



MAIREHAU HIGH SCHOOL
International Student Enrolment Form

Complete and return to
The Dean of International Students
 Mairehau High School
 Hills Road, Christchurch 8052
 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)

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

Please add the last two schools you attended

Name of School	Country	Year
Name of School	Country	Year

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	(circle one)
Period of Study	Weeks.....	Terms (4 in year).....
Years		
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"/>
	(Tick which applies)	
	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 Report (in English) from the last two schools you attended.
- 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>