



# Whangarei Girls' High School

## Northland, New Zealand

### International Student Application and Tuition Agreement

#### YEAR LEVEL: (PLEASE TICK THE YEAR LEVEL WHICH APPLIES)

Year 9     Year 10     Year 11     Year 12     Year 13

#### START DATE:

Term 1     Term 2     Term 3     Term 4    Year: 20 [   ]

#### DETAILS OF STUDENT

Last Name (as on passport)

First Name (as on passport)

Preferred Name(s):

Gender:     Male     Female    Date of Birth:

Country of Birth:

First Language:

Student Email:

Student Mobile Number:

School Transferring From:

School Contact Details:

#### PASSPORT / VISA DETAILS

Passport Number:

Passport Expiry Date:

Date of Entry into New Zealand:

Student Visa / Permit Issue Date:

Student Visa / Permit Expiry Date:

#### PARENTS DETAILS

1. Full Name: Mr, Mrs, Miss, Ms, Dr:

Relationship to Student:

Occupation: Mobile Number:

Name of Workplace:

Work Phone:

Email Address:

2. Full Name: Mr, Mrs, Miss, Ms, Dr:

Relationship to Student:

Occupation: Mobile Number:

Name of Workplace:

Email Address:

**International Student Application**

**WHANGAREI ADDRESS FOR STUDENT (IF KNOWN)**

**HOST PARENT(S) OR CAREGIVER(S) STUDENT WILL LIVE WITH**

1. Full Name: Mr, Mrs, Miss, Ms, Dr:

Relationship to Student:

Address:

Home Phone:

Mobile Phone:

Name of Workplace:

Work Phone:

Email Address:

2. Full Name: Mr, Mrs, Miss, Ms, Dr:

Relationship to Student:

Address:

Home Phone:

Mobile Phone:

Name of Workplace:

Work Phone:

Email Address:

**PARENT(S) HOME COUNTRY CONTACT DETAILS (IF DIFFERENT FROM STUDENT)**

1. Full Name: Mr, Mrs, Miss, Ms, Dr:

Address:

Country:

Post Code:

Home Phone:

Mobile Phone:

Work Phone:

Email Address:

**APPLICATION IS FOR (PLEASE MARK CLEARLY)**

- A**  Full year course commencing February
- B**  Half year semester course (February - July)
- Half year semester course (July - December)
- C**  Short course: (10 weeks commencing \_\_\_\_\_ )
- Short course: (5 weeks commencing \_\_\_\_\_ )

**LEVEL OF ENGLISH PROFICIENCY**

(note IELTS Level 5 is recommended for academic courses for A and B)

**International Student Application**

**STUDENT INFORMATION (STUDENT TO COMPLETE)**

Tell us a little about yourself -

- You and your family

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- Your interests, hobbies, sports, spare time activities

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- The subjects you must study at Whangarei Girls' High School

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- The subjects you would like to study at Whangarei Girls' High School, in order of preference

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- Are you interested in studying towards our New Zealand qualification NCEA for your tertiary qualification?

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- Ideas for areas of individual learning / research / activities that you would like to explore

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- How do you learn best?

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- What do you think is the 'special character' of Whangarei Girls' High School?

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- Why do you want to come to Whangarei Girls' High School?

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**International Student Application**

**BARRIERS TO LEARNING (PARENT TO COMPLETE)**

List any possible barriers to learning such as learning difficulties, behavioural issues or mental illness

**HEALTH**

List any medical problems the school should be aware of and severity, e.g. Mild, moderate, severe

List any medication the student is taking

Family Doctor:

Telephone:

Whangarei emergency contact for health / injury - if known (other than homestay contact)

Name:

Relationship to student:

Home phone:

Work phone:

Mobile phone:

**DECLARATION**

If \_\_\_\_\_ is accepted at Whangarei Girls' High School, he/she will obey the conduct expectations as outlined in the Student Handbook. We agree to pay for any fees or levies set, and any careless damage to school property.

**AND** In accordance with the Privacy Act, 1993, I, the student, consent to the information contained in this application being available to the Ministry of Education, NZ Qualifications Authority and relevant institutions for the advancement of my education, and other agencies where disclosure is required for the maintenance of law and order, and to this information being available for school use for the purpose of improving my performance as a learner and ensuring my personal safety. Further, I agree to information regarding my school performance being transferred between educational institutions to which I am transferring or have transferred.

**AND** I declare that the information provided is true and correct and that I have attached the documentation as requested. I understand that information that is fraudulent or withheld could result in the contract being terminated.

Signed:

Student

Parent / Caregiver

Date:

**International Student Application**

**INTERNET ACCEPTABLE USE AGREEMENT**

Dear Parent/ Caregiver

Whangarei Girls' High School make the internet available to students for use in their subject areas. We also allow students their own email account if requested. Before being allowed to use the Web, all students must obtain the permission of their parent / caregiver and they must agree to abide by the school's Internet Guidelines Policy.

Both you and your student must sign below as evidence of your acceptance of the school's Internet Guidelines Policy.

We would be grateful if you would read through the following requirements and discuss them with your student, and then complete the permission section below.

Please note that:

- Sending or displaying offensive messages
- Downloading sending or displaying obscene pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging or attempting to damage computers, computer systems, or the network
- Breaking copyright laws
- Installing and playing games on the network
- Using other students' passwords or giving other students their password

**Anne Cooper**

Principal

**PERMISSION SECTION**

**Student to Complete**

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

I agree to comply with the school rules on computer use and internet access. I will use the network in a responsible way and will observe all restrictions set out in this letter.

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

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

**Parent to Complete**

As the parent/caregiver of this student, I grant my permission for her to use the Whangarei Girls' High School network. I understand that students will be held accountable for their own actions and any activity undertaken using their network login.

Parent/Caregiver Signature: \_\_\_\_\_

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

**International Student Application**

PLEASE ENSURE YOU HAVE ATTACHED THE FOLLOWING INFORMATION TO YOUR ENROLMENT FORM:

Checklist:

1. Copy of Passport

2. Copy of latest School Report

3. Personal letter and photos for Homestay placement

**SCHOOL USE ONLY**

APPLICATION DATE:

APPROVED BY:

START DATE:

FINISH DATE:

CONFIRMATION:

ENROLMENT NUMBER:

**WHANGAREI GIRLS' HIGH SCHOOL**  
PO Box 5056 · Whangarei 0140 · New Zealand  
office@wghs.school.nz · www.wghs.school.nz

# Whangarei Girls' High School

## Northland, New Zealand

### Tuition Agreement

THE PARTIES TO THIS CONTRACT ARE:

PARENTS OF THE INTERNATIONAL STUDENT ("PARENTS")

AND

WHANGAREI GIRLS' HIGH SCHOOL BOARD OF TRUSTEES ("THE SCHOOL")

#### TERMS AND CONDITIONS

1. The school will provide tuition services to the "Parents".

The above parties acknowledge that \_\_\_\_\_, the student, is the recipient of the tuition services but is not party to this contract if under 18 years of age.

2. The school will provide tuition in accordance with the New Zealand Ministry of Education Code of Practice for the Recruitment, Welfare and Support of International Students.
3. The "Parents" appoint and authorise the Director (Principal) of the School (or such other person as may be appointed by "The School" to carry out the Director's duties to:
  - 3.1 Receive information from any person, or authority concerning the student for medical, educational and welfare purposes.
  - 3.2 Provide consents in respect of any activity carried out and authorised by "The School".
  - 3.3 Receive financial information relating to the student for immigration requirements.
  - 3.4 Provide consents that may be necessary to be given on the student's behalf in the event of an emergency, e.g. accident / surgery, where it is not possible to contact the "Parents".
4. "The School" shall use its best endeavours to ensure the safety, health and well-being of the student but shall not be liable for:
  - 4.1 Any damage or harm caused to the student or the student's property arising out of the student's accommodation arrangements or while attending the School or outside of normal school hours.
5. The Refund Policy for "The School" is based on Section 4B(7) of the Education Amendment Act (n.4) 1991.
  - 5.1 The order to be eligible for any refund the "Parents" must apply in writing to "The School".
  - 5.2 If you change your mind before coming to New Zealand, full tuition fees will be refunded. "The School" reserves the right to deduct the administration fee(s) as advised in the current Fees information.
  - 5.3 If the "Parents" wish to cancel the student's study after coming to New Zealand, or undertake alternative study after the course has started, no refund will be made except in the case of:
    - a) Return home because of student's serious illness.
    - b) Return home because of death or serious illness of a close member of the student's family.
    - c) Compassionate grounds at the discretion of Whangarei Girls' High School. In the cases under New Zealand law, the school must retain amounts to cover costs already incurred. The balance will be refunded. Medical evidence must be provided.

## **Tuition Agreement**

### **TERMS AND CONDITIONS (continued)**

- 5.4 No refunds will be made to the "Parents" whose student is asked to leave "The School" because of misbehaviour, poor attendance, non-compliance with homestay regulations or violation of the New Zealand law, including traffic laws.
- 5.5 No refunds will be made to the "Parents" who wish to transfer the student to another school in New Zealand.
- 5.6 No refunds will be made to "Parents" whose student returns home for any reason other than the student's serious illness or death/serious illness of a close member of the family.
- 5.7 No refunds will be made to the "Parents" who acquire Permanent Residence for the student or whose parents acquire a Work Visa/Permit, after having enrolled at "The School".
6. The "Parents" agree that the student will comply with the School Rules.
7. The "Parents" must advise the Director of any change of address, or contact details.
8. The "Parents" acknowledge that personal information of the student or the "Parents" held by "The School" can be used for the purpose of application for tuition, provide tuition and associated services provided by the school and as a means of communication with the "Parents" with that information as "The School" sees fit.
9. All disputes will be in terms of New Zealand Law and held in New Zealand Courts.
10. The "Parents" agree that the student will live in accommodation arranged or approved by "The School".
11. The "Parents" accept the right of "The School" to change an academic course if it is seen to be necessary for the student. Also it must be accepted that if a student commences throughout the year, the subjects of choice may not be available.
12. **Medical and Travel Insurance:** International students must have appropriate and current medical and travel insurance while studying in New Zealand.  
**Eligibility for Health Services:** Most international students are not entitled to publicly funded health services in New Zealand. If the student received medical treatment during his/her visit they 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 [www.moh.govt.nz](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 related costs. Further information can be viewed on the ACC website at [www.acc.co.nz](http://www.acc.co.nz).
13. **Immigration:** Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at [www.immigration.govt.nz](http://www.immigration.govt.nz).

Parent/Caregiver Signature:

Date:

Signature on behalf of school:

Date:

**CODE: Whangarei Girls' High School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at [www.minedu.govt.nz](http://www.minedu.govt.nz).**