

# Empowering Confident Learners

## Application Procedures

All applications must be on the enclosed forms.

All sections of the application form must be completed. Application will not be processed if there are any omissions. Applications may be faxed to our office but a contract is finalised only when we receive the originals of the application forms.

Please ensure that your name, address and contact numbers are printed legibly on the forms, as we need these for emergency contact, and for sending school reports.

The applicant's parents must sign at the bottom of each page of the application. Only a parent or court-appointed legal guardian may sign. The signature of an agent, relative or any other person is not acceptable. It is the responsibility of the parent to ensure he/she understands what is being signed.

If the applicant is accepted, the Student will be given an "Offer of a place". This is based on a preliminary estimate of the level at which the student should study. It is not a guarantee that the student will study at that level. All students are given a series of assessments on arrival and only then will a final placement be made.

Enrolment at Chaucer School is subject to a parent living with and continuing to live with the student for the duration of the student's study period/stay in New Zealand. Should a student be found to be not living with a parent, the school is required to notify the immigration service and the student permit may be revoked.

Because all the conditions of enrolment will be strictly enforced including the Refunds Policy, please do not accept an offer of a place at Chaucer School unless you have a clear understanding of these conditions.

### **THIS COMPLETED BOOKLET MUST BE SENT TO:**

**Chaucer School  
International Students  
2A Chaucer Place  
Blockhouse Bay  
Auckland 0600  
New Zealand**

*Faxed applications will be considered but no offer of place will be issued until we receive the original.*

# Empowering Confident Learners

## APPLICATION FOR TUITION

### STUDENT

Family Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Given Names \_\_\_\_\_ Male/Female \_\_\_\_\_

Nationality \_\_\_\_\_ First Language \_\_\_\_\_

### FATHER

Family Name \_\_\_\_\_

Given Names \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

### Occupation

\_\_\_\_\_

Phone Day \_\_\_\_\_

Phone Night \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

### MOTHER

Family Name \_\_\_\_\_

Given Names \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

### Occupation

\_\_\_\_\_

Phone Day \_\_\_\_\_

Phone Night \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

### EMERGENCY CONTACT IN NEW ZEALAND

(If there is no emergency contact please put 'Nil')

Emergency Contact Name \_\_\_\_\_

Relationship to the student \_\_\_\_\_

Address \_\_\_\_\_ Phone Day \_\_\_\_\_

\_\_\_\_\_ Phone Night \_\_\_\_\_

\_\_\_\_\_ Fax \_\_\_\_\_

Email: \_\_\_\_\_

***Please ensure that all fields are filled in.***

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### ACADEMIC PROGRAMME

#### Programme Dates:

Date you intend to commence study \_\_\_\_\_

Intended length of study (e.g. 6 months, 1 year) \_\_\_\_\_

Date arrived in New Zealand \_\_\_\_\_

#### Acceptance of terms

Before the applications can be considered, the following acknowledgements must be signed by a parent or guardian of the student.

1. I guarantee the good behaviour of the student in New Zealand
2. I accept the right of the school to effect a change of course if this is seen to be in the best interests of the student.
3. I have read, understood and signed the attached tuition agreement, which shall apply if the application is successful.
4. I understand the student must live with his/her parent in New Zealand.

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

Print Full Name \_\_\_\_\_

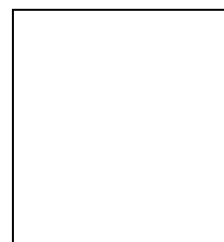
Relationship to the student \_\_\_\_\_

Should the application be successful, you will receive a letter to offer ("Offer of Place") on receipt of payment of fees before a visa will be granted.

As terms are signed by a parent or guardian as the student is under 20 years of age, the parent or guardian shall be bound by these terms and conditions.

#### WITH THIS APPLICATION YOU SHOULD ENCLOSE

1. Results of any public examinations the student has entered.
2. Details of travel and medical insurance.
3. A certified copy in English of the student's birth certificate and passport.
4. A certified copy in English of the student's immunisations.
5. Photo of the student – please attach here



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### TRAVEL AND MEDICAL INSURANCE

All international students are required to have travel and medical insurance for the duration of their period of enrolment.

#### 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 <http://acc.co.nz>

#### Fees Protection

Chaucer School has a Fee Protection policy to safeguard the fees paid by international students, in the unlikely event that the school may not be able to commence or continue to deliver tuition to the international student. The School Board of Trustees guarantees to hold in reserve sufficient funds to meet the requirements of any refund in these circumstances.

### PLEASE ANSWER THE FOLLOWING QUESTIONS

*Please circle, If you answer 'Yes' to any of the following questions please provide details in a letter.*

- |  |          |
|--|----------|
| 1. Does the student have any medical conditions? | YES / NO |
| 2. Has the student already arranged insurance?   | YES / NO |
| 3. Does the student have any behavioural issues? | YES / NO |
| 4. Does the student have any special needs?      | YES / NO |

#### Student Support Services

For assistance, support and pastoral care during the school day please contact:

Mr Michael Fletcher - Principal

Mrs Nancy Lee - ESOL Teacher

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### TUITION AGREEMENT

(Contract Parent/School)

If Chaucer School ("School") accepts the student named in the Application for Tuition ("Student") For tuition in New Zealand, the following terms and conditions shall apply:

1. The School shall provide tuition in accordance with the New Zealand Ministry of Education Code of Practice for the Pastoral Care of International Students.
2. The School shall approve and monitor designated care in accordance with the requirements of New Zealand Ministry of Education Code of Practice.
3. The parents or legal guardians of the Student who have signed the application for tuition on behalf of the Student ("Parents") 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:
  - 3.1 Receive information from any person, authority or corporate body concerning the student including, but not limited to, medical, educational or welfare information;
  - 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, including bank accounts or income of the student while in New Zealand
  - 3.4 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.
4. The parents agree to provide the School with academic, medical or other information relating to the well-being of the Student as may be requested from time to time by the School.
5. The School shall use its best endeavours to ensure the safety, health and well-being of the Student but shall not be liable for:
  - 5.1 Any damage or harm caused to the Student or Student's property arising out of the Student's residential situation.
  - 5.2 Any damage or harm caused to the Student or the Student's property while attending the school unless the harm was the result of gross negligence on the part of the School.
  - 5.3 Any damage or harm caused to the Student or the Student's property outside of normal school hours and in the case of Student's property, shall not be responsible for any damage to such property that may occur outside the School's premises.
6. Without restricting clause 5 but subject to clause 7, the School's liability in relation to the supply of services to the Parent is limited to the amount of fees paid by the Parent for the provision of the services in respect of which liability arises.
7. Nothing in this Agreement limits this agreement limits any right the Parents and/or Student may have under the Consumer Guarantees Act 1993.
8. Either party may terminate this agreement at any time upon 3 weeks written notice. If the agreement is terminated the refunds policy for international students as outlined in Schedule 1 shall apply ("refunds policy").

Parent Please Sign \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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9. It is acknowledged that the suspension, expulsion and exclusion of students provisions as set out in part 11 of the Education Act 1989 shall apply to the Student in New Zealand. Any decision under these provisions to expel or exclude the Student shall terminate this agreement and the refund policy shall apply. The Parents shall have no claim in damages or for any compensation of this agreement if terminated in these circumstances.
10. Neither party shall be in default or in breach of their obligations under this agreement to the extent that the performance of those obligations is prevented by an event of force majeure. Force majeure means an event beyond the reasonable control of the party seeking to rely on force majeure.
11. This agreement shall be construed and take effect in accordance with the domestic laws of New Zealand. In relation to any legal action or proceedings arising out of or in conjunction with this agreement the Parents and School, irrevocably submit to the jurisdiction of the courts of New Zealand, 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.
12. The Parents agree that the Student will comply with School Rules and Policies including the School Rules for International Students set out in Schedule 2.
13. Notices given under this agreement must be in writing and given to the addresses set out in the application forms. Those sent by post shall be deemed to have been received 5 days after posting.
14. This agreement shall consist of the application for tuition, and this tuition agreement including the attached Schedules 1,2, and 3. This agreement contains the entire understanding of all parties and overrides any prior promises, representations, understandings, or agreements. The terms of the agreement may be changed by the School in writing to the Parents and shall continue in force while the Student is enrolled with the School.
15. The Parents acknowledge that:
  - a. Personal information of the Parents and/or Student collected or held by the School is provided and may be held, used and disclosed to enable the School to process the application for tuition, provide tuition services to the Student, provide to the Student and/or Parents advice or information concerning products and services the School believes may be of interest to the Student and/or Parents and to enable the School to communicate with the Student and for Parents for any purpose.
  - b. All personal information provided to the School is collected and will be held by the School at 2A Chaucer Place, Blockhouse Bay, Auckland. (09) 626 6699 Fax (09) 627 2291.
  - c. If the Student/Parents fail to provide any information requested in the application for tuition, the School may be unable to process the application.
  - d. The Student/Parents 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.
16. The Student/Parents authorise the School to obtain at any time from any person or entity any information it requires to process and /or accept the application for tuition or to perform or complete any of the other purposes under this Agreement. The Parents

authorise any such person to release to the School any personal information that person holds concerning the Student/Parents.

17. The conditions in this tuition agreement apply for the whole of the time the student is enrolled at Chaucer School.

Parent Please Sign \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

#### **PROCEDURES THAT APPLY WHEN A STUDENT WITHDRAWS/IS NOT ATTENDING SCHOOL**

##### **If a student withdraws from school.**

1. It must be in writing by the parents prior to the student's last day, giving the date of the final day of attendance and the reason for leaving and the immigration Service will be notified.
2. The Refund Policy for International Students shall apply.

##### **If a student is not attending school**

1. In the case of absences, the parent/caregiver must follow the normal school procedures of notifying the school in the morning of the first day of absence, and following this up with a written note on the first day of the student's return to school. If the absence can be foretold – e.g an appointment – then the school is to be informed in writing the day prior to the appointment or earlier.
2. Where the student is absent with no reason then the parents will initially be contacted by the school for an explanation. Where the student is being truant from school, the school Visiting Teacher will have a meeting with the parents to rectify the situation. If the Truancy continues then a family meeting will be held and contingencies put in place. If this does not rectify the situation then the enrolment will be terminated and the Immigration Service notified.
3. If the student does not attend for more than twenty consecutive school days then the school will, in writing, notify the parents/caregivers that the enrolment has been terminated and the Immigration Service notified. However if the parents have previously notified the school in writing that the student will be absent for a period of time, with the full reason for the absence, the place shall be held, providing all fees have been paid in full, as required.
4. If the student is withdrawn from or ceases to attend the school the Board of Trustees will notify the New Zealand Immigration Service.

## Empowering Confident Learners

### **CIRCUMSTANCES IN WHICH TUITION MAY BE TERMINATED**

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1. Where a student is absent or consistently truanting from school (see above) then the signatory will terminate the enrolment.
2. If a student's behaviour is of an unacceptable level, then a meeting with the student, the parent/caregiver, and the school will be arranged. If the behaviour does not improve, written notification will be given to the parents warning of the danger of termination of the enrolment. If there is no further improvement, the parents and the student will be notified in writing that the student must leave at the end of term, or earlier if the school decides, and will not be eligible to return the following term. There will be no refund of fees paid if this occurs.
3. An 'acceptable level of behaviour' would be seen as not following the school rules and the school 'Code of Conduct' as provided to each student.
4. If an enrolment application is found to be inaccurate in any way, the contract may be terminated at the school's discretion.
5. Upon termination of enrolment, the Immigration Service will be notified as required.

**EXECUTION (TO BE SIGNED BY PARENT ONLY)** *I have read or had explained to me the International Foreign Fee Paying Student's Contract and I understand the contents of this document, I have had the opportunity to take the contract away and seek legal advice. By signing this document, I am signifying my acceptance and agreement to all clauses.*

Parent's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Parent's full name \_\_\_\_\_



**SCHEDULE 1  
REFUND CONDITIONS FOR INTERNATIONAL STUDENTS**

Chaucer School has a **NO REFUND** policy once a course has been commenced, except in the case of exceptional circumstances (see Compassionate Refunds).

**To apply for a refund**

To be eligible for a refund, parents must apply in writing to the Board of Trustees setting out the special circumstances of the claim within one month of the last day of attendance.

In every case, the school undertakes to look fairly at applications for a refund of fees or part-fees.

**If the application is made before the start of the course.**

Fees will be refunded in full, less an Administration Fee of \$500.00 and any other costs already incurred. This includes if a student is not granted a student permit to attend Chaucer School.

**Compassionate Refunds**

In exceptional circumstances, refunds may be granted on compassionate grounds (e.g. death of a close family member, serious illness, accident). All such refunds will be at the discretion of the Principal and the Board of Trustees.

**The Board of trustees will make no refund**

- When a student is required to leave the school for a breach of the rules and conditions of enrolment at the school or has broken a New Zealand law.
- Where a student has been stood-down, suspended or excluded.
- Where a student returns home for any reason other than serious illness, accident or death of a close family member.
- If the enrolment application is found to be inaccurate in any way and the contract is terminated.
- If the student wants to transfer to another school or educational institution.
- If residency is obtained within the duration of the contract.

**Payment of Refunds**

All refunds will be paid to either the parents of the student or to an agent with written authority from the parents. No refunds will be given directly to the student.

**Fees Protection**

The School has a fee protection policy to safeguard the fees paid by International Students, in the unlikely event that the school may not be able to continue delivering tuition to the International student. This policy ensures that the school retains sufficient funds to meet the requirements of any refund in these circumstances.

N.B. The New Zealand Immigration Service will be notified if any student ceases to attend Chaucer School for whatever reason.

**PARENT PLEASE SIGN** *I have read and agree with these refund policies*

Parent's signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Parent's Full Name \_\_\_\_\_

Print Student's Full Name \_\_\_\_\_

## **Schedule 2 School Rules**

Acceptance of these rules is a condition of enrolment. Gross misconduct or continued disobedience which is harmful or dangerous example to other students, may lead to suspension and a Board meeting.

### **BANNED ITEMS**

1. Dangerous materials, weapons, tools explosives
2. Drugs, solvents, cigarettes, tobacco, matches, alcohol
3. Skateboards, radios Ipods, cellular phones, jewellery and valuable electronic items.  
The school accepts no responsibility for such possessions.
4. Bubble gum and chewing gum.

### **UNACCEPTABLE BEHAVIOUR**

1. Any form of disrespectful language
2. Spitting, fighting, assault or harassment of any kind.
3. Vandalism or theft. Offenders must pay for damage that is intentional or caused by carelessness.
4. Lateness to school and absence without permission will be treated as truancy.
5. Bullying, both verbal and physical
6. Misbehaviour on the way to school, which brings the school into disrepute.
7. Leaving school grounds without permission
8. Defiance, disobedience and insolence.
9. Behaviour which threatens the safety and well-being of teachers, students and others.

**Refer to: "O.S.H in the workplace" & "Child Protection" Policies**

### **COMPULSORY OBSERVANCE**

1. Wearing correct school uniform.
2. Compliance with all school rules and policies.

Parent Please Sign: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## Empowering Confident Learners

### Schedule 3

#### PARENT/GUARDIAN & STUDENT'S AGREEMENT AND GUARANTEE

##### COMPUTER AND INTERNET USE

###### Parents

General Use of Computer Resources: As the parent or guardian of this student, I have read the Computer and Internet Use Agreement (attached). I believe the student has read the document and understands his or her obligations. I understand that the computer resources at Chaucer School are designed for educational purposes and that any violations of the conditions as set out in the agreement can lead to loss of privileges, I also understand that I/We may be liable for costs for replacement parts or repairs resulting from theft or damage to equipment.

###### Internet Access

As the parent or guardian of this student, I understand that it is impossible for the school to fully restrict access to controversial materials on global information systems such as the internet or email. I also understand that while the school will take appropriate measures to limit access to illegal, dangerous or offensive materials, ultimately, it is each student's responsibility not to initiate access to such material.

I hereby give my permission for \_\_\_\_\_ to be given access to global information systems such as the internet or email.

###### PUBLICITY AND ACKNOWLEDGEMENT OF STUDENT'S WORK

It is the School's policy to display student's work wherever possible (including newsletters, prospectus, yearbook, open day displays, website etc...) The Privacy Act requires that we have the permission of the student and their parents to do that in certain cases.

**I GIVE / I DO NOT GIVE** (circle one) permission to the School to display \_\_\_\_\_'s work and image in photographic format as an individual or as part of a group.

###### GENERAL

I hereby guarantee

1. That the above information is correct
2. That my child/ward will attend school regularly
3. That my child/ward will abide by the school rules including the wearing of correct uniform.

I fully understand that:

1. Any misleading information given in this document may affect the validity of my child/ward's enrolment.
2. The information of this form will be used by the School for educational purposes.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## Empowering Confident Learners

### CHECKLIST

Before you send your application, check to see if you have done all the following:

- Completed, signed and dated all the necessary fields in this booklet
- Attached results of any public examinations the student has entered
- Attached details of travel & medical insurance
- Attached a certified copy in English of the student's birth certificate and passport
- Attached a certified copy in English of the student's immunisations
- Attached a photo of the student under the 'Acceptance of Terms' on page 3
- Provided a letter giving detail if you answered 'Yes' to any of the questions on page 4

### THIS COMPLETED BOOKLET AND ALL DOCUMENTS MUST BE SENT TO

CHAUCER SCHOOL  
INTERNATIONAL STUDENTS  
2A CHAUCER PLACE  
BLOCKHOUSE BAY  
AUCKLAND 0600  
NEW ZEALAND

Phone: 64-9-626 6699  
Facsimile 64-9-627 2291

*Faxed applications will be considered but no offer of place will be issued until we receive the original*

**We look forward to receiving your application**