



# *Mairehau High School*

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**Welcome to**

## **Mairehau High School**

**We are proud to offer you the opportunity to be a student at our modern, well equipped Christchurch High School.**

Our school has much to offer:

- We place a high priority on preparing students for study at university and other tertiary institutions.
- We encourage students to become independent and motivated life long learners.
- We expect students to respect themselves and each other. We set clearly defined standards of behaviour and expect students to meet them.
- We attract and retain highly qualified specialist staff, many of whom are regarded outside the school as leaders in their field.
- We have a personal focus and are able to offer individual care and support to all our students.
- Our Dean of International Students will support you during your time with us.

**We aim to provide the best possible education for the young people in our community.**

### **MISSION STATEMENT**

For all students to value themselves and others,  
know they can achieve and reach their fullest  
potential - mairitia i te matauranga.

I am happy to answer any questions you may have about our school and/or discuss individual needs with you personally.

*Harry Romana*

Harry Romana  
Principal



# ENROLMENT INFORMATION FOR INTERNATIONAL STUDENTS

(also refer [www.mairehau.school.nz](http://www.mairehau.school.nz))

This package contains information about the conditions of enrolment at Mairehau High School, application forms and agreements related to enrolment.

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**NZEAS Student Request for Homestay Form**  
**Mairehau High School International Student Enrolment Form**



## INTERNATIONAL STUDENT FEES

Full time study at Mairehau High School 2010:

NZ\$11,500 per year  
NZ\$6,000 half yearly  
(Subject to alteration and inclusive of New Zealand Goods and Services Tax)

NZ\$3,000 per term (4 terms per year)  
NZ\$300.00 per week

The fee is inclusive of all tuition costs in the subjects the student has enrolled in.

***(Note – An Offer of Place will only be provided after school fees have paid and only for the period of time the fees cover.)***

### Additional Costs

These vary according to the individual programme the student selects and includes:

- Stationery (about \$50 a year).
- Non programmable scientific calculator for Maths, Physics, etc (about \$40).
- Trips out of school, including field trips required in some subjects.
- Entry fees to external examinations and awards, eg:
  - National Certificate of Achievement Exams. 48 or more credits \$150. Fewer than 48 credits \$75.00.
  - Pitman's - \$100 approximately.
- Consumable materials used in subjects such as Art, ESOL, Food Technology and Workshop Technology.
- Uniform – this is required for years 9, 10, 11 and 12 but not for year 13. Approximate cost \$400.

### REFUND POLICY

Refunds will be made in the following circumstances:

- 1 If an application for refund is made before the student starts the course minus an administration charge of \$250 to cover costs incurred by the school will be charged.
- 2 If an application for refund is made after the student starts the course but before the second half of the course, fees will be refunded less:
  - An administration charge of \$450.
  - Costs to the school already incurred for tuition.
  - Components of the fee already committed for the duration of the course, including appropriate proportions of salaries of teachers and support staff.
  - Costs already incurred for the use of facilities and resources.
  - The proportion of the Government levy the school is required to pay.
  - Any other costs already incurred.
- 3 If the school is unable to provide the course requested by the student and agreed on in the school's Offer of Place.



Refunds will be considered in the following circumstances:

If an application for refund is made after the second half of the course has begun the refunds will only be considered in exceptional circumstances, eg:

- Family bereavement, illness or other family circumstances which require the student to return permanently to the home country.
- Serious illness of the student.
- In these circumstances students who are insured may have the balance of the fees reimbursed by the insurer. The school will only consider the balance not provided by the insurer.

Refunds will not be considered in the following circumstances:

- 1 If the student is expelled or excluded from the school.
- 2 If the student acquires permanent residence status after having enrolled at the school as an international student.

## **Application Procedure**

An application for refund of fees must be made in writing. The application must be made to the Board of Trustees. The application must explain why the student has withdrawn from the course and reasons for seeking a refund. Documentary evidence to support the claim should be provided.

## **APPLICATION FOR ENROLMENT/ACCEPTANCE**

Please note the following:

### **1 Code of Practice**

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

### **2 Immigration**

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying and reporting requirements are available through the New Zealand Immigration Service and can be viewed on their website at [www.immigration.govt.nz](http://www.immigration.govt.nz)



### 3 SCHOOL INFORMATION

#### a) Health and Travel Insurance

Most students are not entitled to publicly funded health services while in New Zealand unless they are:

- A resident or citizen of Australia, or
- A national of the United Kingdom in New Zealand, or
- The holder of a temporary permit that is valid for two years or more.

If you do not belong to one of these special categories and you receive medical treatment during your visit, you will be liable for the full cost of that treatment.

***A condition of enrolment at Mairehau High School, and the New Zealand Code of Practice, is that you have insurance that will cover the cost of medical treatment in New Zealand for the duration of your stay in this country.*** This can be arranged by the school through Uni-care at a cost of \$491 per annum for the NZ Student Plan (this cost should be paid to the school). Alternatively students may arrange insurance through their own insurance company in their home country. Name of insurance company, policy number, start date and expiry date must be supplied to the school. **(Note - \$491 is the current cost quoted by Uni-care Insurance and may be subject to alteration by them at any one time).**

#### b) Accommodation

An international student enrolled at Mairehau High School must be living with either:

- parent or legal guardian, or
- school approved homestay, or
- designated caregiver (family member or relative).

Homestay accommodation is arranged by Mairehau High School's Homestay Agent. Host families are carefully selected for suitability. All homestay providers must be approved by the New Zealand Police.

Living with a New Zealand family is an excellent way of improving English and experiencing New Zealand culture first hand. Students are treated as a member of the family and are well cared for. Homestay parents hope that their student will join in with family activities. They will do their best to help the student with any problems that may arise.

#### Homestay Fees 2010

- Placement fee \$250 - this will be charged to the student at the commencement of the homestay.
- Accommodation fee is \$220 per week (46 weeks in a full year). The accommodation fee includes:
  - Own bedroom
  - All meals
  - Electricity charges
  - Airport pick up and transport to homestay
  - Help in opening bank accounts
  - Homestay supervision
  - Homestay administration fee.
- It does not include:
  - Toll calls
  - Internet charges
- International students cannot pay homestay fees directly to their host families if the homestay has been arranged through the school. This protects both parties. Homestay fees should be paid to the school.

#### c) Guardians

It is a condition of enrolment at Mairehau High School that all students aged under 18 years of age or younger must have a guardian (guardian to be an adult – at least 25 years of age). The school reserves the right to request a guardian at any time. The school is very happy to recommend suitable people to provide this service at a reasonable cost, currently \$77.00 per week. **(Note: a guardian cannot be a homestay provider).**



#### **4 REGULATIONS AND RULES**

Parents enrolling an overseas student at the school must promise that their student will obey:

- a) The school's regulations and rules. (The school reserves the right to vary the regulations and rules from time to time).
- b) The school's uniform regulations.
- c) The school's driving regulations.
- e) The school's attendance requirements.

If a student breaks these rules and regulations normal school disciplinary procedures will occur. In serious cases a written warning will be given. If continued disobedience occurs, the student may be asked to leave Mairehau High School.

#### **5 LIABILITY**

The school will not be liable for any loss or damage to property or persons, however caused, except where such liability is imposed by New Zealand law.

#### **6 CONSENTS**

The parents of an International Student authorise the Principal of the school to provide any consents required to be given on the student's behalf in the event of a medical emergency where it is not possible or reasonably practicable to contact the student's parents.

#### **7 GRIEVANCE PROCEDURES**

See attached diagram.

If an International Student or parent of an International Student wishes to make a complaint related to their recruitment and the welfare and support they have received from the school, he or she should:

- a) Contact the Dean of International Students
- b) If this fails the student/parents or parents' representative may write to the Principal.
- c) If this fails, parents' representative may write to the Board of Trustees explaining fully their complaint.

If the dispute is not resolved within 14 days of the Board receiving such complaint, the complainant may write to the New Zealand International Education Appeal Authority, C/- Ministry of Education, Private Box 1666, Wellington (the "IEAA") seeking their assistance in resolving the dispute.

Mairehau High School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz>

#### **8 PRIVACY ACT**

All information collected on the Enrolment Form is to maintain Mairehau High School's records. This information and any other information collected about the student will be used to provide for educational and general advancement of the student and for the purpose of carrying out the activities of the school.

Any information collected by the school may be provided to education authorities (under Section 7(4) of the Privacy Act 1993).

International Students and parents may at any time view their own personal information and request correction.

#### **9 ENGLISH LANGUAGE REQUIREMENTS**

Intending students must be aware that all instruction is in English. Therefore, students wanting to gain qualifications need to have a good level of written and spoken English (preferably at an



intermediate level). If a student, after testing on arrival at Mairehau High School has clearly not reached an appropriate level of English, Mairehau High School reserves the right to:

- a) Request the student attend Language School for intensive full time English language tuition, or
- b) Place the student in the year level best suited to the student's English ability.

#### **10 CIRCUMSTANCES SCHOOL MAY TERMINATE TUITION**

- a) Serious health (emotional or physical) concerns when it is considered the student should return to the care of their parents.
- b) Unacceptable behaviour in school and/or in homestay.
- c) Unacceptable school attendance.

#### **11 ATTENDANCE AND BEHAVIOUR**

All international students must maintain satisfactory attendance and comply with school rules on behaviour. Students in homestay accommodation must also behave in a satisfactory manner. If a student's behaviour or school attendance is unsatisfactory, the following process will be followed:

- a) Student will be counselled by the Dean/Principal/Support Services Coordinator. Normal school procedure will be followed.
- b) If the student's behaviour or attendance does not improve, the student will be put on formal attendance check/given a written warning. The student's parents and/or guardians will be informed.
- c) If improvement still does not occur, the school reserves the right to withdraw the student's Offer of Place. Immigration and parents will then be informed.
- d) **Costs associated with international toll calls to a student's parents (including translator's fees) regarding attendance and behaviour issues, will be invoiced to the student.**

#### **12 EMPLOYMENT**

It is a condition of your Student Permit that you must not undertake any paid employment. It is very important to obey this as the Immigration Service will revoke the permits of students found working.

#### **13 HOLIDAYS**

Unless there are very special circumstances, you will not be allowed to leave school before the start of the holidays. It is important therefore to book your flight home as early as possible.

#### **14 CONTACT DETAILS – HOME/COUNTRY OF ORIGIN**

It is vital that Mairehau High School has correct contact address, phone and fax details for International students at all times. If parents' contact details change the school must be notified immediately.

#### **15 USE OF MOTOR VEHICLES**

Students enrolled at Mairehau High School may not own or drive a motor vehicle unless they hold a current New Zealand Driver's Licence at either Restricted or Full status levels. A Restricted licence does not however allow a student to carry passengers.



## SCHOOL ORGANISATION

### Calendar – 2010

|        |                          |
|--------|--------------------------|
| TERM 1 | 1 February– 1 April      |
| TERM 2 | 19 April – 02 July       |
| TERM 3 | 19 July – 24 September   |
| TERM 4 | 11 October – 16 December |

Senior Exam leave for NCEA external examinations is from the 12 of November 2010.



## **YOUR COURSE AT MAIREHAU HIGH SCHOOL**

This will depend on a number of things:

- Your English language ability.
- Your age.
- Your education in your home country.
- Your future goals.

On arrival we will test your English language ability. This will help us to place you in an appropriate class. It will also help us to determine whether you need extra intensive English language tuition.

It may take a few weeks before we can decide, with you, which is the best year level to place you in.

For these reasons, the year level we put on your Offer of Place is a provisional one. If the work is too hard or too easy, we will change your year level.

## **YOUR SUBJECTS**

These will be influenced by what you want to do after you leave school (at University or Polytechnic). Almost certainly you will need Mathematics. In years 12 and 13 there are many subjects which you cannot do unless you have studied them previously. There are others which you will find difficult.

Please let us know what you want to do after you leave school so that we can give you the best advice on what subjects to take.

## SUBJECT CHOICES AT EACH ACADEMIC LEVEL FOR 2010

| YEAR 9<br>Core plus short-term<br>studies  | YEAR 10<br>Core plus 2 subjects  | YEAR 11<br>NCEA Level 1<br>Core plus 3 subjects   | YEAR 12<br>NCEA Level 2<br>6 subjects  | YEAR 13<br>NCEA Level 3<br>5/6 subjects   |
|--|--|---|--|---|
| English *<br>Drama<br>ESOL   | English *<br>Drama<br>ESOL   | English OR *<br>Alternative English •<br>Drama<br>ESOL  | English OR *<br>Alternative English •<br>Drama<br>ESOL   | English<br>Alternative English<br>Drama<br>ESOL   |
| Mathematics *  | Mathematics *  | Mathematics 101<br>1 year *<br>Mathematics 102 *  | Mathematics 201 OR<br>Mathematics 202  | Statistics and Modelling<br>Maths with Calculus   |
| Science *  | Science *  | Science *   | Biology<br>Chemistry<br>Physics  | Biology<br>Chemistry<br>Physics   |
| Social Studies *   | Social Studies *   | Geography<br>History<br>Social Science  | Geography<br>History<br>Classical Studies  | Classical Studies<br>Geography<br>History   |
| Physical Education *   | Physical Education *   | Physical Education<br>Sport and Recreation<br>Sport<br>Sport and Recreation   | Physical Education   | Physical Education  |
| Health *   | Health *   | Health  | Health   | Health  |
| Music  | Music  | Music   | Music  | Music   |
| Art  | Art  | Art   | Practical Art<br>Photography   | Visual Arts<br>- Painting<br>- Photography<br>1 or 2 separate subjects<br>Visual Art:<br>- Painting<br>- Photography  |
| French or<br>Maori   | French<br>Maori  | French<br>Maori   | French<br>Maori  | French<br>Maori   |
| Business Studies   | Business Studies   | Business Studies*   | Business Studies*  | Business Studies*   |
| Food Technology<br>Information and<br>Communication Technology<br>Hard Materials Technology<br>OR<br>Materials Technology<br>-Textiles<br><br>Graphics | Food Technology<br>Information Management<br>Hard Materials Technology<br>OR<br>Materials Technology<br>- Textiles<br><br>Graphics | Food and Nutrition<br>Information Management<br><br>Technology<br>- Textiles<br>Mechanical Engineering<br>Technology U/S<br>Furniture U/S<br>Graphics | Food Technology<br>Information and<br>Communication<br>Technology<br>Human Development<br><br>Design Technology<br>- Textiles<br>Mechanical Engineering<br>U/S<br>Furniture U/S<br>Hospitality ( <i>double subject</i> )<br>Graphics | Information and<br>Communication<br>Technology<br><br>Design Technology -<br>- Textiles U/S #<br>Mechanical Engineering<br>Technology U/S #<br>Furniture U/S #<br>Hospitality #<br>Graphics |
| Learning Support   | Learning Support   | Learning Support<br>Lifeskills  | Learning Support<br>Lifeskills<br>Transition<br>Gateway<br>Transition  | Learning Support #<br>Lifeskills #  |



## **UNIFORM**

*All students must wear school uniform except those in Year 13.*

Details of the school uniform are as follows:

## **GIRLS**

Mairehau High School regulation check skirt or culottes - to be worn below knee length (wool polyester cloth No 312).

Optional grey trousers (Canterbury brand).

Regulation maroon polo shirt (Milton).

Optional poplin short sleeved white blouse (Summer).

Optional long sleeved white blouse (Winter).

Optional regulation maroon tie (Parisian No 3) – to be worn with white blouse.

Regulation black V neck plain jersey (stocking stitch), Mairehau High School monogram (Kairanga).

Black/brown leather lace up shoes (not sports shoes/boots).

T bar black/brown leather sandals are optional for summer.

Black tights.

White socks with shoes – optional for wear with sandals).

## **Physical Education**

*(Only required if Year 9 and Year 10, or if taking Physical Education as a subject in Years 11-13)*

Black cycle pants or shorts

White PE top (plain T shirt or Polo shirt).

Sports shoes (non marking).

Black trackpants.

## **Outerwear**

Plain black anorak (no logos).

Black waterproof cape for wheelchair students.

Black or yellow waterproof parka and waterproof over trousers may be worn to and from school.

Black or red scarf (optional).

Black regulation polarfleece jacket.

## **Sunhat**

A plain (no logos) black or white baseball or floppy hat (optional).

**Year 13 (Form 7) girls may wear mufti.**



## BOYS

*All students must wear school uniform except those in Year 13.*

Charcoal grey walk shorts (Deans) or grey long trousers (Canterbury).

Walk socks – Montreal Grey (Canterbury).

Regulation maroon polo shirt (Milton).

Optional long sleeved white shirt (Winter).

Optional regulation maroon tie (Parisian No 31) – to be worn with white shirt.

Regulation black V neck plain jersey (stocking stitch). Mairehau High School monogram (Kairanga)

Black or brown leather lace up shoes (not sports shoes/boots).

T bar black/brown leather sandals are optional for summer.

## Physical Education

*(Only required in Year 9 and Year 10, or if taking Physical Education as a subject in Years 11-13)*

Black shorts.

White PE top (plain T shirt or Polo shirt).

Sports shoes (non marking).

Black trackpants.

## Outerwear

Plain black anorak (no logos).

Black waterproof cape for wheelchair students.

Black or yellow waterproof parka and waterproof over trousers may be worn to and from school.

Black or red scarf (optional).

Black regulation polarfleece jacket.

## Sunhat

A plain (no logos) black or white baseball or floppy hat (optional).

**Year 13 (Form 7) boys may wear mufti.**

*Uniform items are available from:*

Redwood Drapery

Phone 352 6028

Ballantynes

Phone 379 7400

Direct Uniform Suppliers (Papanui)

Phone 354 4513



## **TUITION AGREEMENT**

If Mairehau High School (“the School”) accepts the student named in the Application for Tuition (“the Student”) for tuition in New Zealand, the following terms and conditions shall apply:

- 1 The School shall provide tuition in accordance with the New Zealand Ministry of Education Code of Practice for the Pastoral Care of International Students.
  - 1.1 The above parties contract that the School will provide tuition services to the parents. The parties acknowledge that the Student is the recipient of the tuition services but is not a party to this contract.
  - 1.2 The parents agree to pay all tuition fees and additional charges as may from time to time be levied by the School.
- 2 The parents of the Student 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:
  - 2.1 Receive information from any person, authority or corporate body concerning the Student including but not limited to medical, educational or welfare information.
  - 2.2 Provide consents in respect of any activity carried out and authorised by the School.
  - 2.3 Receive financial information relating to the Student including bank accounts, debts or income of the Student while in New Zealand.
  - 2.4 Provide consents that may be necessary to be given on the Student’s behalf in the event of a medical emergency where it is not reasonably practicable to contact the Parents.
- 3 The Parents irrevocably authorise the Principal of the School to advise the Student’s guardian/homestay hosts (whether or not arranged through the School) of all matters and information required to be provided to parents of any student under the Education Act 1989 and agree to appoint the guardian/homestay hosts as their agents in New Zealand to receive such information in substitution for the Parents.
- 4 The Parents agree to provide the School with academic, medical or other information relating to the wellbeing of the Student as may be requested from time to time by the School.

The student must live:

- In homestay accommodation arranged by agents approved by the School, or
- with a parent, or with a designated caregiver, nominated by the Parents.

Mairehau High School reserves the right to insist that a student has a legal guardian. The Student must be under suitable care at all times. For students under the age of 18, or not enrolled in Year 13, this will be provided by:

- 4.1 Family members, parents or other near relatives over the age of 20 years who are residing at the same address as the enrolled student.
- 4.2 A Guardian. The School will recommend suitable people to provide this service in which case the School shall have no responsibility for the student outside of school hours.

Note: Homestay hosts may not be providers of guardianship services. They provide accommodation and meals but are not the principal advocate for the student.

- 5 The School shall use its best endeavours to ensure the safety, health and wellbeing of the Student but shall not be liable for:



- 5.1 Any damage or harm caused to the Student or the Student's property arising out of the Student's homestay (whether or not such homestay was arranged by or through the School).
- 5.2 Any damage or harm caused to the Student or the Student's property while attending the School unless the harm was as a result of gross negligence on the part of the School.
- 5.3 Any damage or harm caused to the Student or the Student's property outside our normal school hours and in the case of the Student's property, shall not be responsible for any damage to such property that may occur outside the School's premises.
- 6 Without restricting Clause 5, but subject to Clause 7, the School's liability in relation to the supply of services to the Parents is limited to the amount of fees paid by the Parents for the provision of the services in respect of which liabilities arise.
- 7 Nothing in this Agreement limits any rights the Parents and/or Student may have under the Consumer Guarantees Act 1993.
- 8 Either party may terminate this agreement at any time upon written notice. If the agreement is terminated the refunds policy for international students as outlined in Schedule 1 shall apply ("refunds policy").
- 9 It is acknowledged that the suspension, stand down, expulsion and exclusion of student's provisions as set out in Sections 13 – 18 of the Education Act 1989 as amended by the Education Amendment Act No 2, 1998 shall apply to the Student in New Zealand. Any decision under these provisions to expel or exclude the Student for a specified period shall terminate this agreement and the refunds policy shall apply. The Parents shall have no claim in damages or for any compensation if this agreement is terminated in these circumstances.
- 10 Neither party shall be in default or in breach of their obligations under this agreement to the extent that the performance of those obligations is prevented by an event of force majeure. Force majeure means an event beyond the reasonable control of the party seeking to rely on force majeure.
- 11 This agreement shall be construed and take effect in accordance with the domestic laws of New Zealand. In relation to any legal action or proceeds arising out of or in connection with this agreement the Parents irrevocably submit to the jurisdiction of the courts of New Zealand, agree that proceedings may be brought before any court including any forum constituted under the arbitration Act 1908 within New Zealand and waive any objection to proceedings in any such court or forum on the grounds or venue or on the grounds that the proceedings have been brought in any inconvenient forum.
- 12 The Parents agree that the Student will comply with school rules and policies including the school rules for international students set out in Schedule 2.
- 13 If the Parents have appointed a Guardian to act on their behalf, then this shall be subject to the undertakings and agreements set out in Schedule 3.
- 14 Notices given under this agreement must be in writing and given to the addresses set out in the application forms. Those sent by post shall be deemed to have been received five days after posting.
  - 14.1 The Parents must advise the International Department of any change of address, phone number or home circumstances.
  - 14.2 The Parents acknowledge that they do not reside in New Zealand and promise to inform the school of the dates of their trips to New Zealand.
- 15 This agreement shall consist of the Application for Tuition, Application for Homestay (if required) and this Tuition Agreement including the attached Schedules 1, 2 and 3.



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 writing to the Parents and shall continue in force while the Student is enrolled with the School.

16 The Parents acknowledge that:

- a) Personal information of the Parents and/or Student collected or held by the School is provided and may be held, used and disclosed to enable the School to process the Application for Tuition, provide tuition and homestay services to the Student, provide to the Student and/or Parents advice or information concerning products and services the School believes may be of interest to the Student and/or Parents and to enable to School to communicate with the Student and/or Parents for any purpose.
- b) All personal information provided to the School is collected and will be held by the School at Hills Road, Christchurch, telephone 03 385 3145, fax 03 385 3143, email [admin@mairehau.school.nz](mailto:admin@mairehau.school.nz) or [international@mairehau.school.nz](mailto:international@mairehau.school.nz)
- c) If the Student/Parents fail to provide any information requested in the Application for Tuition the School may be unable to process the application.
- d) The Student/Parents have the right under the Privacy Act 1993 to obtain access to and request corrections of any personal information held by the School concerning them.

The Student/Parents authorise the School to obtain at any time from any person or entity any information it requires to process and/or accept the Application for Tuition or to perform or complete and of the other purposes under the Agreement. The Student/Parents authorise any such person to release to the School any personal information that person holds concerning the Student/Parents.

**EXECUTION**

I have read and understood the terms set out in this agreement including the attached Schedules and agree to them.

Full Name of Student .....

Signed ..... Date .....  
(Student)

Full Name of Parents/Agent/Guardian .....

Relationship to Student .....  
(where signed by person other than Student)

Signed ..... Date .....  
(Parent/Agent/Guardian)

**Please also initial the attached Schedules.**



**GUARDIANSHIP AGREEMENT**

As Guardian of ....., a student at Mairehau High School, I undertake to:

- 1 Be the contact person for the school.
- 2 Ensure the student attends regularly unless prevented by illness.
- 3 Ensure as far as possible the student abides by all the school rules.
- 4 Work with the school in monitoring the student's progress.
- 5 Have available bilingual student Counsellors/Advisers who communicate in the student's first language.
- 6 Give both oral and written feedback to the Principal and the Dean of International Students as required.
- 7 Attend Parent/Teacher interviews.
- 8 Be available at any time for the student's support/protection.
- 9 Be responsible for monitoring the student's behaviour and discipline out of school hours.
- 10 Monitor the student's accommodation and communicate regularly with host parents.
- 11 Be in contact with the student's parents regularly, ie within the first month of enrolment and thereafter at least once a term.
- 12 Be responsible for ensuring the student's tuition fees are paid.
- 13 Be responsible for the student's international travel, medical insurance, banking facilities and general welfare.

Signed .....

Name .....

Address .....

.....

.....

Phone .....

Date .....

Initial .....



## SUMMARY: CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

### Introduction

When students from other countries come to study in New Zealand it is important that those students are well informed, safe and properly cared for. New Zealand educational providers have an important responsibility for international students' welfare. This information provides an overview of the "Code of Practice for the Pastoral Care of International Students" (the Code) and provides a procedure that students can follow if they have concerns about their treatment by a New Zealand educational provider or agent of a provider.

What is the Code?

The Code is a document which provides a framework for service delivery by educational providers and their agents to international students. The Code sets out the minimum standards of advice and care that are expected of educational providers with respect to international students. The Code applies to pastoral care and provision of information only and not to academic standards.

### When does the Code Apply?

The Code commenced on 31 March 2002. Educational providers then had six months to sign the Code. A revised Code will apply from 2004. Mairehau High School is a signatory to the Code.

### Who does the Code apply to?

The Code applies to all education providers in New Zealand with students enrolled on international study permits. The Code is mandatory to these providers and must be signed by them.

### What is an "International Student"?

An "international student" is a foreign student studying in New Zealand on a student permit from the New Zealand Immigration Service.

### How can I get a copy of the Code?

You can request a copy of the Code from your New Zealand educational provider. The Code is also available online from [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international)

### How do I know if an Educational Provider has signed the Code?

The New Zealand Ministry of Education will maintain a register of all signatories to the Code. This list will be available from [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international) If the educational provider that you are seeking to enrol with is not a signatory to the Code you will not be granted a permit from the New Zealand Immigration Service and you will not be able to study at that institution.

### What do I do if Something goes Wrong?

If you have concerns about your treatment by your educational provider or by an agent of the provider the first thing you must do is contact the Principal, the International Student Dean or another person who has been identified to you as someone that you can approach about complaints at your institution. The Code requires all institutions to have fair and equitable internal grievance procedures for students and you need to go through these internal processes before you can take the complaint any further.

If your concerns are not resolved by the internal grievance procedures, you can contact the International Education Appeal authority (IEAA).

The Code sets standards for educational providers to ensure that:

- High professional standards are maintained.
- The recruitment of international students is undertaken in an ethical and responsible manner.
- Information supplied to international students is comprehensive, accurate and up to date.
- Students are provided with information prior to entering into any commitments.
- Contractual dealings with international students are conducted in an ethical and responsible manner.
- The particular needs of international students are recognised.
- International students under the age of 18 are in safe accommodation.
- All providers have fair and equitable internal procedures for the resolution of international student grievances.

Full details of what is covered can be found in the Code itself. The Code also establishes the IEAA and the review Panel to receive and adjudicate on student complaints.



### **What is the International Education Appeal Authority?**

The IEAA is an independent body established to deal with complaints from international students about pastoral care aspects of advice and services received from their educational provider or the provider's agents. The IEAA enforces the standards in the Code of Practice.

### **What will the IEAA do?**

The purpose of the IEAA is to adjudicate on complaints from international students. The IEAA will investigate complaints and determine if there has been a breach of the Code. The IEAA has the power to impose sanctions on educational providers who have committed a breach of the Code that is not a serious breach. These sanctions include an order for restitution, publication of the breach and/or requiring that remedial action be undertaken.

The IEAA will refer complaints that are not about pastoral care to another regulatory body if appropriate. The educational provider will be given a reasonable time to remedy the breach. If the breach is not remedied within that time the IEAA may refer the complaint to the Review Panel.

The IEAA can determine if it considers that a breach of the Code is a serious breach. If the breach is a serious breach, the IEAA will refer the complaint to the Review Panel.

### **What can the Review Panel do?**

The Review Panel can remove or suspend an educational provider as a signatory to the Code, meaning that the provider would be prevented from taking any more international students. Only the IEAA can refer complaints to the Review Panel.

**NZEAS Student Request for Homestay** **Date** / /

From when you need HS till: \_\_\_\_\_ to \_\_\_\_\_ Number of weeks: \_\_\_\_\_

Name: \_\_\_\_\_ Sex: M/F Age: \_\_\_\_\_  
Given Family

Birth Date: \_\_\_ / \_\_\_ / \_\_\_ Passport No': \_\_\_\_\_ Expiry Date: \_\_\_ / \_\_\_ / \_\_\_

Address: \_\_\_\_\_

TEL: \_\_\_\_\_ FAX: \_\_\_\_\_ Religion: \_\_\_\_\_

Email: \_\_\_\_\_ Which school are you enrolled in? \_\_\_\_\_

Emergency contact and number: \_\_\_\_\_

**Accommodation** - Please tick as many boxes as you like -

**Family with:**  Young children  
 Teenage children  
 No children

**Pets:**  No Pets  
 Dog  Cats  
 Birds  
(Others : \_\_\_\_\_ )

**Activities:** (any sports or instruments you would like to do while you are in New Zealand)

**Religious customs:**

**Food**

Do you require special meals (e.g. vegetarian)? \_\_\_\_\_

Do you occasionally drink alcohol or smoke cigarettes? \_\_\_\_\_

**Health:** (Please let us know any health concerns that you have)

Do you have any allergies or special health requirements? \_\_\_\_\_

**Arrival and Departure Schedule**

Need airport pick up? Yes / No

Arrival Flight Number:

Arrival Time and date:

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ : \_\_\_\_\_ AM/PM

Departure Flight Number:

Departure Time and date:

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ : \_\_\_\_\_ AM/PM



**MAIREHAU HIGH SCHOOL**  
**International Student Enrolment Form**

**Complete and return to**  
*The Dean of International Students*  
 Mairehau High School  
 Hills Road, Christchurch 8005  
 New Zealand

**Student Information**

Family Name

Other Names

Present Residential Address

Caregiver(s) title and surname(s) at the above address, eg Mr A & Mrs B Kim

Relationship to student, eg Parent(s), Host(s)

Nationality

Date of Birth / /

Male/Female *(circle one)*

Ethnic Group

First Language

Second Language

Passport No

Expiry Date

Date of NZ Arrival / /

Passport Status: Permanent Resident  Student Visa  Parent Work Permit

NZIS Client Number:

Date / /

*Please provide photocopied details of your visa or permit*

**Family Details**

Father's Name

Occupation

Mother's Name

Occupation

Address

Telephone

Facsimile

Mobile Phone

Email

Other Family members at Mairehau High School

From 20 ..... to 20 .....

From 20 ..... to 20 .....

## Agent Details

*Bona fide education agents with full appreciation of the Code of Practice for Pastoral care of International Students may make applications on behalf of students. An agency agreement with the school is mandatory for acceptance of an enrolment.*

|            |  |               |  |
|------------|--|---------------|--|
| Name       |  | Business Name |  |
| Address    |  |               |  |
| Telephones |  | Facsimile     |  |
| Mobile     |  | Email         |  |
| Contact    |  | GST Number    |  |

## Guardian Details

*A guardian is compulsory for all International Students under the age of 18. This person may not be the accommodation provider, unless a family relationship exists, must be living permanently in Christchurch and have responsibility for the student.*

|            |  |               |  |
|------------|--|---------------|--|
| Name       |  | Business Name |  |
| Address    |  |               |  |
| Telephones |  | Facsimile     |  |
| Mobile     |  | Email         |  |

## School History

|             |                |         |                |
|-------------|----------------|---------|----------------|
| <b>2008</b> | Name of School | Country | Qualification  |
| <b>2009</b> | Name of School | Country | Qualifications |

*Please send us details of your most recent school reports and English language study.*

## Sporting & Cultural

| Interests | Years | Highest Achievement |
|-----------|-------|---------------------|
|           |       |                     |
|           |       |                     |
|           |       |                     |

## Course of Study

|  |   |   |
|--|---|---|
| Entry level to Mairehau High School:         | Year 9 / Year 10 / Year 11 / Year 12 / Year 13                  | <b>(circle one)</b>                             |
| Period of Study .....                        | Weeks.....  | Terms (4 in year).....                          |
| Reasons for Study                            | NZ High School Graduation <input type="checkbox"/>              | NZ University Entrance <input type="checkbox"/> |
|  | English Language & Cultural Experience <input type="checkbox"/> | Other NZ Qualification <input type="checkbox"/> |
|  | <b>(Tick which applies)</b>                                     |   |
|  | Other .....   |   |
| I wish to take the following subjects: ..... |   |   |

## Student's Health Record

In order for us to care for your child in any illness/emergency situation, could you please complete

| Has the student ever suffered from:                                | Medication Required |
|--|---------------------|
| Asthma Yes / No  |                     |
| Epilepsy Yes / No  |                     |
| Diabetes Yes / No  |                     |
| Rheumatic Fever Yes / No   |                     |
| Does the student suffer an allergic reaction to:                   |                     |
| Stings Yes / No  |                     |
| Food Yes / No  |                     |
| Medications Yes / No   |                     |
| Other (Please specify)   | Other Medication    |
| Does she/he suffer from any other medical condition or disability? |                     |

It is compulsory for international students to have medical insurance while at Mairehau High School.

## Application Checklist

All applications for a place at Mairehau High School must include the following:

- School Reports (in English) from schools attended in 2008 and 2009
  - A letter of recommendation from the Principal of the most recent school attended
  - A personal letter stating the reasons for applying to study at Mairehau High School
  - Homestay arrangements  Advised  Requested
- International students must be living in a school organised or designated homestay*
- Guardianship arrangements  Advised  Requested
  - Provide photocopied details of permanent residence, if required
  - Medical Insurance details (if not arranged through school)

## Enrolment Agreement

- We have read and understood the right of the school to hold and disclose personal information under the Privacy Act 1993.
- We have read the Enrolment Pack information and agree to abide by the rules and discipline of the school.
- We undertake to pay in advance such fees as are charged by the Board of Trustees or other New Zealand education agencies.
- We have read and understood the school's refund policy for full fee paying students.
- We accept the right of the school to change a course of study if this is in the interests of the student.
- We undertake to ensure the good behaviour and cooperation of the student with the staff of the school and nominated guardians.
- We accept that the only legal documentation is written in English language and any foreign language translations are for information only.
- We accept that, only New Zealand law and its remedies may be used by parents of enrolled students to contest agreements and promises made by the school. The information in the Student Enrolment Pack has advice on laws that are appropriate to an international student enrolling in a New Zealand high school.

## Signature/Seals

Student..... Father ..... Mother.....

*Where practicable both parents are to sign for a student under the age of 20.*

Date of Agreement..... Date of entry to Mairehau High School .....

## Refunds

As a signatory to the Code of Practice for the Pastoral Care of International Students, the school is required to have a fee refund policy. This is part of the school's enrolment contract with students. The policy needs to be aligned to The Education Amendment Act (No 4) 1991; The Fair Trading Act 1986; The Consumer Guarantees Act 1993. Refunds will be made in the following circumstances:

- If an application for refund is made before the student starts the course – full payment of tuition fees minus NZ\$250 administration charge to cover costs incurred by the school.
- If an application for refund is made after the student starts the course but before the second half of the course, fees will be refunded less an administration charge of \$450; costs to the school already incurred for tuition; components of the fee already committed for the duration of the course, including appropriate proportions of salaries of teachers and support staff, costs already incurred for the use of facilities and resources; the proportion of the Government levy the school is required to pay and any other costs already incurred.
- If the school is unable to provide the course requested by the student and agreed on in the school's Offer of Place.
- Refunds will be considered if an application for refund is made after the second half of the course has begun in exceptional circumstances such as family bereavement, illness or other family circumstances which require the student to return permanently to the home country; serious illness of the student. In these circumstances students who are insured may have the balance of the fees reimbursed by the insurer. The school will only consider the balance not provided by the insurer.
- Refunds will not be considered if the student is expelled or excluded from school; if the student acquires permanent residence status after having enrolled at the school as an international student.
- No refund when enrolment is withdrawn by the school.
- No refund when passport status has been changed to permanent residence.

An application for refund of fees must be made in writing. The application must be made to the Board of Trustees. The application must explain why the student has withdrawn from the course and reasons for seeking a refund. Documentary evidence to support the claim should be provided.

*(Note: the administration fee is separate from the administration processing fee payable on enrolment).*

### **Personal Information and the Privacy Act (1993)**

The Privacy Act 1993 protects the information you give the school and details conditions under which personal information can be obtained, used, stored and exchanged with other interested parties. The school collects personal information from its students so that they can be enrolled at the school, have their attendance and progress recorded, be entered for examinations, or be contacted by the school. The school also collects information about the caregivers of the student so that they may be informed of student progress or contacted by the school, and because the safety of the student is important.

Personal information may be disclosed to other education agencies, such as the Ministry of Education and the New Zealand Qualifications Authority; and to Government agencies such as the New Zealand Police if they demonstrate a statutory right to obtain it. Personal information may be retained by the school after the student leaves in order for the school to maintain a list of past students. Personal information may also be disclosed to the Mairehau High School Parent Teacher Association to assist in compiling its membership register.

Under the Privacy Act 1993 you have the right of access to all personal information held by the school about you. You also have a right to ask the school to correct any information held which is inaccurate. You can exercise that right by applying to the school. You also have an obligation to advise the school if/when any of the personal information you have provided changes. If for any reason your enrolment is not accepted, this enrolment form will be destroyed.

### **Code of Practice**

Mairehau High School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand ministry of Education website at <http://www.minedu.govt.nz>