Churchill Park School

International Enrolment Form

ATTACH PHOTO HERE

A. LEARNER DETAILS

FULL LEGAL NAME

Surname:

First Names:

Preferred Name: Date of Birth: Male Female

First Language: Passport Number:

Country of Origin:

Learner's Address in NZ:

Postcode:

Living in NZ with: Relationship to Child: Mobile:

Emergency Contact: Emergency Mobile:

Enrolled by (name) or Agent/Agency:

Enroller Mobile:

OFFICE USE ONLY

NSN:

Enrolment #: Started CPS:

B. INTERNATIONAL CONTACT DETAILS

MOTHER'S DETAILS

Mother's Name:

International Address:

Language *(Spoken at home)*:

Mobile:

Email:

FATHER'S DETAILS

Father's Name:

International Address:

Language *(Spoken at home)*:

Mobile:

Email:

OFFICE USE ONLY

Payment Date: Amount Paid:

Receipt Number: Amount per week (excl GST):

Period of Enrolment: Room Number:

Starting Date: Year Level:

C. LEARNING INFORMATION

How many years of schooling, not including pre-school education, has your child had?

Does your child have any learning difficulties which may require extra school support or services? Yes No

If yes, please provide details (attached additional pages if required):

Does your child have any behavioural difficulties which may require extra school support or services? Yes No

If yes, please provide details (attached additional pages if required):

D. GENERAL DETAILS

Has your child previously applied for entry to Churchill Park School? Yes No

How many years has your child studied English? months years

Please indicate your child's level of English: Complete beginner Able to hold simple conversations

Able to understand enough to know what is going on in the classroom

Do you, as parents, speak or read English? Speak: Yes No Read: Yes No

E. MEDICAL AND TRAVEL INSURANCE (Can be provided after Offer of Placement has been made)

All learners must have appropriate and current Medical and Travel Insurance, issued from the date of their departure to the date of their return.

Insurance Company Policy Type:

Policy Start Date: Policy End Date:

F. HEALTH STATEMENT

Does your child have any pre-existing medical conditions? Yes No

If yes, please state:

Do you give permission for your child to be given Panadol (Paracetamol)? Yes No

All learners should have completed their childhood immunisations before commencing Year 7 and 8. Has your son/daughter had the following vaccinations *(Tick box if Yes).*

MMR *(measles, mumps & rubella)* Diptheria Tuberculosis Tetanus Polio

If your child has not been vaccinated against any of the diseases above, and the opportunity arises for your child to be vaccinated at school, do you consent to your child being vaccinated? Yes No

G. ACCEPTANCE TERMS

By signing below, you acknowledge the terms and conditions detailed below:

- **I agree to abide by the rules and policies of the school at all times.**

Offers of placement will be decided by the Principal of the school. Should your application be successful, you will receive a letter of offer *(Offer of Placement)*. You will need to make payment of fees to secure placement. If you accept the offer of placement, then this application for tuition shall be the terms and conditions of the agreement by which the tuition shall be provided.

- **A parent or legal guardian must sign the terms.**
- **Inaccurate or incomplete information could result in termination of tuition.**

Signed (Parent/Legal Guardian): Dated:

(A typed name is deemed to be a legally binding signature)

HELPFUL LINKS

The Code: www2.nzqa.govt.nz/tertiary/the-code/
Student Complaints: www2.nzqa.govt.nz/about-us/contact-us/
Study in New Zealand: www.studyinnewzealand.govt.nz/en

Application Information for International Learners

International Learners are required to pay for their tuition in advance. Places are only confirmed upon receipt of tuition payment. Late payment may result in the Offer of Placement being rescinded. The following fees apply for new enrolments:

One Year's tuition (4 terms)	$15,000	• All prices include GST plus the Ministry of Education fee.
One Term	$4,500	• All fees are inclusive of the $1,000 administration fee, which is non-refundable.
Four weeks	$2,800	• School uniform, stationery, camp and swimming lessons are additional.

If a student attends for less than one full term, the full term's fees will still apply.

Payment is to be made in advance.

- All prices include the $1,000 non-refundable administration fee.
- Learners will be immersed in regular classroom programmes and receive small group tuition within the classroom to assist with English learning.
- International learners attending Year 7 or Year 8 classes will also be involved in specialist technology programmes.
- Learners of one term or more must wear full school uniform while they attend Churchill Park School.
- Learners must abide by our school rules. A learner not meeting our high behaviour expectations may have their contract terminated.
- There are limited spaces available for International learners and availability will be advised at the time of application.
- School commences at 8.55am and finishes at 3pm, Monday to Friday. We ask that all learners are punctual and if they are going to be absent from school that our school office is notified.

FEES PROTECTION AND REFUND POLICY

If your child withdraws from their course of study before the planned/intended completion date, they may be eligible for a refund of tuition fees.

TIME LIMIT FOR REFUND REQUEST - To be eligible for any refund, the parent or legal guardian must apply in writing to the Executive Officer, setting out the individual circumstances of the claim within one month of the last day of attendance.

FULL REFUND - If the application is made before the start of the course, fees will be refunded in full, less an administration charge of $ 1,000 to cover the costs incurred by the school.

PARTIAL REFUND - If the application is made after the start of the course, fees will be refunded, less:

- An administration charge of $1,000.
- Costs to the school already incurred for tuition.
- Components of the fee already committed to the duration of the course, including appropriate proportions of salaries of teachers and support staff *(if applicable)*.
- Costs already incurred for the use of facilities and resources.
- The proportion of the Government Levy, the school is required to pay.
- Any other costs incurred.

NO REFUND - If the application is made after the second half of the course, you will not receive a refund except in exceptional circumstances.

LEARNER OBTAINING RESIDENCE PERMIT - If an International learner gains residence during the course, no fees are payable from the date of granting residence and a refund may be made of the unused portion of the prepaid fees. The new resident will be bound by the school enrolment scheme. Documentation proving entitlement to be enrolled as a local student must be provided within 14 days.

FEE PROTECTION - The Board of Trustees will make no refund:

- Where a learner, or their parent or legal guardian, is asked to leave the school because of misbehaviour, poor attendance or violation of school rules.
- Where a learner wishes to transfer to another school.
- Where a learner returns home for any reason other than the serious illness or death of a close family member.
- If the enrolment application is found to be inaccurate in any way, the contract may be terminated.
- The Board of Trustees will ensure that there is a reserve of funds to cover International learners' prepaid tuition fees in the event that a refund should be necessary.

By signing below, I acknowledge I have read and understood the terms of this Refund Policy.

Signed (Parent/legal Guardian): Dated:

(A typed name is deemed to be a legally binding signature)

Name of Parent/Legal Guardian:

Address of Parent/Legal Guardian:

Designated Caregiver's Information

This information is required if the learner is to live with designated caregivers. Parents must also sign the indemnity document below.

Name/s:

Address of Parent/Legal Guardian:

Home Phone: Work Phone:

Mobile Number: Email:

INDEMNITY DOCUMENT: LEARNERS LIVING WITH A DESIGNATED CAREGIVER

I/we designate to provide accommodation for my/our son/daughter to attend Churchill Park School as an International Learner from to subject to the approval of the school prior to enrolment.

Learner's Name: Learner's Preferred Name:

(as shown on passport)

Designated Caregiver's Name: Relationship to Learner:

Address:

Home Phone: Work Phone:

Mobile Number: Email:

Designated caregivers will be visited prior to enrolment to determine living conditions are of an acceptable standard.

RELOCATION OF THE LEARNER

Should the arrangement change, I/we undertake to inform Churchill Park School immediately. Further, I/we understand that should Churchill Park School have any concerns regarding the welfare of my/our child; they may refer him/her to the relevant welfare authorities, or any other appropriate agency in New Zealand.

I/we understand that Churchill Park School will make every endeavour to ensure the safety and welfare of my/our child while studying in their school.

The 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 **www2.nzqa.govt.nz/tertiary/the-code/**

Signature (Father/Mother/Legal Guardian only):

Print Signature in English (Father/Mother/Legal Guardian only):

Contact Address in Home Country:

Contact Phone Number in Home Country:

Email Address: Date of Signing:

Application Checklist *(Tick if attached)*

- ☐ Copy of Passport (title page and learner permit/visa if applicable)
- ☐ A signed statement from parents giving permission for enrolment at Churchill Park School
- ☐ Signed 'Refund Policy' document
- ☐ Passport sized photograph of learner
- ☐ Copy of Medical and Travel Insurance

Churchill Park School

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