

GREEN BAY PRIMARY & INTERMEDIATE SCHOOL

131 Godley Road, Green Bay, Auckland 0604

Telephone: 09 8176666

Director of International Students, Mrs Veronica Zane

Email: veronicaz@greenbay.school.nz

INTERNATIONAL STUDENT ENROLMENT FORM



Green Bay School is situated on the fringe of The Waitakere Ranges. This environment is representative of our School Vision with three mountains symbolising our School Expectations:

RESPECT

Whakaute

POSITIVITY

Matika

INITIATIVE

Auahatia

All students are expected to seize opportunities and learn harmoniously with others.

Mauri tu mauri ora, the active life invokes life!

Checklist for International Enrolments:

- International: International Enrolment Form; International Fee Policy, Agreement to Provide Tuition Services, International Student Enrolment Form, Domestic Enrolment Form for International Students
- Requirements: Proof of Insurance, Fees paid, Passports with Visas (student and parents), Copy of current school report (in English), Confirmation/copy of immunisations (in English)
- Office Use Only: *Is ESOL required*

GREEN BAY SCHOOL International Fee Policy

Fee Protection Policy

The income derived from foreign fee paying students must be protected against the possibility of an interruption to the course. Internal procedures assist the school in monitoring income and expenditure to ensure that money is controlled appropriately. These fees are separately coded and audited.

These fees are not spent in advance on the premise that future students will attend the school. Fees are accrued forward each month and the income is spread across the year's financial reporting. Monthly reporting to the Board details both income and expenditure and is monitored closely.

The Board holds sufficient reserves to be able to refund the student's fees if necessary, or because the school is unable to provide or continue a course or programme.

Fee Refund Policy

If your child withdraws from their course of study before the completion date, you may be eligible for a refund of tuition fees. The school will always investigate your claim for a refund and act fairly towards you.

The school is not obliged to refund fees if your child:

- Has been asked to leave the school because of misbehaviour or poor attendance.
- Wishes to transfer to another educational institution for any reason.
- Has special needs that you did not explain to the school on the enrolment form.

The school will consider refunding all or part of your fees if:

- There are special circumstances, for example, the child has a serious illness or accident, or you need to return home because of the death of a family member. You will need to supply proof.
- Your child gains permanent residency during the course. You will need to provide documentation of the residency within 14 days of it being granted.
- The school is closed for a period of one week or more due to force majeure. Force majeure means an event beyond the reasonable control of the school, such as snow, earthquake, etc.
- A student does not obtain a study visa.

To Receive a Full or Partial Refund of Fees

You must apply in writing to the Principal explaining the special circumstances of your claim within one month of your child's last day at school (or within one month of your child gaining permanent residency). If your child is leaving, you must also complete the official leaving process.

If you apply for a refund before the course starts, the school will refund the fees, less an Administration Fee of NZD\$500 (or part thereof if enrolment is for less than one year).

If you apply for a refund after the course starts (i.e. in Terms 1 or 2), but before the second half of the course (i.e. Terms 3 & 4), the school will refund the fees, less:

- An Administration Fee of NZD\$500 (or part thereof if enrolment is for less than one year)
- Costs to the school already incurred for tuition
- Components of the fee already committed for the duration of the course
- Specialist fees (if applicable)
- Appropriate proportions of salaries for teachers and support staff (if applicable)
- Costs already incurred for the use of facilities and resources
- Any other costs already incurred.

If you apply for a refund after the second half of a course, the school will not refund the fees unless there are special circumstances (e.g. death of a close family member, serious illness or accident).

Payment of Refunds

The school will only refund fees directly to you or to an agent with written authority from you. The school will never refund fees directly to the student.

Note: Immigration New Zealand will be notified if any student ceases to attend Green Bay School for whatever reason.

Execution:

By signing below, I acknowledge that I have read and fully understand the terms and conditions set out in the Green Bay School Fee Refund Policy.

Parent Signature: _____ Name of Parent: _____

Address of Parent: _____

Name of Student: _____ Dated: _____

Green Bay School Domestic Information for International Students

Digital Technologies Responsible Use Agreement Year 4 to Year 8 Student

When using information and communications technologies (ICT) at Green Bay School, I will always be a good digital citizen. This means that I;

Will be a confident and capable user of ICT.

- I know what I do and do not understand about the technologies that I use. I will get help where I need it.

Will use ICT for learning as well as other activities.

- I understand that technology can help me to learn. I also know it can be used to talk to people, to buy and sell things and to have my opinion heard. I know when and where it is okay to do each one.

Will think carefully about whether the information I see online is true.

- I know that it is easy to put information online. This means that what I see is not always right.
- I will always check to make sure information is real before I use it.

Will be able to speak the language of digital technologies.

- When people talk online, the things they say can be quite different from a conversation they might have if they were sitting next to each other.
- I know that I must try to understand what people are saying before I react to them.
- If I am not sure, I can ask them or someone else to explain.

Understand that I may experience problems when I use technology but that I will learn to deal with them.

- I understand that there will be times when technology may not work as I expect it to, or that people may be mean or unkind to me online.
- When these things happen, I know that there are ways I can deal with it. I also know there are people I can go to, to get help if I don't know what to do next.

Will always use ICT to communicate with others in positive, meaningful ways.

- I will always talk politely and with respect to people online.
- I know that it is possible to bully or hurt people with what I say and do on the internet.
- I will think about the effect that my actions have on other people.

Will be honest and fair in all of my actions using ICT.

- I will never do anything online that I know will hurt anyone.
- I will make sure what I do is not against the law.
- I will make sure that my actions don't break the rules of the websites that I use.
- When I am not sure about what I am doing, I will ask for help.

Will always respect people's privacy and freedom of speech online.

- I understand that some information is private.
- I will be careful when using full names, birthdays, addresses and photos of other people and of my own.
- I also know that I will not always agree with what people say online but that does not mean that I can stop them or use it as an excuse to be unkind to them.

Will help others to become a better digital citizen.

- Being a good digital citizen is something that we all have to work at.
- If I know that my friends are having problems online, I will try to help them.
- If I see that someone is being unfairly treated online, then I will speak up rather than just watch it happen.

I understand that the school will try to keep me safer by

- Using filtering and other technologies that are designed to monitor school accounts, whether I am connected to the school's network or not.

Student Declaration:

I understand that these guidelines for Responsible Use are to be followed when using any technology whilst at school or whilst on any school activity. I am aware that this may include the use of a device that the school does not own.

I understand that if I breach this Responsible Use Agreement, I may lose access to school ICT services including the use of the internet on school owned devices or any personally owned device used at school.

Signed: _____

Name: _____

Date: _____ Room: _____

Green Bay School Domestic Information for International Students

Green Bay School Policies:

Our school policies are reviewed over a three-year period. As part of a review, we encourage you to contribute with feedback, please go to the schooldocs website below and follow the steps to locate the policy being reviewed.

To locate Green Bay School policies on-line, please visit www.schooldocs.co.nz

Search: Green Bay School Username: greenbay Password: greenbay

Policies: Please read the following school policies carefully and sign where required.

Privacy Act Consent Form:

The information collected will be used by the school for enrolment purposes. The records made from this information may be viewed on request by yourself at the school. The information collected may be disclosed to appropriate education health and welfare authorities and for data-gathering purposes by the NZ Ministry of Education in accordance with the principles of the Privacy Act. It will not be disclosed to any other person or agency unless such disclosure is authorised or required by law.

Privacy Act Parental Consent:

I agree to abide by the school's policies, that my child's image and work may be used in accordance with the school's online publishing policy/procedures (**schooldocs**); in the school newsletter, in the school year book, in classroom photos, in classroom blogs, during EOTC events and any outside media requirements i.e. Regional and National competitions.

Signature: _____ **Name:** _____

EOTC (Education Outside the Classroom) Blanket Consent Form:

The Ministry of Education guidelines identify four EOTC activity types that recommend a blanket parent/caregiver consent at the time of enrolment.

Low Risk:

On-site in the school grounds i.e. physical fitness, sports and games etc
Off-site events i.e. patrols, walking a short/long distance within Green Bay to local activities i.e. parks/reserves, church/community events
Off-site events finishing after 2.55pm i.e. sports training, jump jam practices, performing arts practices etc.

High Risk:

On-site school pool; teaching of water survival and swimming lessons
Off-site residential overnight events i.e. camp (separate consent forms will also be required at the time)

EOTC Blanket Parental Consent:

Signature: _____ **Name:** _____

Digital Citizenship Form:

Parent form to be signed for every family **PLUS** a **Year 3-8 student** form to be signed by student (parent to co-sign).

Please download, read and complete these forms as required, or alternatively ask at the School office for these forms.

Digital Citizenship Parental Consent:

Signature: _____ **Name:** _____

Milk in Schools Consent Form:

Green Bay School participates in the Fonterra Milk in Schools Programme. This means we provide Anchor Lite UHT milk to our students as part of our school day. Please advise below if you would like your child to participate, and then sign.

YES, my child can participate

NO, I do not wish my child to participate due to dairy intolerance **Or** allergy **Or** my child does not like milk

Milk in Schools Parental Consent:

Signature: _____ **Name:** _____

Immunisations:

I/we have provided proof of immunisations for student/s:

Immunised: YES / NO (If no, for what reason):

School Report:

Please provide a copy of the Student's most recent school report in English.

GREEN BAY SCHOOL Agreement to Provide Tuition Services

Agreement to provide tuition services between Green Bay School and the Applicant:

Applicant Name: _____

Applicant Address: _____

Applicant Email: _____

Applicant Cellphone: _____

Student Name: _____

The Applicant is the parent of _____ (the 'Student'). The Applicant has applied for tuition of the Student in New Zealand and wishes the Student to attend Green Bay School (the 'School'). The School has agreed to enrol the Student subject to the terms and conditions in this Agreement.

Green Bay School's Obligations

- Green Bay School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the New Zealand Qualifications Authority (NZQA). Copies of the Code are available on request from this institution or from the [NZQA website](http://nzqa.govt.nz), International Students section.
- The School shall provide tuition in accordance with that accorded to domestic students. Green Bay School follows the New Zealand Curriculum.
- The School will only accept International students who live with their parents (Y0-6), and Y7-8 students not living with parents must live in accommodation allocated by Green Bay School.
- The School shall use its best endeavours to ensure the safety, health and well-being of the Student.

The Applicant's Obligations

The Applicant shall:

- Be the Student's parent. The parent must sign all Agreements between the School and International Students.
- Pay to the School the tuition fees in the manner agreed to by both parties.
- Agree to provide the School with academic, medical or other information relating to the well-being of the Student, as may be requested from time to time by the School.
- Ensure that the Student will accept and abide by the School's rules and all instructions given by School staff.
- Ensure that the Student will accept and abide by the School's decisions regarding accommodation suitability and rules regarding accommodation.
- Ensure that the Student will attend the required classes on all occasions when the School is open unless prevented by illness or other urgent cause.
- Accept the right of the School to terminate this Agreement and inform Immigration New Zealand if the Student fails to comply with the Ministry of Education's attendance requirements.
- Ensure the Applicant's insurance covers:
 - ◊ Any damage or harm caused to the Student or the Student's property while attending the School.
 - ◊ Any damage or harm caused to the Student or the Student's property arising out of the Student's accommodation.
 - ◊ Any damage or harm caused to the Student or the Student's property outside normal school hours. In the case of the Student's property, the Student's insurance must cover any damage to such property that may occur outside the operating school premises.

Authorisations

The Applicant (who is the parent of the Student) has signed the application form for tuition on behalf of the Student, irrevocably appoint and authorise the Principal of Green Bay School (or such other person as may be appointed by the School Board of Trustees) to:

- Receive information from any person, authority, or corporate body concerning the Student including, but not limited to, medical, educational or welfare information.
- Provide consents in respect of any activity carried out and authorised by the School.
- 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 Applicant.
- If applicable, advise the Student's designated caregiver of all matters and information required to be provided to parents of any Student and agree to appoint the designated caregiver as their agents in New Zealand to receive such information in substitution for the Applicant.
- To take whatever steps are necessary to ensure the Student complies with school rules and policies as set down by the School.
- To obtain at any time from any person or entity, any information required to process and/or accept the application for tuition or to perform or complete the School's various obligations under this Agreement. The Applicant authorises any such person to release to the School any personal information that person holds concerning the Student/Applicant.

GREEN BAY SCHOOL - Agreement to Provide Tuition Services continued

Limitations of Liability

- In no event shall the School liability exceed an amount equal to the amount of tuition fees paid by the Applicant.

Termination

- Either party may terminate this agreement with 5 (five) days' written notice.
- Upon termination of this agreement, refunds will be made in accordance with the School's Fee Refund Policy.

Miscellaneous

Nothing in this agreement limits any rights the Applicant and/or the Student may have under the Consumer Guarantees Act 1993.

It is acknowledged that the stand-down, suspension, and exclusion of student's provisions as set out in Part II of the Education Act 1989 shall apply to the Student in New Zealand. Any decision under these provisions to stand-down, suspend, or exclude the Student shall terminate this agreement and the School's Fee Refund Policy will apply. The parents will have no claim for damages for any compensation if this agreement is terminated in these circumstances.

Force Majeure: 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.

Governing Law: This agreement shall be construed and take effect in accordance with the domestic laws of New Zealand. In relation to any legal action or proceedings arising out of or in connection with this agreement, the Applicant irrevocably submits to the exclusive jurisdiction of the Courts of New Zealand, and agrees 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 constituted under the Arbitration Act 1908 within New Zealand on the grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.

Entire Agreement

This Agreement shall consist of:

- The Application to Enrol as an International Student
- The Agreement to Provide Tuition Services
- The International Student Prospectus including the refund and fee protection policies
- This Agreement contains the entire understanding of the parties and overrides any prior promises, representations, understandings or agreements
- The terms of this Agreement may be changed at any time by the School in writing to the Applicant and any such change in terms shall be notified to the Applicant in writing
- Notices given in writing will be given to the addresses set out in the application forms. Those sent by post shall be deemed to have been received 5 (five) days after posting

Privacy Act

Acknowledges that:

- Personal information of the Applicant and/or Student collected by the School may be held, used, and disclosed to third parties to enable the School to:
 - Process the application for tuition
 - Provide tuition to the Student
 - Provide the Student and/or Applicant with advice or information concerning products and services the School believes may be of interest to the Student and/or Applicant; and
 - Communicate with the Student and/or Applicant for any purpose.
 - All personal information provided to the School will be held by Green Bay School at 131 Godley Road, Green Bay, Auckland. Phone 09 8176666.
 - Failure to provide any information in the application for tuition may mean the School is unable to process the application.
- The Student/Applicant has the right under the Privacy Act 1993 to obtain access to and request corrections of any personal information held by the School concerning them.

Immigration

All Students must meet the requirements of Immigration New Zealand to study in New Zealand.

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through **Immigration New Zealand**.

Eligibility for Health Services

Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the **Ministry of Health**.

GREEN BAY SCHOOL - International Student Enrolment Form continued

(All parts to be completed in English)

ACADEMIC HISTORY AND LANGUAGE ABILITY: Please include a copy of your latest school report (in English)

What is your first language? _____

What other languages do you speak or understand? _____

How many years have you studied English? _____

Have any of your subjects been taught in English? YES NO

Which subjects have been taught in English? _____

List any sports, hobbies or interest you would like to be involved in while at Green Bay School

Is there any information regarding health or family circumstances which the school needs to know?

Is the student fully immunised? YES NO Please provide a copy immunisations (in English)

DECLARATIONS:

Green Bay School expects to be able to meet the learning needs of children enrolled at the school.

Does the student have any special learning or behavioural needs? YES NO

If Yes, please supply details:

ENROLMENT AGREEMENT for:

To be signed by parent and student:

- I/we understand my/our child must live with his/her parents for Year 1-Year 6 students.
- Year 7-Year 8 students must reside in accommodation assigned by Green Bay School.

In accordance with the Privacy Act 1993, I/we consent to information being collected, held and made available to staff and the wider school community, e.g. Ministry of Education and other reputable institutions as required for the maintenance of law and order, also to ensure my/our child's academic, health/safety and social needs.

- I/we are aware of the rights of access to, and correction of this information. I/we are aware that this consent will remain in place until either (i) my child leaves this school, or (ii) this form is updated or (iii) I/we advise the school otherwise.
- I/we apply to enrol our child at Green Bay School and agree to comply with School Policy and School Rules in all matters concerning the school, including the Senior or Junior Cybersafety Policy, as stated in the Information Booklet for International Students. I/we appreciate that the Board of Trustees reserves the right to alter both Rules and Policy.
- I/we give consent to the Outdoor Education Blanket Consent activities as listed in the Information Booklet for International Students.
- I/we will provide Green Bay School with a copy of our child's medical, dental and travel insurance policy/certificate which covers the enrolment period.
- As a condition of enrolment and attendance of my/our child, I/we undertake to pay such fees for International Students as are charged by the Board of Trustees as they fall due.

Parent: _____ Student: _____

Dated: _____ Dated: _____

GREEN BAY SCHOOL
INTERNATIONAL STUDENT ENROLMENT FORM

(All parts to be completed in English)

STUDENT DETAILS:

Family Name _____

First Names _____

Preferred Name _____

Date of Birth _____ Male / Female (please circle)

Ethnicity _____ Passport Number _____

Visa Status _____

Date of Entry into NZ _____

Name(s) of previous schools in NZ _____

Dates of attendance at those schools _____

Length of time International student wishes to enrol for
From: _____ To: _____

Your child must have **appropriate and current medical and travel insurance** for the full period of enrolment (from the day they leave their home country to travel to New Zealand until the time they return to their home country from New Zealand). Please bring these medical and travel insurance policies to the interview so the School can put a copy on file. *These documents must be in English.*

FAMILY DETAILS: (in case both parents are not living in NZ with their children)

FATHER'S NAME _____

Overseas Occupation _____

Overseas Address _____

Overseas Telephone _____

Overseas E-mail Address _____

MOTHER'S NAME _____

Overseas Occupation _____

Overseas Address _____

Overseas Telephone _____

Overseas E-mail Address _____

EMERGENCY NEW ZEALAND CONTACT DETAILS

Relationship to the Student _____

Name of NZ Contact _____

Cell Number of NZ Contact _____

Address of NZ Contact _____

GREEN BAY SCHOOL - Agreement to Provide Tuition Services continued

Accident Insurance

The Accident Compensation Corporation (ACC) provides accident insurance for all New Zealand citizens, residents, and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the **ACC website**.

Medical and Travel Insurance

Before enrolment, international students must have **appropriate and current medical and travel insurance** for the full period of the course, from the day they leave their home country to travel to New Zealand until the time they return to their home country from New Zealand.

Execution

- I have read and understood the terms set out in this Agreement, including the attached schedule, and agree to them.
- I acknowledge that the provision of false information or the withholding of relevant information may result in the termination of enrolment.

Parent Signature: _____ Name of Parent: _____

Signed by School: _____

Designation: _____ Date: _____

If an Agent is involved, please provide his/her details below:

Name of Agent: _____

Contact Number: (day time) _____ (night time) _____

Agency Name: _____

Agency Address: _____
