



APPLICATION AND CONTRACT OF ENROLMENT DOCUMENT

This document consists of FIVE parts.

DOCUMENT PART	WHAT YOU NEED TO DO
Part One: Application Form	Read and complete all fields. Sign on page 8 of 8
Part Two: Contract of Enrolment Schedule One; Code of Student Conduct – International Students Schedule Two; Disciplinary Policy Schedule Three; Refund policy	Read and sign this Part. Sign on page 5 of 11
Part Three: International Student Accommodation Agreement Schedule One; Accommodation Requirements	Read and sign this Part if your daughter will be living in a School Boarding House. Sign on page 4 of 5.
Part Four: Designated Caregiver Agreement	Read, complete, and sign this Part ONLY if you would prefer that your daughter lives with a Designated Caregiver. This is subject to school approval.
Part Five: Off-site Activities for Boarders Agreement	Read and sign this Part if your daughter will be living in a School Boarding House.

APPLICATION AND CONTRACT CHECKLIST

Make sure all details on this form are completed and signatures from the correct people are included.

INCLUSIONS

We have included with this application form:

Passport sized photograph of applicant	<input type="checkbox"/> Yes <input type="checkbox"/> No
Certified copies of the student's Academic Record	<input type="checkbox"/> Yes <input type="checkbox"/> No
Copies of recent school reports	<input type="checkbox"/> Yes <input type="checkbox"/> No
A written reference	<input type="checkbox"/> Yes <input type="checkbox"/> No
We have read, completed, and signed the Application form (Part One, page 8 of 8)	<input type="checkbox"/> Yes <input type="checkbox"/> No
We have read and signed the Contract of Enrolment (Part Two, page 5 of 11)	<input type="checkbox"/> Yes <input type="checkbox"/> No
We have read and signed the International Student Accommodation Agreement, if applicable (Part Three, page 4 of 5).	<input type="checkbox"/> Yes <input type="checkbox"/> No
We have read and signed the Designated Caregiver Agreement, if applicable (Part Four of this document).	<input type="checkbox"/> Yes <input type="checkbox"/> No
We have read and signed the Off Site Activities for Boarders Agreement (Part Five of this document).	<input type="checkbox"/> Yes <input type="checkbox"/> No

COMPLETED FORM

Please send completed and signed
Application form and Contract of Enrolment
(Parts One to Five)

Mrs Lesley Carter
Principal and Director International Students
Nga Tawa Diocesan School
Private Bag 1101
MARTON 4741
NEW ZEALAND
CarterLesley@ngatawa.school.nz
Phone: +64 6 327 4806



PART ONE: Application Form

Note: It is important that you include all relevant information about the student in your application. This information is used to ensure that the student is supported properly upon arrival and to match them with suitable homestays, teachers, and courses. Where information is included relating to health issues or learning needs, disclosure of this information will not automatically disqualify the Student from Enrolment. However, failure to disclose information or providing misleading information may result in the withdrawal of an Offer of Place or termination of a Contract of Enrolment.

STUDENT and FAMILY DETAILS		
<i>PLEASE ENSURE THIS FORM IS COMPLETED IN FULL</i>		
DETAILS OF STUDENT		Please attach passport photo here
Date of Birth: / /		
Last Name (as on passport):		
First Name (as on passport):		
Known As:		
Country of Birth:		
First Language:		
Religion:		
Student Email:		
Student Mobile Number:		
PASSPORT DETAILS		
Passport Number:		
Passport Expiry Date:		
Country of Issue:		
LENGTH OF ENROLMENT		
How long do you want to study at Nga Tawa?		
When do you want to begin studying at Nga Tawa?		
Confirmed Period of Enrolment	Start date:	End date:
PARENTS DETAILS		
Mother's Family Name/Surname:		Father's Family Name/Surname:
Mother's First Name:		Father's First Name:
Address:		Address:
Occupation:		Occupation:
Mobile Number:		Mobile Number:
Email Address:		Email Address:
Telephone Day:		Telephone Day:
Telephone Night:		Telephone Night:
Are the parents living together?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, who does the student live with?	<input type="checkbox"/> Mother	<input type="checkbox"/> Father
Is the student the subject of any custody agreement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, who is the legal guardian?	<input type="checkbox"/> Mother	<input type="checkbox"/> Father
EMERGENCY CONTACT		
(friend or other family member we can contact in an emergency)		
Name:		Relationship:
Mobile Number:		
Telephone Day:		
Telephone Night:		

EDUCATIONAL BACKGROUND INFORMATION

HIGH SCHOOL RECORD

Number of years of schooling not including pre-school.

Name of current school and how long you have attended.

SUBJECTS YOU HAVE STUDIED AT HIGH SCHOOL

Subject	Years studied	Subject	Years studied

EVIDENCE OF ACADEMIC PERFORMANCE

Please supply the following documentary evidence of your academic background. This evidence **MUST** accompany your application for it to be processed. The evidence must be in English (or translated into English). It will not be returned to you.

1. Copies of TWO recent school reports.
2. A written reference. (In English from your last school or other independent person, who can comment on your character, ability, work ethic and suitability for study abroad.)

ENGLISH LANGUAGE ABILITY

Has English been the language of your high school study? Yes No

Please provide evidence or documentation of your study in English.

(School reports, signed statement from a teacher etc)

How many years have you studied the English language?

What is your current English language ability?

Elementary Intermediate Higher Intermediate Advanced

Please state any English language competency tests you have achieved

(IELTS, TOFEL etc) and give your score or grade.

LONG-TERM EDUCATIONAL GOALS

Please write a brief explanation of your long term educational goals and plans for the future.

DO YOUR PLANS INCLUDE ANY OF THE FOLLOWING? (please tick)

More than one year at Nga Tawa Diocesan School Yes No

Entry to New Zealand polytechnic Yes No

Entry to a New Zealand university Yes No

Pathway to further study and work in New Zealand Yes No

Return to further study in your home country Yes No

Further study in a country other than New Zealand or your home country. Yes No

SPECIAL OR ADDITIONAL NEEDS

Does the student have any learning or behavioural difficulties which may require extra school support or services? Yes No

Please provide details of any special or additional needs the applicant may have.

ACCURACY OF INFORMATION SUPPLIED

IMPORTANT: Please ensure that the information supplied is accurate. Information, supplied on this page will be used to make decisions about student enrolment. Any information supplied and found subsequently to be incorrect can result in the cancellation of a student's enrolment, or the requirement that a student attend an appropriate language course before the student can be enrolled.

PLANNING YOUR TIME AT NGA TAWA DIOCESAN SCHOOL

SUBJECT AVAILABILITY AND CONFIRMED COURSES.

The course of study for International students will be finalised and approved by the International Director once the student has arrived in New Zealand and will depend upon a number of factors including:

- the applicant's English language ability,
- the applicant's ability in chosen subjects,
- timetable restrictions,
- the availability of places within a course at time of application, and
- consideration of the applicant's long term goals.

CHOOSING A COURSE OF STUDY

List the subjects you would prefer to study at Nga Tawa Diocesan School.

- You will need to select at least five subjects in the senior school.
- List subjects in priority order so that the most important subject to you will be number one and the least important will number five etc.
- Choose from curriculum overview in the Nga Tawa prospectus

Preferred Subject Choices:

1		6	
2		7	
3		8	
4		9	
5		10	

CULTURAL AND SPORTING INTERESTS

Please list any cultural or sporting interests you would like to pursue while at Nga Tawa Diocesan School. See list in Nga Tawa Diocesan School International Student Policies and Guidelines Document.

Music lessons (if yes please specify what instrument)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Choir	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sport (if yes please specify what sport)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Equestrian (if yes please complete the attached Equestrian Form)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other (if yes please specify)	<input type="checkbox"/> Yes <input type="checkbox"/> No

STUDENT PRE-ENTRY HEALTH EXAMINATION

Nga Tawa Diocesan School employs a Registered Nurse who is on site each week day. Please answer the following questions carefully, in consultation with your family doctor, to enable the Nurse and other relevant health professionals and staff to provide the best care for your daughter.

CONSENT FOR HEALTH CARE

I give permission for my daughter to receive the following health care whilst a student at Nga Tawa Diocesan School:

- treatment in the case of an emergency
- medical/nursing care and attention as/when required
- medication as prescribed for her by a doctor
- non-prescribed medication* to treat common ailments (as maybe treated in the home)

- I acknowledge that my daughter's contact and medical details maybe shared with relevant medical personnel and that the information in this document is full and correct.
- I acknowledge that should my daughter develop a severe health condition (e.g. suicidal ideation, self-harm) making it unsafe for her to remain in the Boarding community I will, on being advised by the school, either arrange immediate, accompanied travel home for my daughter or I will travel to New Zealand and take responsibility for her full time care until she is deemed well enough to return.

Student's name: _____

Parent/Guardian name: _____

Signature: _____ Date: _____

*Examples of non-prescription medication are Paracetamol, Ibuprofen, cough syrup, antihistamines and decongestants. Please specify if any are to be excluded.

IMMUNISATIONS

Please note that in line with the Ministry of Health requirements and recommendations, should the student not be fully immunised, (vaccinations are Tetanus, Polio, Hepatitis B, and MMR - Measles, Mumps, Rubella) you may be required to take her home if there was an outbreak of a particular disease.

Fully immunised: Yes No Date of last Tetanus vaccine: _____

MEDICATIONS:

Is this student currently taking any medications or supplements? Yes No
If yes please specify current medications/supplements:

DIETARY NEEDS

Does this student have any specific dietary needs (e.g. for religious reasons, allergy, coeliac)? Yes No
If yes please specify:

FOOD PREFERENCE

Does this student have any dietary preferences (e.g. vegetarian)? Yes No
If yes, please explain:

Please note that we are unable to support a vegan diet

If you are vegetarian are you willing to eat:

Fish Yes No Poultry Yes No Dairy products Yes No

PHYSICAL FITNESS

Is this student able to swim 50 metres? Yes No

Is this student physically fit and able to participate in all forms of sport? Yes No

If **No** please explain:

STUDENT PRE-ENTRY HEALTH EXAMINATION (continued)

GENERAL HEALTH

Present weight:

Height:

VISION AND HEARING

 No glasses/contacts Wears glasses Wears contact lenses Uses hearing aid/s

MEDICAL IMPLANTS

Does this student have any medical implants (such as metal implants) that may affect receiving medical treatment whilst in New Zealand? If yes please specify:

 Yes No

STUDENT'S MEDICAL HISTORY - to be completed by applicant's doctor

Does the applicant suffer from, or have a history of, any of the following?

Please be specific about any condition, treatment, and dates when answering these questions.

Condition	Yes	No	condition/treatment/dates (if applicable)
Allergies			
Anxiety			
Asthma			
Back pain			
Broken bones			
Concussion/head injury			
Constipation			
Depression			
Diabetes			
Eating disorder/concerns			
Epilepsy			
Hay fever			
Hospitalisation			
Learning/behavioural concerns			
Menstrual issues			
Migraine			
Rheumatic Fever			
Self-harm			
Sleep issues			
Sprains/strains			
Suicidal thoughts			
Surgery			
Any other issue affecting health			

DOCTORS DETAILS

Doctor's Name:

Phone:

Doctor's Signature:

Date:

APPLICATION AND DECLARATIONS	
All of the information we have provided in this application is true and correct.	<input type="checkbox"/> True <input type="checkbox"/> False
We have not withheld any relevant information in making this application.	<input type="checkbox"/> True <input type="checkbox"/> False
This student has never been suspended/excluded/expelled from any school. If False, please explain.	<input type="checkbox"/> True <input type="checkbox"/> False
This student has never been charged with, nor convicted of, any crime. If False, please explain.	<input type="checkbox"/> True <input type="checkbox"/> False
This student has never been the subject of other proceedings before any court. If False, please explain.	<input type="checkbox"/> True <input type="checkbox"/> False
Execution – Application Form	
By signing here, the Student confirms that all information provided in the application is true and correct.	Student's Name:
	Signature:
	Date:
By signing here, the Parents/Guardians confirm that that all information provided in the application is true and correct.	Parent/Guardian's Name:
	Signature:
	Date:
	Parent/Guardian's Name:
	Signature:
	Date:

PART TWO: Contract of Enrolment

THE TERMS AND CONDITIONS APPENDED TO THIS APPLICATION, FORM AND GOVERN THE STUDENT'S TUITION AND BOARDING 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:

Definitions

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 Agreement means the agreement between the Student, the School, the Parents, 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 is annexed to this Agreement.

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

Designated Caregiver has the meaning as set out in the Code.

Disciplinary Action includes termination of this Agreement and suspension, expulsion and exclusion of the Student as those terms are defined in the Act.

Fee means fees payable by the Parents to the School as per the Fee Schedule.

Fee Schedule means the schedule of fees for Tuition, Accommodation and miscellaneous charges, which is available from the School on request and may be updated from time to time.

Homestay has the meaning as set out in the Code.

Legal Guardian means the person or persons who is legally the guardian of the Student in their home country and has the legal right to make decisions about their care, education and well-being. It can include parents, where they have the right to make decisions for the Student.

Offer of Place means a Confirmed Offer of Place and does not include any provisional offer.

Parent means the student's biological or legally adoptive parent. Except where the context requires otherwise, references to Parents in this agreement includes Legal Guardians and also includes a single Parent who has the sole right of guardianship in relation to the child.

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

School means the school referred in the annexed Application Form.

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

Termination means termination of the Agreement and includes termination by the School expelling or excluding the Student.

Tuition means the education of the Student at the School.

Period of Enrolment 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, or on such earlier date as the parties agree or the School terminates the Agreement pursuant to clause 24 or 26 of the Agreement.

Preliminary Provisions

2. The Agreement is declared to be an Enrolment Contract in terms of section 2 of the Act.
3. 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.

Terms of Agreement

4. Unless otherwise agreed in writing between the parties, the School's responsibility for the Student commences on the first day of the Period of Enrolment and ends on the last day of the Period of Enrolment, or in the event that the Student's Tuition is terminated, on the date of termination. The parties agree that any period of time in which the Student is in New Zealand before or after the Period of Enrolment will be at the risk of the Student and Parents/Legal Guardians and that the School will have no legal or moral responsibility for what occurs during this period unless otherwise agreed in writing.
5. Except in the circumstances described in clauses 6, 7 and 8, the conditions in this Agreement apply for the whole time the Student is enrolled at the School during a Period of Enrolment. 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 School making an Offer of Place for a further Period of Enrolment, and the payment of Fees. For avoidance of doubt, should this Agreement be renewed the Period of Enrolment for the renewed term shall be that stated in the Offer of Place issued by the School to the Student in respect of the renewed term.
6. The School is not responsible for the Student if the Student chooses to leave New Zealand during the Period of Enrolment. Should the Student leave New Zealand during the Period of Enrolment other than as part of a School organised trip the School's responsibility for the Student shall cease upon the Student's departure and resume upon the Student returning to New Zealand.
7. This Agreement is deemed to be written consent from the Parent or Legal Guardian that the School is not responsible for the Student's day-to-day care where the student is in the custody of a Residential Caregiver who is a supervisor for the Student while the Student is in temporary accommodation and that supervisor is not a resident of New Zealand and is travelling with or accompanying the Student for the purpose of supervising them during the Period of Enrolment.
8. The School is not responsible for the Student's day-to-day care where the Student is in the custody of a person approved by the Parent or Legal Guardian as part of a handover of care arrangement during enrolment made in accordance with the Code.
9. During the Period of Enrolment the Student must keep the School reasonably informed of her whereabouts including without limitation if the Student intends to leave New Zealand during the Period of Enrolment.

Accommodation

10. The Parents and Student agree that:
 - (a) unless living with a Parent or School approved Designated Care Giver the student will reside in the School Hostel during term time.
 - (b) during exeat and Holiday periods, the student will reside in a School approved Homestay unless other plans have been made with the permission of the parents and the School.
 - (c) no changes to accommodation arrangements will be made whatsoever without the prior written agreement of the School.
11. The Parents and the Student agree that this Agreement is subject to and conditional on the School being satisfied that the Student has appropriate accommodation arrangements in place and, where applicable, an Accommodation Agreement or Designated Caregiver Agreement being entered into by all relevant parties.
12. The Parents 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 and agree to appoint the Residential Caregiver in New Zealand to receive such information in substitution for the Parents.

Immigration and Insurance

13. The Parents 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 and Student understand that the School has an obligation to report any breaches of the immigration requirements to the appropriate immigration authority.

14. The Student must maintain an up-to-date visa as stipulated by Immigration New Zealand.
15. The Parents agree that it is a condition of enrolment that the Student has current and comprehensive travel and medical insurance. Where insurance is not arranged by the School, the Parents will provide the School with evidence of the relevant insurance policy translated into English. If appropriate evidence is not provided, the School may organise insurance it considers appropriate and pass on this cost to the Student or Parents.

Fees

16. The Fee must be paid to the School in advance of each Period of Enrolment or as otherwise directed by the School. The Parents and the Student agree to comply with school policies regarding the payment of the Fee.
17. If Tuition is terminated by the School during a Period of Enrolment, in accordance with the Act and the Code, any refund of the Fee applicable to that Period of Enrolment will be assessed in accordance with refund policy contained in Schedule Three, as updated by the school from time to time..

Information, Warranties and Acknowledgements

18. The Parents agree to provide the School with educational, medical, financial, or other information relating to the wellbeing of the Student as may be requested from time to time by the School. If the Parents 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 Parents such fees as required to adequately compensate for such additional requirements. For avoidance of doubt, the obligation to disclose information continues during the term of this Agreement and the Parents and Legal Guardians are obliged to notify the School in respect of any changing conditions in relation to the Student.
19. The Student and the Parents confirm that:
 - (a) The Student does not suffer from any medical condition or behavioural condition (including mental health conditions and allergies) that may negatively impact on the health, safety or education of the Student or any other student at the School, except as disclosed in writing in the Application Form;
 - (b) The Student does not have any medical or other special needs that require additional support, except as disclosed in writing on the Application Form;
 - (c) The Student has never been charged with or convicted of any crime, or the subject of other proceedings before any court, except as disclosed in writing on the Application Form;
 - (d) All information in the Application Form is true and correct to the best of their knowledge and belief.
20. The Parents 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 and the Student authorise any such person to release to the School any personal information that person holds concerning the Student and/or Parents.
 - (b) If the Student and/or Parents 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 the School approves of and 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 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) The Parents agree that where the Student lives in a School approved Homestay, this Agreement is subject to an Accommodation Agreement being entered into by the School and the Parents. Where the Student lives with a Designated Caregiver, this Agreement is subject to a Designated Caregiver Agreement being entered into by the School, the Parents and the Designated Caregiver. In either case, a breach by the Student of the Accommodation Agreement or of the Designated Caregiver Agreement will be deemed to be a breach of this Agreement.
 - (f) All personal information provided to the School is collected and will be held by the School.
 - (g) The Student and 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.
 - (h) Under the Privacy Act 1993, any information collected may be provided to education authorities.
 - (i) 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.
 - (j) Photographs and videos of the Student may be used for the Student's records and in any publicity material for the School unless otherwise agreed in writing by the parties.

Consent

21. The Parents 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, financial, 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.
22. The School shall seek specific written consent of the Parents before the Student, being a student of any age, participates in any activity either organised by the School or by another party which are considered to be adventure activities or extreme sports or are activities that are organised by the School and require the Student to stay away from their regular accommodation overnight.
23. Except in the circumstances described in clause 22, this agreement is deemed to be written consent of the Parents for any activity organised and/or supervised by the School, including trips and physical activities, regardless of whether consent is sought from domestic students in relation to the same activity.
24. Unless otherwise agreed in writing by the parties, this Agreement is deemed to be written consent for leisure travel or stays organised and supervised by the Student's Homestay or Residential Caregiver (where applicable) where the travel is within New Zealand for a period of not more than seven days and does not result in the Student missing any scheduled school days.

Conduct, Discipline and Termination

25. The Student will comply at all times with school policies, the Code and the Act, and the Parents shall work with the School to ensure such compliance. This includes, without limitation, compliance with the Code of Student Conduct which is annexed to this Agreement as Schedule One, including any amendments made by the School during the Period of Enrolment.
26. In the event of any breach of this agreement by the Student or the Parents, the School may take any disciplinary step it considers appropriate, including terminating this Agreement, and/or suspending, excluding or expelling the Student and (if applicable) notify Immigration New Zealand of its decision to terminate the Agreement or to exclude or expel the Student.
27. Without limitation, the following actions shall be deemed to be breaches of this Agreement which may warrant disciplinary action:
- (a) Refusal by the Student to obey any reasonable instruction given by any employee or officer of the School during the Period of Enrolment;
 - (b) Any breach of the Code of Student Conduct by the Student;
 - (c) Any breach of the Accommodation Agreement or Designated Caregiver Agreement by the Student or Parent;
 - (d) Any act by the Student during the Period of Enrolment that creates a risk to the safety of any person;
 - (e) Any act by the Student during the Period of Enrolment that jeopardises the education of any other Student;
 - (f) Any breach of clauses 14 or 15 of this Agreement or of the warranties contained in clause 19 of this Agreement;
 - (g) Failure to make payments pursuant to the Fee Schedule; and
 - (h) Any other breach of this Agreement
28. Where appropriate, the School will follow the process set out in the Disciplinary Policy which is annexed to this Agreement as Schedule Two when exercising its disciplinary powers pursuant to clause 26 of this Agreement, but nothing in this Agreement shall limit the power of the School to summarily terminate this Agreement or expel or exclude the Student for serious misconduct or to suspend the Student pending investigation if the School concludes that this step is necessary for the purpose of protecting the safety of any person, including the Student.

General Matters

29. 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.
30. 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.
31. 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.
32. Notices may also be given by sending an email to the email addresses specified on the first page of this agreement and will be deemed to have been received 12 hours after it has been sent.
33. 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, except where such change is required by New Zealand legislation or the Code. This Agreement shall continue in force during the Period of Enrolment with the School.
34. The School shall at all times comply with the Health and Safety at Work Act 2015.
35. Nothing in this Agreement limits any rights that the Parents or Student may have under the Consumer Guarantees Act 1993.
36. 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.
37. 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, facsimile transmission or through an internet service set up for that purpose.
38. The parties agree that any dispute in relation to this Agreement will be resolved in accordance with the Code and the School Policies.

Execution – Contract of Enrolment	
By signing here, 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.	<p>Student's Name:</p> <p>Signature:</p> <p>Date:</p>
By signing here, the Parents/Guardians confirm that they have read the Agreement and agree to be bound by it in all respects.	<p>Parent/Guardian's Name:</p> <p>Signature:</p> <p>Date:</p> <p>Parent/Guardian's Name:</p> <p>Signature:</p> <p>Date:</p>
By signing here, 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.	<p>Name:</p> <p>Signature:</p> <p>Date:</p>

Code of Student Conduct – INTERNATIONAL STUDENTS
(Schedule One)

GENERAL RULES & EXPECTATIONS

By law International students are under the authority of the School from the time they arrive in New Zealand until they return home. Furthermore, whether they are in school uniform or not, in the boarding house, at a homestay, or on an organised School activity, the School rules and expectations apply. The student's behaviour and appearance is therefore the School's concern throughout these times.

This is not intended to be a comprehensive statement of school rules. Rather, we consider it imperative that students new to Nga Tawa School be aware of the following expectations regarding conduct and uniform as well as possible sanctions. Please see the "Parent and Student Handbook" for more information.

1. General

Students are expected to:

- be respectful of the School's special character,
- demonstrate the school values of respect, integrity, and courage when interacting with peers, seniors, staff and visitors,
- aim for the highest standards in all aspects of School life,
- co-operate with the staff and to accept the School's authority and rules of conduct,
- consider and respect the feelings and property of other people in the School,
- obey the laws of New Zealand at all times,
- wear the Nga Tawa School uniform correctly and with pride, and
- uphold the reputation of Nga Tawa School both at school and in the wider community.

2. Accommodation

Students are aware that:

- unless living with a parent or approved Designated Care Giver the student is required to reside in a School Licensed Hostel during school terms, and
- during exeat and Holiday periods, the student is to reside in a Homestay approved by the School unless other plans have been made with the permission of the parents and the School.

3. Attendance and punctuality

Students are expected to:

- attend School regularly, on time, ready to learn, and to take part in all compulsory activities,
- apply for Principal Approved Leave (PAL) in advance for any absence other than sickness/emergency situations, and
- remain on school site throughout the day unless permission to leave is granted and the correct signing out procedures are followed.

4. Alcohol, smoking, and illegal substances

Students are aware that:

- no student shall consume, sell, purchase, supply, have in her possession or be under the influence of alcohol, tobacco, (or look alike tobacco products such as, but not limited to, e-cigarettes/vaping), illegal drugs, synthetic drugs, R18 legal drugs or party pills, whether or not lawful under the law of New Zealand, while on the School's property or under the authority of the School. This includes matches, lighters and vaping liquids, and
- no student is permitted to have in their possession any drug or alcohol paraphernalia while under the authority of the School.

5. Belongings and property

Students are aware that:

- the property of others and of the school must be respected,
- no student is allowed to take, or borrow without permission, anything that does not belong to them,
- all girls must report any damage at once to their Boarding Manager, a teacher, or a Deputy Principal,
- the cost of reparation for any intentional damage done to school property or to the belongings of others will be placed on their home account, and
- it is an individual's responsibility to ensure the security and safety of her belongings.

6. Bounds

Students are aware that:

- students may only leave school grounds when the correct signing out procedures have been followed,
- when visiting Marton, students are restricted to the area between the Z Station and the Captain Cook statue on Main Street, and
- students may walk into Marton at agreed times and must walk with great care.

7. Appearance

Students are aware that:

- a high standard of appearance is expected at all times,
- un-natural looking or obviously dyed hair is unacceptable
- the only jewellery allowed is a plain watch and no more than one small stud earring in each ear
- body piercing is limited to one hole in the lobe of each ear, and
- tattoos are not permitted.

8. Electronic equipment

Students are aware that:

- they must complete an Electronic Device Application form and hand it to their Boarding Manager within a week of arrival,
- any devices which the school believes are being used inappropriately, including causing harm to other students may be confiscated,
- all devices must be used in accordance with the "Procedure for the Use of Cellphones and Other Electronic Devices" specified in the Parent and Student Handbook,
- no student should record digital images, voice recordings, or movies of any other student or staff member without that person's express approval,
- any digitally recorded material, which undermines the reputation of the school, intimidates or belittles other students (past and present), and/or staff, and/or families of Nga Tawa Diocesan School, will be investigated, maybe reported to the Police, and will become a disciplinary matter for those students responsible, and
- heaters, hair straighteners, electric blankets and toasters or any item likely to cause a fire hazard are not permitted in Boarding.

9. Activities

Students are expected to:

- achieve to their full potential by working hard in class,
- adopt proper behaviour in class, respecting and supporting the teacher's right to teach and student's right to learn,
- complete set prep by the due date,
- participate in a planned programme of summer and winter sports activity,
- attend whole school events e.g. Chapel, Athletics, Swimming, Cross-Country, Founder's Day, and
- participate in all House activities.

10. Conduct

Students are aware that they must:

- have regard for the welfare of other members of the School community and must not be a disruptive influence,
- follow all rules or procedures concerning behaviour or safety in current practice in the School,
- obey all the laws of New Zealand,
- not participate in, or initiate Bullying behaviour,
- not be violent against, or harm others, physically, emotionally or verbally, and
- not use abusive and/or inappropriate language.

11. Vehicles

Students are aware that:

- they may not own or drive a car while attending the School, and
- that they may learn to drive using a school approved provider only.

12. Homestays

Students are expected to:

- stay in School selected homestays during school exeats and term holidays unless under the care of their parents or a Designated Care Giver,
- be courteous, helpful and try to be part of family life when in homestays,
- always follow the directions of your host, with regards to bed and meal times, and to respect the house rules,
- attend all meals,
- keep your area tidy and remove your rubbish every day,
- not use cellphones or other devices at meals, and
- use English when around your hosts.

13. Boarding houses

Students are aware that:

- outside of school hours boarders will be expected to follow all boarding house rules,
- medication must be left with the Boarding Manager, and
- it is imperative that all students sign in and out of school and boarding, whenever they leave or return.

Disciplinary Policy (Schedule Two)

1. The following is the School's current disciplinary policy for dealing with breaches of the Agreement. This is not intended to restrict the School's general power of discipline and this policy may be changed from time to time at the discretion of the School. It should be noted that the term School in this schedule may also involve the:
 - (a) Nga Tawa Diocesan School Board of Trustees (when breaches of the Agreement occur in the Day School or in a Homestay), and
 - (b) Nga Tawa Diocesan School Trust Board (when breaches of the Agreement occurring in the Boarding House).

Overview

2. Except in serious situations where immediate termination of the Agreement is necessary, or where the breach does not warrant any formal response other than a warning, the School will endeavour, where appropriate, to follow a two-stage disciplinary process.
3. In Stage One, the School will investigate and determine the facts, and will reach a conclusion on what happened and whether it amounts to a breach of the Agreement.
4. In Stage Two, if the School has determined that a breach has occurred, the School will consider the appropriate response to that breach, up to and including termination of the Agreement.
5. The Student will have an opportunity to provide a response to the alleged breach that the School is investigating (**the Allegation**) and any proposed disciplinary action that the School is considering taking (**the Proposed Action**).
6. This policy does not limit the School's power to take appropriate disciplinary action urgently and without following this process if this is necessary having regard to the seriousness of the breach.
7. This policy also does not limit the School's power to suspend the student for the duration of the disciplinary process where suspension is considered necessary for the safety or education of any person.

General Policy

8. When the School is conducting a disciplinary process involving the Student it will endeavour to provide the Student with the following:
 - (a) a written summary of the Allegation or the Proposed Action;
 - (b) an opportunity to respond to the Allegation or the Proposed Action, either in person or in writing or both, at the choice of the Student;
 - (c) an opportunity to consider the Allegation or the Proposed Action for a reasonable period of time (having regard to the seriousness of the Allegation or the Proposed Action) before giving a response;
 - (d) an opportunity to contact her Parent before giving a response, unless the delay caused by contacting that person is unreasonable having regard to the seriousness of the Allegation or Proposed Action;
 - (e) an opportunity to have an independent support person of her choice present at any meeting relating to the disciplinary process;
 - (f) an opportunity to meet with that support person in private at any stage during the disciplinary process;
 - (g) an opportunity to have a translator present (or otherwise facilitate the student participating in the process in her own language) during any meeting or process if the School or the Student considers that a language barrier means that a translator is required; and
 - (h) a copy of this policy setting out the rights which the Student has when engaging in the disciplinary process.

Disciplinary Procedure

Stage One: Incident Investigation

9. When the School learns of any incident or any other thing that may be a breach of the Agreement or might otherwise warrant a disciplinary response, the School will notify the Student of the Allegation and will provide the Student with an opportunity to give a response.

10. Where appropriate, having regard to the seriousness of the Allegation, the Student will have the opportunity to respond either in person or in writing or both, at the choice of the Student. The School will receive this response and give it genuine consideration before making a decision about the Allegation.
11. When the School makes a decision about the Allegation it will advise the Student and parent, in writing if possible, about its conclusion as to what happened and whether it amounts to a breach of the Agreement.

Stage Two: Outcome Discussion

12. If the School determines that a breach of the Agreement has occurred, it will advise the Student and parent of the possible disciplinary actions that it will consider taking in response to the breach and will provide the Student and parents with an opportunity to give a response.
13. Where appropriate, having regard to the seriousness of the breach, the Student and parent will have the opportunity to respond either in person or in writing or both, at the choice of the Student. The School will receive this response and give it genuine consideration before making a decision about the disciplinary action to be taken.
14. When the School makes a decision about the disciplinary action that it will take in response to the breach it will advise the Student and parents of its decision, in writing if possible. The disciplinary action will not take effect, and no actions will be taken to put it into place, until the Student and parents have been advised of the decision.

Refund Policy
(Schedule Three)

Request for a refund of international student fees

1. The School will consider all requests for a refund of international student fees. Requests should be made in writing to the School as soon as possible after the circumstances leading to a request.
2. A request for a refund should provide the following information to the School:
 - (a) the name of the student,
 - (b) the circumstances of the request,
 - (c) the amount of refund requested,
 - (d) the name of the person requesting the refund,
 - (e) the name of the person who paid the fees,
 - (f) the bank account details to receive any eligible refund, and
 - (g) any relevant supporting documentation such as receipts or invoices.

Non-refundable fees

3. The School is unable to refund some fees. The following fees relate to expenses that the School may have paid or will incur as a result of receiving an application for enrolment and cannot be refunded:
 - (a) Administration Fee: Administration fees meet the cost of processing an international student application. Administration fees exist whether an application is accepted or not or whether a student remains enrolled after an application is accepted.
 - (b) Insurance: Once insurance is purchased, the school is unable to refund insurance premiums paid on behalf of the Student. Students and families may apply directly to an insurance company for a refund of premiums paid.
 - (c) Portion of Unused Tuition Fees: The School may retain a portion of unused tuition fees. Amounts retained will relate to costs that have been incurred or committed by the School and may vary.
 - (d) Portion of Unused Boarding Fees: The School may retain a portion of unused boarding fees. Amounts retained will relate to costs that have been incurred or committed by the School and may vary.
 - (e) Used Homestay Fees: Homestay fees paid for the time the Student has already spent in a homestay cannot be refunded. Used homestay fees may also include a notice period of two weeks.

Request for a refund for failure to obtain a study visa

4. If the Student fails to obtain an appropriate study visa, a refund of international student tuition fees will be provided less any Administration Fee that has been paid.

Requests for a refund for voluntary withdrawal from enrolment - Withdrawal prior to enrolment

5. If the Student voluntarily withdraws prior to the start date of their enrolment, a refund of international student fees will be provided less any relevant non-refundable fees set out in this policy.

Requests for a refund for voluntary withdrawal from enrolment - Withdrawal after enrolment

6. If the Student withdraws on or after the start date of their enrolment, reasonable written notice of withdrawal is required by the school. Unless otherwise agreed by the School, a refund will be provided less a minimum of ten weeks tuition fee and boarding fee and any other relevant non-refundable fees as outlined in this policy.

Requests for a refund where the School fails to provide a course, ceases as a signatory or ceases to be a provider

7. If the School fails to provide the agreed course of education or is no longer a signatory to the Code or no longer operates as an international education provider, the School will negotiate with the Student or their family to either:
 - (a) refund the unused portion of international student tuition fees or other fees paid for services not delivered, or
 - (b) transfer the amount of any eligible refund to another provider, or
 - (c) make other arrangements agreed to by the student or their family and the school.

Where the Student's enrolment is ended by the School

8. In the event the Student's enrolment is ended by the School for a breach of the Contract of Enrolment, the School will consider a request for a refund less:
 - (a) any non-refundable fees set out in this policy,
 - (b) ten weeks tuition fee, and
 - (c) any other reasonable costs that the school has incurred in ending the student's enrolment.

Where the Student changes to a domestic student during the period of enrolment

9. If the Student changes to a domestic student after the start date of their enrolment, reasonable written notice of the change is required by the School. Unless otherwise agreed by the School, a refund will be provided less a minimum of ten weeks tuition fee and any other relevant non-refundable fees as outlined in this policy.

Where a student voluntarily requests to transfer to another signatory

10. If the Student requests to transfer to another signatory after the start date of their enrolment, reasonable written notice of the transfer is required by the School. Unless otherwise agreed by the School, a refund will be provided less a minimum of ten weeks tuition fee and any other relevant non-refundable fees as outlined in this policy.

Requests for a refund of fees unused at the end of enrolment

11. Except by written request from parents, prepaid fees unused at the end of enrolment amounting to less than NZD\$300.00 will be refunded to the Student in cash. Sums of NZD\$300.00 or greater will be refunded into a nominated bank account.

Outstanding activity fees or other fees

12. Any activity or other fees incurred by the Student during enrolment and owed to the School at the time of withdrawal, will be deducted from any eligible refund.

Refunds to be made to the country of receipt

13. Unless otherwise agreed in writing, all eligible refunds of fees of NZD\$1,000.00 or more received from outside of New Zealand will be refunded to a nominated bank account in the source country.

Rights of families after a decision regarding a refund has been made by the School

14. A decision by the School relating to a request for a refund of international student fees will be provided to the Student or family in writing and will set out the following information:
- (a) factors considered when making the refund decision,
 - (b) the total amount to be refunded, and
 - (c) details of non-refundable fees.
15. The Student and their family has the right to take a grievance to the Code Administrator or Disputes Resolution Scheme in the event they are dissatisfied with a refund decision made by the School.

PART THREE: International Student Accommodation Agreement

PLEASE COMPLETE THE INTERNATIONAL STUDENT ACCOMMODATION AGREEMENT ONLY IF THE STUDENT WILL BE LIVING IN THE SCHOOL HOSTEL WHILE ENROLED AT THE SCHOOL.

**(When placing a student in a School Boarding Hostel or school approved Homestay)
Terms and Conditions:**

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

Accommodation means the licensed hostel or homestay accommodation provided to the Student pursuant to this Agreement.

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

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

Application Form means the standard enrolment application form.

Boarding House means Main boarding, Rata Lodge, Marshall House, or the Cottages.

Boarding Manager means the person responsible for the overall care of the Student while they live in the boarding house.

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 under Education (Pastoral Care of International Students) Code of Practice 2016.

Contract of Enrolment 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.

Licensed hostel means a school boarding house that is licensed under the Education (Hostels) Regulations 2005

Parents means the Parents referred to in the Application Form.

School means the school referred to in the Contract of Enrolment.

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.

All other terms have the same meaning as in the Contract of Enrolment.

2. The School is a signatory to and complies with the Code. Unless living with a parent, every international student is required to reside in a School Boarding Hostel during the school terms, and at a Homestay approved by the School during exeat and Holiday periods (unless other plans have been made with the permission of the parents and 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 Boarding Manager, homestay carer, the Parents and the Student relating to the Accommodation will be kept confidential, except disclosure:

- (i) to the Student, the Parents, the Boarding Manager, or Homestay carer (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 agree that if behaviours or conditions of the Student emerge after placement in a Boarding House such that the Boarding Manager 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.

- (c) 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 Boarding House.
 - (d) Under the Privacy Act 1993, any information collected may be provided to education authorities.
 - (e) 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. If the Parents provide misleading information or fail to disclose information about the Student prior to placement with the Boarding House or Homestay and during the term of the enrolment, the School may (in its sole discretion):
- (a) Charge the Parent such fees as required to adequately compensate for additional requirements due to providing misleading information or the lack of disclosure; or
 - (b) Terminate this Agreement.
5. The initial appointment and ongoing engagement of the Boarding Manager is subject at all times to:
- (a) the Boarding Manager and the School entering into an Employment Contract ; and
 - (b) the School's usual requirements and policies in relation to the Accommodation.
6. 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 appointment of the Boarding Manager, or approval of a Homestay, has not involved any form of gift (financial or otherwise) to or from a third party;
 - (c) the appointment of the Boarding Manager, or approval of a Homestay, 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 Boarding Manager and the Homestay carer 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 whilst in the care of the Boarding Manager or Homestay carer.
7. Unless otherwise agreed in writing by the parties, the Parents provide consent to the Student's Homestay or Boarding Manager (where applicable) for the Student to undertake supervised leisure travel and overnight stays within New Zealand for a period of not more than seven days where the leisure travel or stay does not involve the Student participating in any adventure activities or extreme sports or result in the Student missing any scheduled school days.
8. The School will seek specific written consent from the Parents for leisure travel or overnight stays that last more than seven days or result in the Student missing any scheduled school days.
9. The Student shall seek specific written consent from the School before the Student, being a Student of any age, participates in any activities while in the care of the Student's Homestay or Boarding Manager (where applicable) which are considered to be adventure activities or extreme sports. The School shall only give such Consent where approved by the Parents in terms of the Contract of Enrolment.
10. 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 the Student, the Boarding Manager, and /or the Homestay carer.
11. Unless otherwise agreed in writing, the Student will be entitled to commence their stay at the Boarding Hostel from the beginning of the Period of Enrolment (as that term is defined in the Contract of Enrolment) to the end date of the Period of Enrolment (as that term is defined in the Contract of Enrolment) provided that these commencement and end dates fit inside the defined opening date and closing dates for the Boarding House in that year. Homestay accommodation may be arranged by the School for up to 3 days before the Period of Enrolment and 2 days following the end date of the Period of Enrolment. Should this Agreement be terminated prior to the expiry of the Period of Enrolment the Student will be required to vacate the Accommodation immediately. The School may, at its sole discretion, and without any obligation on it to do so, extend the time for the Student to vacate the Accommodation. Any such extension shall be given in writing and shall be without prejudice to the School's right to later insist that the Student immediately vacate the Accommodation.

Expectations

12. The Student will comply at all times with the Accommodation Requirements and the Parents shall work with the School to ensure such compliance.
13. In the event that the Student is removed from a Boarding Hostel for any reason, except for a disciplinary 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.
14. The Student will treat the Accommodation with due care and respect and the Student is liable for costs associated with repairing any damage caused to the Accommodation by the Student. For avoidance of doubt, the School is not responsible for any damage caused to the Accommodation by the Student.

Fees

15. The Parents must pay all accommodation fees to the School in accordance with the School's fee schedule as defined in the applicable Contract of Enrolment.

Termination

16. The School reserves the right to terminate this Agreement if the Student is in breach of the Accommodation Requirements.
17. If the Student is suspended, expelled or excluded from the School, the parties agree that this shall constitute a breach of the Accommodation Requirements and this Agreement may be terminated as a consequence.
18. Where this Agreement is terminated, fees may be refunded in accordance with School Policies.

General

19. 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.
20. 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.
21. This Agreement contains the entire understanding of the parties and overrides any prior promises, representations, understandings or agreements.
22. 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

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

Signing

24. 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.

Execution – International Student Accommodation Agreement	
By signing here, 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.	Student's Name: Signature: Date:
By signing here, the Parents/Guardians confirm that they have read the Agreement and agree to be bound by it in all respects.	Parent/Guardian's Name: Signature: Date: Parent/Guardian's Name: Signature: Date:
By signing here, 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:

Accommodation Requirements

(Schedule One)

While living in a Boarding Hostel or School approved Homestay, the Student agrees:

1. To comply with all laws of New Zealand.
2. Not to engage in any social or leisure activities that may place them, other persons, in undue danger or risk of harm. This includes the Student putting herself in a position which may give rise to suspicions or allegations of such activities.
3. To obtain written permission from Parents and the School prior to obtaining any tattoo, piercing or other bodily embellishments.
4. To comply with all Boarding House and Homestay rules, expectations, and curfews set by the School and Homestay parents, including without limitation, any policies of the School which apply.
5. To not use or do anything which may cause damage to the Accommodation, including without limitation, applying hair dyes, or smoking cigarettes, or engaging in any other activity that may cause damage to the Accommodation.
6. To keep the Boarding Manager or Homestay parents informed of their whereabouts at all times.
7. To stay in the Boarding House and not to leave the school grounds, or to stay at the Homestay address and not to leave or travel overnight, without prior written permission of the School.
8. To respect the privacy, values, and property of the School, Boarding Hostel, and Homestay.

PART FOUR: Designated Caregiver Agreement

PLEASE COMPLETE THE DESIGNATED CAREGIVER AGREEMENT ONLY IF THE STUDENT WILL BE LIVING WITH A DESIGNATED CAREGIVER WHILE ENROLLED AT THE SCHOOL.

DESIGNATED CAREGIVER AGREEMENT (Required when placing a student with a Designated Caregiver)

This is an agreement between the Parent/s, the Designated Caregiver and the School (the **Agreement**).

School Name: _____ (the **School**)

Student's Name: _____ (the **Student**)

Mother's Name: _____

Father's Name: _____ (together the **Parents**, each a **Parent**)

Name of relative
or close family friend: _____ (the **Designated Caregiver**)

Address: _____ (the **Residence**)

AGREEMENTS

1. The Student and the Parents are parties to a Contract of Enrolment with the School. All definitions contained in that Contract of Enrolment are deemed to form part of this Agreement so far as they are relevant.
2. The Parents agree that the Designated Caregiver will provide residential care for the Student while enrolled as an international student at the School.
3. The School has provided, and the Designated Caregiver has read and understood, the sections of the Education (Pastoral Care of International Students) Code of Practice 2016 (the **Code**) relevant to residential caregivers and the School's Information for Designated Caregivers and agrees to act as Designated Caregiver to the Student in accordance with these requirements.
4. The School agrees that all information regarding the Designated Caregiver relating to the Agreement will be kept confidential, except disclosure to the Student or their parents or their legal guardians, to any professional consultant or such person where it is in the interests of the Student to provide the information or pursuant to any statutory or other legal duty.
5. Approval is required from the School prior to the Student's placement with the Designated Caregiver.
6. The Designated Caregiver agrees that approval will be provided only after appropriate safety and other checks have been completed by the School in accordance with the Code and school policies.
7. Failure by the Designated Caregiver to provide the residential care required by the School and the Code may result in the school's approval of the Designated Caregiver being withdrawn.
8. In the event the school withdraws its approval of the Designated Caregiver, the Agreement is terminated and the Student will be placed in alternative accommodation approved by the School at the full cost and expense of the Parents.
9. The School may take such measures as it considers appropriate (acting reasonably) to monitor and review the quality of residential care by the Designated Caregiver and this may include, without limitation, regular visits to the Designated Caregiver and meetings with both the Student and the Designated Caregiver.
10. The Designated Caregiver will provide the School with fourteen days (14) days prior notice of any change in circumstances that may affect the Agreement. This includes any change of Residence or any change to the number of adults over eighteen (18) years of age living at the Residence.

Initialed by: _____ (parent) _____ (student)
Nga Tawa Diocesan School - International Student Application and Contract of Enrolment (revised 201906)

11. The Parent/s agree that the School is not responsible for the Student's care while in the care of the Designated Caregiver.
12. The Student will treat the accommodation provided by the Designated Caregiver ("Accommodation") with due care and respect and the Student is liable for costs associated with repairing any damage caused to the Accommodation by the Student. For avoidance of doubt, the School is not responsible for any damage caused to the Accommodation by the Student.
13. The parties agree that any dispute in relation to this Agreement will be resolved in accordance with the Code and the school policies.
14. 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

Execution – Designated Caregiver Agreement	
By signing this agreement the Student, the Parent/s and the Designated Caregiver declare that the Designated Caregiver is eligible to be a Designated Caregiver under the Code (being someone who is personally known to the Student and/or Parent(s) as a relative or close friend and meets the other requirements of the Act and the Code).	
By signing here, 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.	<p>Student's Name:</p> <p>Signature:</p> <p>Date:</p>
By signing here, the Parents/Guardians confirm that they have read the Agreement and agree to be bound by it in all respects.	<p>Parent/Guardian's Name:</p> <p>Signature:</p> <p>Date:</p> <p>Parent/Guardian's Name:</p> <p>Signature:</p> <p>Date:</p>
By signing below, the Designated Caregiver confirms they have read the Agreement and agrees to be bound by it in all respects:	<p>Designated Caregiver's Name:</p> <p>Signature:</p> <p>Date:</p>
By signing here, 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	<p>Name:</p> <p>Signature:</p> <p>Date:</p>

PART FIVE: Off Site Activities for Boarders Agreement

PLEASE COMPLETE THE INTERNATIONAL STUDENT OFFSITE ACTIVITIES FOR BOARDERS AGREEMENT ONLY IF THE STUDENT WILL BE LIVING IN THE SCHOOL HOSTEL WHILE ENROLED AT THE SCHOOL.

OFF-SITE ACTIVITIES FOR BOARDERS AGREEMENT

INTRODUCTION

At Nga Tawa Diocesan School we want to create an educational environment that enables students to enjoy a recreational life as close as possible to that provided in their own home.

As an institution, however, we carry a high level of responsibility and accountability for the safety of boarders to an extent that exceeds that of parents. We must accord to the level of 'reasonable parents' not 'ordinary parents'. This naturally leads us to feel cautious in what we can permit boarders to do. This form is an endeavour to strike a balance between your responsibility and our responsibility thus preventing excessive restrictions on what your daughter can do. Please take time to consider these issues and contact the Principal should you have any questions or concerns.

I understand that participation in any activity carries a degree of risk either bodily or emotional injury or property loss. I accept full responsibility for my daughter when she is participating in the unsupervised activities indicated above including any financial cost. I also understand that in all instances Nga Tawa School staff have the final decision in allowing my daughter to participate in any activity, that they will act prudently in this respect, and that further conditions are likely to be applied to those activities that present significant risk.

My daughter understands that specific parental permission may be sought for some off-site excursions and that conditions may apply in addition to parental consent. She understands that she must act within the rules of the school at all times and that she should not act in such a way as to endanger either herself or others.

Execution – Supervised Activities	
These are any activities your daughter chooses to participate in that are organised by the School and supervised by School staff and/or other organisations or adults. Examples could include school camps, sporting trips, skiing and trips to the beach.	
By signing here, I confirm that I give permission for my daughter to participate in Supervised Activities	Parent/Guardian's Name:
	Signature:
	Date:
	Parent/Guardian's Name:
	Signature:
	Date:

Execution – Unsupervised Local Activities	
These are activities within the town and its locality which Nga Tawa School provides no staff supervision. Examples could include trips to town, visiting friends in the local area, going to the movies, and attendance at clubs or societies. It excludes any overnight activities or visits for which your specific permission is sought.	
By signing here, I confirm that I give permission for my daughter to participate in Unsupervised Local Activities	Parent/Guardian's Name:
	Signature:
	Date:
	Parent/Guardian's Name:
	Signature:
	Date: