

# INTERNATIONAL STUDENT APPLICATION FORM AND CONTRACT OF ENROLMENT



**Alfriston College**  
**550 Porchester Road**  
**Auckland, NEW ZEALAND**

## PART ONE:

*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 Details (Name must be as it appears on your passport)	
Family name:	
First name:	Date of birth:
Preferred name:	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> _____
Email:	
Address: (In home country)	
First language:	Country of citizenship:
Passport number:	Expiry date:
Intended start date:	Intended end date:
Applying for year level: <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13	
The main purpose of my stay in NZ is: <input type="checkbox"/> NCEA Level 1 <input type="checkbox"/> NCEA Level 2 <input type="checkbox"/> NCEA Level 3 <input type="checkbox"/> Study English <input type="checkbox"/> University Entrance in NZ <input type="checkbox"/> University Entrance outside NZ <input type="checkbox"/> Cultural Experience <input type="checkbox"/> Other If Other, please explain:	

Parent One or Legal Guardian: (Name must be as it appears on your passport)	
<b>NOTE: It is requirement of New Zealand regulations that schools must maintain effective communication with parents and legal guardians. To comply with the requirements, contact information provided in this section MUST be the contact information for the parents or legal guardian.</b>	
Title:    Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/> Dr <input type="checkbox"/>	Occupation:
Family name:	Date of Birth:
First name:	Relationship to Student:
Street Address	
Postal Address	
Home Phone:	Mobile:    Email:
First language:	Country of citizenship:
Passport number:	Expiry date:

**Parent Two or Legal Guardian:** (Name must be as it appears on your passport)

**NOTE: It is requirement of New Zealand regulations that schools must maintain effective communication with parents and legal guardians. To comply with the requirements, contact information provided in this section MUST be the contact information for the parents or legal guardian.**

Title: Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/> Dr <input type="checkbox"/>	Occupation:	
Family name:	Date of birth:	
First name:	Relationship to Learner:	
Street address:		
Postal address:		
Home phone:	Mobile:	Email:
First language:	Country of citizenship:	
Passport number:	Expiry date:	

**Emergency Contact** (In home country, other than parents):

Contact's name:	
Relationship to the student:	
Mobile phone:	
Home phone:	
Email address:	

**Agent Information (If using an agent)**

Agency name:	
Agent name:	
Agent email address:	Phone:

**Medical Information**


Name of doctor (in home country):
Phone number of doctor:
Does the student have any history of previous illness that may affect their enrolment, including mental illness?
<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' please provide details (attach additional pages if required).
Please tick the appropriate box if you suffer from or have suffered from any of the following medical conditions:
<input type="checkbox"/> Asthma <input type="checkbox"/> Back/Neck problems <input type="checkbox"/> Glandular Fever <input type="checkbox"/> Allergy to bee/wasp stings <input type="checkbox"/> Migraines <input type="checkbox"/> HIV or Aids <input type="checkbox"/> Diabetes <input type="checkbox"/> Hepatitis A, B or C <input type="checkbox"/> Epilepsy <input type="checkbox"/> Heart Condition <input type="checkbox"/> Tuberculosis <input type="checkbox"/> ADD or ADHD <input type="checkbox"/> Allergies <input type="checkbox"/> Food Allergies <input type="checkbox"/> Eating Disorder <input type="checkbox"/> Depression/Anxiety <input type="checkbox"/> Other: (Please describe)
Does the student have any medical implants (such as metal implants) that may affect receiving medical treatment while in New Zealand?
<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' please provide details (attach additional pages if required).
Is the student currently on any medication?
<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' please provide details (attach additional pages if required).
<b>Please note: If you suffer from conditions requiring medication, it is advisable to bring your own medication to NZ. You will be required to notify the school regarding any medications that you bring with you.</b>

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Does the student smoke?
<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there anything further that the school needs to be aware of in enrolling and supporting the student as an international student?
<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' please provide details (attach additional pages if required).
Do you consent to the school providing over-the-counter medication *such as acetaminophen, paracetamol or ibuprofen?
<input type="checkbox"/> Yes <input type="checkbox"/> No If 'No' please specify what medications you do not want the Student to receive:

Learning Information	
Current School:	Grade / Year Level:
If the student does not currently attend school, please give reasons and date of last attendance:	
How many years of schooling, not including pre-school education, has the student had?	
During this time, has the student not attended school for 1 month or longer <input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' please provide details (dates and reason):	
Please provide a copy of the latest two school reports for the student with this application	
Does the student have any learning or behavioural difficulties which may require extra school support or services? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes" please provide details including any psychologist assessments and reports that are available (attach more pages if required)	

General Details	
Has the student previously applied for entry to the school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, when?	
Has the student ever had a family member or relative enrolled at the school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name:	Year attended:
Has the student previously studied at any other NZ school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please state the name of the school:	Dates:
How many years has the student studied English?	[    ] Months      [    ] Years
Do the student's parents speak or read English?	Speak <input type="checkbox"/> Yes <input type="checkbox"/> No      Read <input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student been convicted or been the subject of any matter before any Court? <sup>(1)</sup> <sub>(SEP)</sub>	
<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' please provide details (attach additional pages if required).	
<b>Please attach a hand-written letter from the student introducing themselves and explaining their interests and reasons for wanting to study at this school. Please include photos.</b>	

Accommodation Requirements	
Accommodation choice: <input type="checkbox"/> Homestay <input type="checkbox"/> Designated caregiver (relative or family friend) <input type="checkbox"/> Live with parent	
Interests: <input type="checkbox"/> Music <input type="checkbox"/> Movies/TV <input type="checkbox"/> Reading <input type="checkbox"/> Outdoor Activities <input type="checkbox"/> Sports <input type="checkbox"/> Travel	
Other interests:	
Does the student have any food allergies or special dietary requirements? 	
<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' please provide details (attach additional pages if required).	
Does the student have any other special requirements for accommodation? (Pets, cultural or religious requirements, phobias)	
<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' please provide details below (attach additional pages if required).	
<b>Please write a brief letter introducing yourself to your host family and attach it to this application. Please attach photos.</b>	

Additional Homestay Information	
Are you happy to live with cats / dogs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you smoke?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you mind living in a house with smokers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you happy living with a family with young children?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you happy living with a family with no children?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require any religious observances? Give details:	
What type of host family do you think would suit you best?	

Designated Caregiver Details (If staying with a relative or close family friend)	
Name of caregiver:	
Address (in NZ):	
Home phone: _____ Mobile: _____	
Email:	
Relationship to student:	

Insurance Details	
Do you wish to purchase insurance through the school? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please note that Insurance purchased through Alfriston College will be with Allianz Student Safe <a href="https://www.insurancesafenz.com/studentsafe">https://www.insurancesafenz.com/studentsafe</a> Please ensure the medical information section on this form is completed fully and accurately to ensure appropriate coverage for the student for any pre-existing conditions they may have.	
If you are providing your own insurance please provide the name of your insurer if known already	
Policy number:	
Insurance cover start date: : _____ / _____ / _____	Insurance cover expiry date: _____ / _____ / _____
If you are providing your own insurance, please provide an English copy of the policy details to the school once purchased	

Subject Preferences			
Subject	Year Level	Subject	Year Level
1.		4.	
2.		5.	
3.		6.	

**Please note:** Subject preferences in this application are an indication only and actual subjects will depend upon availability and prior learning. The school reserves the right to determine subject placement and year level throughout enrolment in consultation with students and families.

Checklist of documents and information you must include with your application	
	A copy of the student's last two school reports
	A hand-written letter from the student introducing themselves, and explaining their reasons for wanting to study at the school.
	A copy of the student's passport including passport number and expiry date
	A copy of the student's insurance policy details, if booking their own, with English translation (this may be submitted after enrolment is confirmed but must be prior to departure from home country)
	A copy of the student's vaccination certificate
	A letter from the student introducing themselves to their host family

## PART TWO:

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

### Terms and Conditions

#### Definitions

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

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

**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 forms the cover page of 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 other 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 to 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 according to clause 28 or 30 of the Agreement.

#### Preliminary Provisions

2. The Agreement is declared to be a contract of enrolment in terms of section 2 of the Act.
3. The School shall provide Tuition to the Student in line 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 starts 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 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 for 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 end upon the Student's departure and resume upon the Student returning to New Zealand.
7. This Agreement is considered to be written agreement from the Parent 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 as part of a transfer-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 his or her whereabouts including if the Student intends to leave New Zealand during the Period of Enrolment.

#### Accommodation

10. Parents and Student agree that no changes to accommodation arrangements will be made 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 agree to cover any costs for the Student that are excluded by the Student's travel insurance policy and are not otherwise covered by publicly funded medical services in New Zealand. For the avoidance of doubt, the Parents agree that the School is not responsible for any costs incurred on behalf of the Student that are excluded by the Student's travel insurance policy and not covered by publicly funded medical services in New Zealand.

#### Immigration and Insurance

13. The Parents and Student agree to comply with the visa requirements as set out in the Immigration Act 2009, and any visa 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 visa 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. If appropriate evidence is not provided, the School may organise insurance if it considers appropriate and pass on this cost to the Student or Parents.
16. The Parents agree they have read the policy details for the Student's travel insurance policy and any other relevant information provided by the insurer from time to time and:
  - a) accepts all exclusions that apply to the insurance policy and
  - b) agrees that where the school arranges insurance on behalf of the Parents, the Parents have disclosed all medical conditions to the School that may affect insurance cover.
17. The Parents agree to cover any costs for the Student that are excluded by the Student's travel insurance policy and are not otherwise covered by publicly funded medical services in New Zealand. For the avoidance of doubt, the Parents agree that the School is not responsible for any costs incurred on behalf of the Student that are excluded by the Student's travel insurance policy

and not covered by publicly funded medical services in New Zealand.

### Fees

18. 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.
19. If Tuition is terminated by the School during a Period of Enrolment, any refund of the Fee applicable to that Period of Enrolment will be assessed in accordance with the refund policy which is annexed to this Agreement as Schedule Three, as updated by the school from time to time.

### Information, Warranties and Acknowledgements

20. 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 extra requirements. For avoidance of doubt, the obligation to disclose information continues during the term of this Agreement and the Parents / Legal Guardians must notify the School of any changing conditions in relation to the Student.

21. 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 on the Application Form;
- b) The Student does not have any medical or other special needs that require extra support, except as disclosed in 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

22. The Parents and Student acknowledge that:
  - a) The School may obtain at any time from any person or organisation 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 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 considered 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 people 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, including social media posts by school staff, unless otherwise agreed in writing by the parties.

## Consent

- 23. The Parents and the Student, who have signed this Agreement 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 agreements on the Student's behalf in the event of a medical emergency where it is not reasonably possible to contact the Parents.
- 24. The School shall seek specific written agreement 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 is considered to be an adventure activity or extreme sport or an activity that is organised by the School and requires the Student to stay away from their regular accommodation overnight.
- 25. Except in the circumstances described in clause 24, this agreement is considered to be written agreement of the Parents for any activity organised and/or supervised by the School, including trips and physical activities, regardless of whether agreement is sought from domestic students in relation to the same activity.
- 26. Unless otherwise agreed in writing by the parties, this Agreement is considered to be written agreement for leisure travel or stays organised and supervised by the Student's Homestay or Residential Caregiver 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

- 27. 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 compliance with the

School Code of Conduct in Schedule One, including any amendments made by the School during the Period of Enrolment.

- 28. 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) notifying Immigration New Zealand of its decision to terminate the Agreement or to exclude or expel the Student.
- 29. The following actions shall be considered 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 School Code of 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 threatens the education of any other Student;
  - f) Any breach of clauses 14 or 15 of this Agreement or of the warranties contained in clause 21 of this Agreement;
  - g) Failure to make payments invoiced according to the Fee Schedule; and
  - h) Any other breach of this Agreement
- 30. 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 as stated in clause 28 of this Agreement, but nothing in this Agreement shall limit the power of the School to immediately 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**

- 31. 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.
- 32. This Agreement shall be construed and take effect according to 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:
  - 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.
- 33. 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 considered to have been received ten (10) days after posting.
- 34. Notices may also be given by sending an email to the email addresses specified in the Application Form and will be considered to have been received twelve (12) hours after it has been sent.
- 35. This Agreement contains the entire understanding between the parties. The terms of the Agreement may only 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.
- 36. The School shall at all times comply with the Health and Safety at Work Act 2015.
- 37. Nothing in this Agreement limits any rights that the Parents or Student may have under the Consumer Guarantees Act 1993.
- 38. The parties acknowledge that prior to signing this Agreement, they have had the opportunity to seek independent legal advice about its content and effect.
- 39. This Agreement may be signed in one or more counterparts, each of which when so signed

and all of which together shall constitute one and the same Agreement. Delivery of signed counterparts may be delivered by email, facsimile transmission or through an internet service set up for that purpose.

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

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

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

**Key Terms:** This Contract of Enrolment includes provisions:

- a. that allow the School to discipline the Student, including by expulsion
- b. that control and limit the Student's rights of refund when Enrolment ends early
- c. that require the Parents to make full disclosure of all relevant information and
- d. that provide agreement for the School to permit certain activities without further consent from the Parents

*This is an important legal document, please read all clauses carefully.*

**By signing this agreement you confirm that all of the information in the application form is true and complete.**

### SIGNING

#### Parents/Legal Guardians

By signing below, the Parents (as applicable) confirm that they have read the Agreement and agree to be bound by it in all respects: (please also initial each page of the Agreement, including the schedules)

Name (1): \_\_\_\_\_ Signature: \_\_\_\_\_

Name (2): \_\_\_\_\_ Signature: \_\_\_\_\_

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

#### School

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

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

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

#### Student

By signing below, the Student confirms he/she has read and understood the Agreement and agrees to abide by the Code, School Policies and (to the extent applicable) the Agreement: (please also initial each page of the Agreement, including the schedules)

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

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

# Code of Conduct

(Schedule One)

In line with our school values, it is expected that all International students will;

- 1) Abide by and not violate the laws of New Zealand.
- 2) Abide by the school rules and Accommodation Agreement.
- 3) Not own or drive a car or motorcycle.
- 4) Study to the best of their ability, and to participate in sport and/or other school activities where possible.
- 5) Wear the school uniform correctly at school as well as to and from school.
- 6) Attend all scheduled classes unless sick.
- 7) Be on time for classes, and arrive with correct equipment ready to learn.
- 8) Only use approved electronic devices in class for school work.
- 9) Respect the learning of others.
- 10) Respect other people (students, staff, and community), their opinions, and their property.
- 11) In the event of a critical incident, wait for the OK from the International Student Leader before posting to social media related to that incident.

## General Rules

- We do not tolerate bullying or discrimination of any kind.
- All drugs including alcohol and cigarettes are prohibited. All smoking materials are prohibited.
- Dangerous or undesirable materials such as knives or explosives are prohibited

# 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.

## Overview

2. Except in serious situations where immediate termination of the Agreement is necessary, or where the breach does not call for any formal response other than a warning, the School will try, where appropriate, to follow a two-stage disciplinary process.
3. In Stage One, the School will investigate and decide 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 aim 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 (keeping in mind the seriousness of the Allegation or the Proposed Action) before giving a response;
  - (d) an opportunity to contact his or her Parent before giving a response, unless the delay caused by contacting that person is unreasonable keeping in mind the seriousness of the Allegation or Proposed Action;
  - (e) an opportunity to have an independent support person of his or 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 enable the student to participate in the process in his or 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 require 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, keeping in mind 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 inform 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 inform 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, keeping in mind 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 deciding the disciplinary action to be taken.
- 14. When the School decides the disciplinary action that it will take in response to the breach, it will inform 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 informed 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, including address of bank and swift code where relevant

Any relevant supporting documentation such as receipts or invoice.

### 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 or not 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. **Homestay Placement Fee:** Homestay placement fees meet the cost of processing a request for homestay accommodation. Costs incurred for arranging homestay accommodation for the Student before the refund request, cannot be refunded.
  - d. **Used Homestay Fees:** Homestay fees paid for time the Student has already spent in a homestay cannot be refunded. Used homestay fees may also include a notice period of two weeks.
  - e. **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.

### Request for a refund for failure to obtain a study visa or for reasons relating to Covid-19

4. a) 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.  
b) If the Student withdraws before the start of their enrolment, owing to medical or travel conditions arising from Covid-19, the school will provide a full refund of fees.

### Requests for a refund for voluntary withdrawal from enrolment - Withdrawal before enrolment

5. a) If the Student voluntarily withdraws more than three weeks before 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.  
  
b) If the Student voluntarily withdraws three weeks or less before the start date of their enrolment, a refund of international student fees will be provided less a minimum of ten weeks tuition fees and 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 fees and any other relevant non-refundable fees as outlined in this policy. The minimum ten week notice period will begin the day after the date on which the school receives written notice of the student's intention to withdraw.

### Requests for a refund for enrolment of one term or less

7. Where the Student is enrolled for one term or less and withdraws early, or where the school terminates the Student's enrolment, any unused portion of international student fees will be not be refunded.

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

8. 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:
- Refund the unused portion of international student tuition fees or other fees paid for services not delivered, or
  - Transfer the amount of any eligible refund to another provider, or
  - Make other arrangements agreed to by the student or their family and the school

### **Requests for a refund where the Student's enrolment is ended by the School**

9. 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:
- Any non-refundable fees set out in this policy
  - A minimum of ten weeks tuition fees from the date of termination
  - Any other reasonable costs that the school has incurred in ending the student's enrolment

### **Requests for a refund where the Student changes to a domestic student during the period of enrolment**

10. 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 fees and any other relevant non-refundable fees as outlined in this policy. The ten weeks will begin the day after the school receives written evidence of the student's domestic student status.

### **Requests for a refund where a student voluntarily requests to transfer to another signatory**

11. 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 fees and any other relevant non-refundable fees as outlined in this policy. The ten weeks will begin the day after the school receives written notice of the student's intended withdrawal.

### **Request for a refund of homestay fees**

12. If for any reason, the Student withdraws after the start of their stay in a school homestay, any unused homestay fees will be refunded, less any relevant non-refundable fees set out in this policy.
13. Where a student moves from a school homestay and requests a refund of any unused homestay fees, these will be refunded less any non-refundable fees set out in this policy

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

14. Except by written request from the Student or their parent or legal guardian, prepaid fees unused at the end of enrolment amounting to less than NZD\$500 will be refunded in cash. Sums of NZD\$500 or greater will be refunded into a nominated bank account.

### **Outstanding activity fees or other fees owed to the School**

15. 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**

16. 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**

17. A decision by the School relating to a request for a refund of international student fees will be provided to the Student or their parent or legal guardian in writing and will set out the following information:
- Factors considered when making the refund decision
  - The total amount to be refunded
  - Details of non-refundable fees

In the event the Student or their parent or legal guardian is dissatisfied with a refund decision made by the School or are dissatisfied with the process the School followed when making the refund decision, they have the right to have the refund decision reviewed by the International Student Disputes Resolution Scheme or to make a complaint to the Code Administrator



## PART THREE:

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

### INTERNATIONAL STUDENT ACCOMMODATION AGREEMENT

(When placing a student in a School Approved Homestay)

#### Terms and Conditions

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

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

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

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

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

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

**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.

**Parents** means the Parents referred to in the Application Form.

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

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

**School** means the school referred to in the 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 live at an Accommodation approved by the School using the process set out in the Code.
3. The Parents and Student agree to the following terms and conditions of the Accommodation:
  - a. The School agrees that all information regarding the Residential Caregiver, the Parents and the Student relating to the Accommodation will be kept confidential, except disclosure:
    - i. To the Student, the Parents or Residential Caregiver (as the case may be);
    - ii. To any professional consultant or such person where it is in the interests of the Student to provide the information;
    - iii. According to any statutory or other legal duty.
  - b. The Parents agree that if behaviours or conditions of the Student emerge after placement with a Residential Caregiver such that the Residential Caregiver is unable to provide the level of accommodation or care required for the safety and wellbeing of the Student, the School may terminate this Agreement.
  - c. The Parents or the Student have the right under the Privacy Act 1993 to see and request corrections of any personal information held by the School concerning them in relation to the Student's placement with a Residential Caregiver.
  - d. Under the Privacy Act 1993, any information collected may be provided to education authorities.
  - e. These terms and conditions may be changed 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 Residential Caregiver and during the term of the Homestay the School may (in its sole discretion):

- a. Charge the Parent such fees as required to pay for extra 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 Residential Caregiver is subject at all times to:
- a. the Residential Caregiver and the School entering into a Homestay Carer Agreement or a Designated Caregiver Agreement; and
6. the School's usual requirements and policies relating to the Accommodation.
- a. Charge the Parent such fees as required to pay for extra requirements due to providing misleading information or the lack of disclosure; or
  - b. Terminate this Agreement.
7. The initial appointment and ongoing engagement of the Residential Caregiver is subject at all times to:
- a. the Residential Caregiver and the School entering into a Homestay Carer Agreement or a Designated Caregiver Agreement; and
  - b. the School's usual requirements and policies relating to the Accommodation.
  - c. The School will ensure that to the best of its ability:

### Expectations

- 8. The Student will comply at all times with the Accommodation Requirements and the Parents shall work with the School to ensure such compliance.
- 9. In the event that the Student is removed from a Residential Caregiver for any reason, the School will take all reasonable steps to find, over a reasonable period of time (as determined by the School in its absolute discretion), appropriate alternative approved Accommodation for the Student.
- 10. 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

- 11. The Parents must pay all accommodation fees to the School according to the School's fee schedule as defined in the applicable Contract of Enrolment.

### Termination

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

### General

- 15. This Agreement shall be construed and take effect according to 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:
  - a. submit to the non-exclusive jurisdiction of the Courts of New Zealand; and
  - b. agree that proceedings may be brought before any Court including any forum constituted under the Arbitration Act 1908 within New Zealand, and waive any objection to proceedings in any such Court or forum on the grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.
- 16. Notices given under this Agreement must be in writing and given to the addresses set out in the Application Form. Those sent by post will be considered 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 considered to have been received when acknowledged by the party or by return email.
- 17. This Agreement contains the entire understanding of the parties and overrides any prior promises, representations, understandings or agreements.
- 18. The parties acknowledge that prior to signing this Agreement, they have had the opportunity to seek independent legal advice about its content and effect.

### Disputes

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

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Initialed by: \_\_\_\_\_ (parent) \_\_\_\_\_ (student)

Updated August 2020

# Accommodation Requirements

(Schedule One)

## While living in a 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 or other persons, in undue danger or risk of harm. This includes the Student putting himself / 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 Homestay rules, expectations and curfews set by the School and Homestay parents, including any policies of the School which apply.
5. To not use or not do anything which may cause damage to the Accommodation, including applying hair dyes, or smoking cigarettes or engaging in any other activity that may cause damage to the Accommodation.
6. To keep the Homestay parents informed of their whereabouts at all times.
7. To stay at the Homestay address daily and not to travel overnight outside of the town or city (as defined by the School) where the student is living without prior written permission of the School. This clause shall not prevent the Student travelling between the Homestay and the School.
8. To respect the privacy, values and property of the Homestay.

## SIGNING

### Parents

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

Name(1): \_\_\_\_\_ Signature: \_\_\_\_\_

Name(2): \_\_\_\_\_ Signature: \_\_\_\_\_

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

### School

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

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

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

### Student

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

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

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

## PART FOUR:

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: **Alfriston College** (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 (1): \_\_\_\_\_ (the **Designated Caregiver**)  
Name of relative or close family friend (2): \_\_\_\_\_ (the **Designated Caregiver**)  
Address: \_\_\_\_\_ (the **Residence**)  
Phone number: \_\_\_\_\_  
Email: \_\_\_\_\_

#### 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 considered to form part of this Agreement so far as they are relevant.
2. The Parents agree that the Designated Caregiver/s 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/s have 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 agree to act as Designated Caregiver/s to the Student in accordance with these requirements. See link at <http://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/2016-Code-pdfs/2016-Code-of-Practice-English.pdf> for the Education (Pastoral Care of International Students) Code of Practice 2016.
4. For the avoidance of doubt, The Designated Caregiver/s agree that the accommodation provided is caring, safe, positive, is a healthy environment, and supports the Student to achieve their academic goals.
5. The School agrees that all information regarding the Designated Caregiver/s 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 according to any statutory or other legal duty.
6. Approval is required from the School prior to the Student's placement with the Designated Caregiver/s.
7. The Designated Caregivers agree 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.
8. Failure by the Designated Caregiver/s to provide the residential care required by the School and the Code may result in the school's approval of the Designated Caregiver/s being withdrawn at the full cost and expense of the parent/s.

Initialled by: \_\_\_\_\_ (parent) \_\_\_\_\_ (student)

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9. The Designated Caregivers agree to support the Student to abide by all rules and expectations set by the School.
10. In the event the school withdraws its approval of the Designated Caregiver/s, 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.
11. 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/s and this may include regular visits to the Designated Caregiver/s and meetings with both the Student and the Designated Caregiver/s.
12. The Designated Caregiver/s 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.
13. The Parent/s agree that the School is not responsible for the Student's care while in the care of the Designated Caregiver/s.
14. The Student will treat the accommodation provided by the Designated Caregiver/s ("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.
15. The parties agree that any dispute in relation to this Agreement will be resolved in accordance with the Code and the school policies.
16. This Agreement may be signed in one or more counterparts, each of which when so signed and all of which together shall constitute one and the same Agreement. Delivery of signed counterparts may be delivered by email or facsimile transmission.

## SIGNING

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).

### PARENT/S:

By signing below, the Parent/s confirm that they have read the Agreement and agree to be bound by it in all respects: (please initial each page)

Name (1): \_\_\_\_\_ Signature: \_\_\_\_\_

Name (2): \_\_\_\_\_ Signature: \_\_\_\_\_

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

### DESIGNATED CAREGIVERS:

By signing below, the Designated Caregiver confirms they have read the Agreement and agrees to be bound by it in all respects:

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

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

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

### SCHOOL:

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

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

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

Initialed by: \_\_\_\_\_ (parent) \_\_\_\_\_ (student)

# Alfriston College Medical Form

To assist our School Health Centre in providing the best possible care for your child in any illness / emergency situation, please answer the following. While this information is strictly confidential, it may be necessary for the safety of your child and others, to inform relevant staff of medical conditions. This Medical Form will be filed in the School Health Centre. The school realises that family circumstances and a learner's health may change in the course of their schooling. It would be very much appreciated if the school is notified as soon as possible by telephone to Student Services on 269-0080 Ext 900 or by email to [s.nurse@alfristoncollege.school.nz](mailto:s.nurse@alfristoncollege.school.nz)

**LEARNER'S NAME** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

Family Doctor \_\_\_\_\_ Phone Number \_\_\_\_\_

Family Dentist \_\_\_\_\_ Phone Number \_\_\_\_\_

## 1 MEDICAL CONDITIONS

My child has the following medical conditions which may affect his/her performance at school.

Medical Condition	Circle	Medication / Details	Is there a Family History of	Circle
Asthma	Yes/No		Asthma	Yes/No
Diabetes	Yes/No		Diabetes	Yes/No
Epilepsy	Yes/No		Epilepsy	Yes/No
Rheumatic Fever	Yes/No		Stroke/high blood pressure	Yes/No
Hepatitis A /B / HIV	Yes/No		Heart Condition	Yes/No
Glandular Fever	Yes/No		Tuberculosis	Yes/No
Migraines / Headaches	Yes/No		Meningococcal Disease	Yes/No
Heart Condition	Yes/No		Rheumatic Fever	Yes/No
Tuberculosis	Yes/No		<b>Details:</b>	
Nose Bleeds	Yes/No			
Back / Neck Problems	Yes/No			
Past Illness / Operations	Yes/No			
Other (Please Specify)	Yes/No			

## 2 ALLERGIES

Allergic Reaction to	Please circle	Reaction and Treatment
Bee / wasps stings	No / Mild / Medium / Severe	
Medication	No / Mild / Medium / Severe	
Food	No / Mild / Medium / Severe	
Other (Please Specify)	No / Mild / Medium / Severe	

## 3 MEDICATIONS

Please complete a 'request for the College to administer medication to a learner' form (available at Main Reception) and send labelled medication to the School Nurse if it is required for regular use or for emergencies, such as antihistamines for bee stings or inhalers for asthma.

**Does your child have on a regular basis?**

a) Any medication not mentioned above?	Yes / No
b) A course of treatment / counselling?	Yes / No
If Yes, please detail _____	

## IMMUNISATIONS

Has your child had the following immunisations? (Circle answer)

MMR (Measles/Mumps/Rubella)	Yes/No	Meningococcal B	Yes/No
Tuberculosis	Yes/No	Tetanus	Yes/No
Hepatitis	Yes/No	Cervical Cancer	Yes/No

## 5 HEARING LOSS

Does your child suffer from any hearing loss? Yes /No

Wears hearing aids Yes/No

If Yes – please give details \_\_\_\_\_

## 6 EYESIGHT

Has glasses Yes/No Wears glasses Yes/No

## 7 SPECIAL HOME CIRCUMSTANCES

Are there any factors that may affect your child's behaviour or emotional stability? Yes/ No

If Yes – please give details \_\_\_\_\_

## 9 ASTHMA SUFFERERS ONLY

Does your child have an 'ASTHMA ACTION PLAN'? Yes/No

If YES, please give a copy to the School Nurse.

If using preventers, the Asthma Society recommends having an Action Plan, which requires updating every 6 – 12 months. See your doctor or practice nurse.

## 10 HEALTH ASSESSMENT

If you do **NOT** wish your child to participate in a Health and Wellbeing Assessment please contact the International Student Leader.

### PERMISSION FOR ADMINISTERING MEDICATION

(e.g. Panadol, Mylanta, topical creams, Nurofen, Antihistamine). In some circumstances it is necessary for medication to be given for such things as headaches, period cramps, allergies and colds and any medication required in an emergency e.g. adrenaline.

I give permission for the School Nurse to administer this treatment if necessary.

Parent/ Caregiver Signature \_\_\_\_\_ Date \_\_\_\_\_

### IN CASE OF ACCIDENT OR EMERGENCY

In case of an accident or emergency and the school cannot contact you, or if the accident is serious, the School Nurse may arrange for your child to be taken to Accident and Emergency or arrange consultation with the school physiotherapist at no charge if accident related.

I give permission for the school to make the necessary arrangements for the treatment of my child in an emergency and agree to meet any costs incurred.

Parent/Caregiver Signature \_\_\_\_\_ Date \_\_\_\_\_

**In case of a serious accident or emergency, an ambulance will be called. A parent / caregiver will also be called, so please ensure that the School has your most current contact details.**

## EDUCATION OUTSIDE THE CLASSROOM (EOTC)

This EOTC form is to cover events which occur before school between 6.30am and 9.00am, during the course of the school day, afterschool from 3.00-6.00pm (Terms 1 & 4) 3.00-6.30pm (Terms 2 & 3). Possible events may include but are not limited to cultural practices, sports practices, inter-school sport competitions, dance and drama rehearsals, course tutorials/workshops, and curriculum-based learning experiences in the local community.

Where an event involves risk exposure greater than what would typically be the case at school, such as adventurous activities or hazardous environments or the event continues overnight, specific consent will be required. At the time of our seeking any further consent, you will also be asked to update the health and contact information held by school.

It is important that this form is completed at the start of the year for all learners who will be participating in EOTC events (as described above). The details on this form will remain confidential to school staff, contractors and volunteers associated with supervising activities on EOTC events.

Please note that it is crucial that learner details such as health information and emergency contacts are kept up to date with the Alfriston College school office during the year. The information we have on file must be accurate and complete, to allow us to plan appropriately for EOTC events.

### *Privacy Statement:*

*Please note: the personal information collected on this form is for the purpose of running EOTC events and ensure health and safety of all involved. It will not be used or disclosed for any other purpose except in accordance with the Privacy Act 1993. You have the right under that Act to access and seek correction of the information.*

### **Medical Consent (tick all statements to indicate that you have read and agree)**

- In an emergency Alfriston College may act on my behalf.
- Alfriston College may administer pain relief.
- I agree that if prescribed medication needs to be administered, a designated adult will be assigned to do this. I will ensure that prescribed medication is clearly labelled, securely fastened and handed to the designated adult with instructions on its administration.
- I will inform Alfriston College as soon as possible of any changes in the medical or other circumstances involving my child.
- I agree to my child receiving any emergency medical, dental, or surgical treatment, including anesthetic or blood transfusion, as considered by the medical authorities present.
- Any medical costs not covered by ACC or a community service card will be paid by me.
- If my child is involved in a serious disciplinary problem, including the use of illegal substances and/or alcohol, or actions that threaten the safety of others, he/she will be sent home at my expense.

Signed (by Parent): \_\_\_\_\_ Date \_\_\_\_\_



**Learner Contract (tick all statements to indicate that you have read and agree)**

To be read and signed by all participating learners.

- I understand that any EOTC event is an opportunity for me to learn, practise skills and gain attitudes and values in an environment outside the classroom.
  - I realise that this requires me to take genuine responsibility for my own learning and the safety of others and myself.
- I agree to do the following to make this happen:
  - Accept the rules set by the school for any event, even if they are different from what is acceptable at home;
  - Show courtesy and consideration for others;
  - Follow the rules and instructions of staff and other supervisors;
  - Take part in all activities within challenge-by-choice options;
  - Look after myself and my personal belongings;
  - Declare medical conditions that could affect participation.
- I understand that my parent/caregivers will be contacted and I may be sent home at their expense if:
  - My actions are considered unacceptable by staff;
  - I break the school drugs and alcohol policy;
  - My actions put others or me in danger.

Signed (by learner): \_\_\_\_\_ Date \_\_\_\_\_

**Parent Consent (tick all statements to indicate that you have read and agree)**

- I agree to my child taking part in EOTC events and I acknowledge the need for them to behave responsibly.
- I understand that there are risks associated with involvement in Alfriston College's EOTC events and that these risks cannot be completely eliminated.
- I understand Alfriston College will identify any foreseeable risks or hazards and implement correct management procedures to eliminate or minimise those risks.
- I understand that my child will be involved in the development of safety procedures. I will do my best to ensure that my child follows these procedures.
- I acknowledge that in order to gain a better understanding of the risks involved, I am able to ask any questions of Alfriston College about the activities in which my child will be involved. I recognise that participation in such activities is voluntary and not mandatory. My child and I both understand that they may withdraw from the activity they feel at risk. This must be done in consultation with the person in charge.
- I understand that Alfriston College does not accept responsibility for loss or damage to personal property (either my child's property or damage to other's property caused by my child) and that it is my responsibility to check my own insurance policy.

Signed (by Parent): \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE ENSURE THAT ALL SECTIONS OF THE EOTC BLANKET CONSENT FORM ARE COMPLETED**

## BRING YOUR OWN DEVICE AGREEMENT - 2021 - FOR LEARNER OWNED DEVICES

Alfriston College recommends a Chromebook for use in the classroom and at home because of their lower cost, smaller size and longer battery life when compared to a laptop. A cell phone or a tablet is NOT considered a suitable BYOD device. We also recommend that a suitable protective sleeve is used inside your child's school bag to protect the device from rough handling of the school bag.

This agreement outlines the expectations and responsibilities of use of YOUR OWN device while at school. Before your child can use their own device in school we require you to read and tick the following statements to show your understanding and acceptance:

- All devices brought to school are my child's responsibility whilst in school and travelling to and from school.
- Obtaining and maintaining any insurance for the device is my responsibility. The school is not responsible for any loss or damage to the device but will assist in resolving any issues that result in loss or damage when it can.
- My child must allow the school to record the make, model and serial number of the device. This is so the school can positively identify and establish ownership of any device in school.
- The device must remain in the care and possession of my child throughout the day and must never be left unattended either in a school bag or out in a room.
- Charging the device is my child's responsibility. We expect that devices are brought to school each day fully charged. My child may charge their device in school provided they use their own charger and the device is not left unattended.
- Devices brought to school are for the use of my child only. Learners should not share devices and must NEVER share passwords.
- The school expects learners who use their own devices to follow the rules laid out in the Responsible Use Agreement. Alfriston College staff reserve the right to confiscate any device from a learner who breaches the Responsible Use Agreement. This includes for the misuse or abuse of social media and accessing inappropriate internet content.
- In the event that the device is confiscated following a breach of the Responsible Use Agreement, a parent may be required to collect the device from school.

Learner's Name: \_\_\_\_\_

Whanau Advisory Group: \_\_\_\_\_

Parents/Caregiver's Name: \_\_\_\_\_

Parents/Caregiver's Signature: \_\_\_\_\_

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

## DIGITAL TECHNOLOGIES & CYBERSAFETY LEARNER USE AGREEMENT

### Learner

I understand that

- I cannot use the information technology resources or internet at school without signing and handing in the completed enrolment form.
- Computers and other communication technology equipment that belongs to Alfriston College are intended for educational purposes. Any other communication technology equipment that I use within the school environment (e.g. mobile phone) will be used in accordance with the school regulations.
- When using a global information system such as the Internet it may not always be possible for the school to filter or screen all material which is inappropriate, (e.g. legal pornography), dangerous, (e.g. bomb designs), or illegal (e.g. child pornography or stolen credit card numbers). It is therefore each learner's responsibility not to initiate access to such material, to distribute such material by copying, storing or printing, or have any involvement with such activity.
- When using the email facilities at school, it may not be possible for the school to monitor or filter all messages; it is therefore each learner's responsibility to ensure that any electronic correspondence will not cause offence or be otherwise inappropriate.
- The school will view seriously involvement in any incident in which communication technologies are used to facilitate misconduct e.g. harassment, bullying, plagiarism, exam cheating etc.
- The school reserves the right to check at any time, work or data related to communication technologies in the school environment.

I will take care of information technology resources, including

- I will not damage computer equipment or furniture and will use the resources with due care.
- I will not use any school computers for games (unless approved by a Senior Leader).
- I will not attempt to breach copyright (e.g. by illegally copying software).
- I will not bring software from home to use on an Alfriston College device.
- I will not plagiarise by illegally copying text without referencing the source.

I will be considerate to other users, including

- I will not monopolise equipment.
- I will not deliberately waste computer resources (e.g. unnecessary printing).
- I will not intentionally disrupt the smooth running of any computer or the school's network (including use of someone else's account or by-passing logon security)
- I will not scan or display graphics, record or play sounds, or type messages that could cause offence to others.
- If I accidentally encounter inappropriate, dangerous or illegal material I will immediately remove it from the screen/turn off the screen and notify a supervising learning leader without disclosing the material to any other learner.

I will respect the need for privacy and security, including

- I will not share my password or account with anyone (you will be responsible for any agreement violations traced to your account).
- I will not reveal my home addresses or phone numbers, mine or anyone else's, in cyberspace.
- I will use external computer storage devices (e.g. USB's, external hard drives) only in accordance with the school regulations.
- I will not attempt to upload or create computer viruses or be involved with other forms of electronic vandalism.
- I will immediately report any cyber safety problems to a class teacher or Assistant Principal.

I accept that

Breaching this agreement (or any involvement in such a breach) may result in my access to the Computing and Communication Technology resources at Alfriston College being withdrawn, which could make me ineligible to continue studying a particular subject. I also understand it could result in contact of my parents/guardians and/or in disciplinary action by the School.

Parents or Guardian

### General use of computing/communication technology resources

As the parent or guardian of this learner, please read the Computing / Cybersafety Learner Use Agreement with them to ensure he/she understands his/her obligations. The computer/communication technology resources at Alfriston College are designed for educational purposes and that any breach of the rules and conditions as set out in this agreement can lead to loss of privileges or disciplinary action. If your child steals or damages equipment this could result in a bill for the cost of replacement parts or repairs. This agreement applies to communication technologies your child brings into the school environment.

**Access to cyberspace** Alfriston College will take all appropriate measures to minimise the risk of exposure to illegal, dangerous, or inappropriate material in cyberspace, accessed through such means as the Internet, email or text messaging. The school emphasises that ultimately it is each learner's responsibility not to initiate access to, or have any involvement with, such material.

Related Resources

Websites

<a href="http://www.netsafe.org.nz">http://www.netsafe.org.nz</a>	<a href="http://www.cyberkidz.co.nz">http://www.cyberkidz.co.nz</a>
<a href="http://www.cybersmartkids.com.au">http://www.cybersmartkids.com.au</a>	<a href="http://disney.go.com/cybersafety">http://disney.go.com/cybersafety</a>
<a href="http://www.netsmartz.org">http://www.netsmartz.org</a>	

Signature of Learner \_\_\_\_\_ Date \_\_\_\_\_

Initialled by: \_\_\_\_\_ (parent) \_\_\_\_\_ (student)