agreement.
  - (d) The Parents or the Student have the right under the Privacy Act 1993 to obtain access to and request corrections of any personal information held by the School concerning them in relation to the Student's placement with a Residential Caregiver.
  - (e) Under the Privacy Act 1993, any information collected may be provided to education authorities.
  - (f) These terms and conditions may be varied by the School (acting reasonably) upon reasonable notification from time to time and will continue to apply until notified otherwise.
4. The initial appointment and ongoing engagement of the Residential Caregiver is subject at all times to:



- (a) the Residential Caregiver and the School entering into a Residential Caregiver Agreement; and
  - (b) the School's usual requirements and policies in relation to the Accommodation.
5. The School will ensure that to the best of its ability:
- (a) The Accommodation provides a safe, positive and healthy environment for the Student and complies with the Code;
  - (b) The Residential Caregiver's appointment has not involved any form of gift (financial or otherwise) to or from a third party;
  - (c) The appointment of the Residential Caregiver does not represent any actual or perceived conflict of interest, and that any possible conflict of interest has been notified to the School;
  - (d) The Residential Caregiver will take all reasonable steps to ensure the Student's compliance with New Zealand laws (including, where appropriate, informing the Student of such laws), and will immediately report any possible legal breach to the School; and
  - (e) The Student only engages in lawful, responsible and positive recreational activities outside of School.
6. The School may take such measures as it considers appropriate (acting reasonably) to monitor compliance with the Code. This may include, without limitation, regular check-ins with both the Student and the Residential Caregiver.

#### **Expectations**

- 7. The Student will comply at all times with the Accommodation Requirements and the Parents shall work with the School to ensure such compliance.
- 8. In the event that the Student is removed from a Residential Caregiver for any reason, the School will take all reasonable steps to source, over a reasonable period of time (as determined by the School in its absolute discretion), appropriate alternative approved Accommodation for the Student.

#### **Fees**

- 9. The Parents must pay all accommodation fees to the School in accordance with the School's fee schedule.

#### **Payment of Homestay fee**

- 10. The School will pay the Residential Caregiver the Homestay fee, or part there of, in advance on a weekly basis.
- 11. The School will pay the Residential Caregiver a room holding fee of \$50.00 per week, or part there of,

where the Student is absent from the Homestay during the Christmas holidays.

- 12. The Student must give the School 14 days notice of any absence from the Homestay during term time (January – November). The School will pay the Residential Caregiver \$100.00 per week for a minimum of 7 days, or part there of, for up to 14 days.

#### **Termination**

- 13. The School reserves the right to terminate this Agreement if the Student is in breach of the Accommodation Requirements.
- 14. Where this Agreement is terminated, fees may be refunded in accordance with School Policies.

#### **General**

- 15. This Agreement shall be construed and take effect in accordance with the non-exclusive laws of New Zealand. In relation to any legal action or proceedings arising out of or in connection with this Agreement, the Parents irrevocably:
  - (a) submit to the non-exclusive jurisdiction of the Courts of New Zealand; and
  - (b) agree that proceedings may be brought before any Court including any forum constituted under the Arbitration Act 1908 within New Zealand, and waive any objection to proceedings in any such Court or forum on the grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.
- 16. Notices given under this Agreement must be in writing and given to the addresses set out in the Application Form. Those sent by post will be deemed to have been received ten (10) days after posting. The Parties agree that email correspondence is a suitable means of communication and emails will be deemed to have been received when acknowledged by the party or by return email.
- 17. This Agreement contains the entire understanding of the parties and overrides any prior promises, representations, understandings or agreements.
- 18. The parties acknowledge that prior to signing this Agreement, they have had the opportunity to seek independent legal advice in respect of its content and effect.

#### **Disputes**

- 19. The parties agree that any dispute in relation to this Agreement will be resolved in accordance with the Code and the School Policies.

#### **Execution**

- 20. This Agreement may be executed in one or more counterparts, each of which when so executed and all of which together shall constitute one and the same Agreement. Delivery of executed counterparts may be delivered by email or facsimile transmission.

## Schedule One

(Accommodation Requirements)

### While living with a School approved Homestay, the Student agrees:

1. To comply with all laws of New Zealand including those relating to the consumption of alcohol, cigarettes and illegal substances
2. To not engage in any social or leisure activities that may place them in undue danger or risk of harm
3. To obtain written permission from Parents and the School prior to obtaining any tattoo, piercing or other bodily embellishments
4. To not drive a motor vehicle except for the purposes of gaining a valid New Zealand driving license under the guidance of a licensed driving instructor
5. To comply with all Homestay rules, expectations and curfews set by the School and Homestay parents
6. To not use or apply hair dyes or smoke cigarettes (if the student is over 18 years) or engage in any other activity that may cause damage to the home or property at the Homestay
7. To keep the Homestay parents informed of their whereabouts at all times
8. To not travel outside the local area of the School without prior written permission of the School
9. To respect the privacy, values and property of the Homestay

### Execution

#### Parents

By signing below, the Parents confirm that they have read the Agreement and agree to be bound by it in all respects:

Name(s): \_\_\_\_\_

\_\_\_\_\_

Signature(s): \_\_\_\_\_

\_\_\_\_\_

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

#### School

By signing below, the authorised signatory of the School confirms that they are authorised to sign on behalf of the School, and confirms that the School will be bound by the Agreement in all respects:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

#### Student

By signing below, the Student confirms he/she has read and understood the Agreement and agrees to abide by the Code, the School Policies and (to the extent applicable) the Agreement:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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