



International Student Application  
2026

March 24th 2026

Tēna koe Dear Parent,  
Thank you for your inquiry about Balmacewen Intermediate School.

The information package contains information regarding the school programme and expectations.

Students at Balmacewen Intermediate School enjoy the academic, sporting and cultural opportunities our school is able to offer.

Balmacewen Intermediate provides a stimulating, challenging and rewarding environment where achievement and success are celebrated.

I trust you will find this information useful. I look forward to receiving your application.

Nga mihi

Corey Todd  
Principal

# **International Student Application Procedure**

## **Enrolment Procedure for International Students**

1. Enrolment form is completed, details relating to school records and English proficiency are provided.
2. An offer of place, subject to payment of fees is provided together with an invoice for fees.
3. Upon payment, a letter of acceptance is made together with receipt of payment.

## **International Students Entry Criteria**

1. Students are accepted for years 7 and 8.
2. Our School requires a basic proficiency in English language. This will be assessed at an interview.
3. Previous reports and/or references are required.

## **Refund Conditions**

1. Application must be made to the Board of Trustees, by the parent or legal guardian, stating reasons for withdrawal of student.
2. There will be no refund made to any student who transfers to another school or education institution or is asked to leave due to behaviour or poor attendance.

## **Fee Protection Policy**

The school is required to ensure that all students' fees are protected in the event that the school is unable to continue to offer tuition or in the event that a student is required to return home or is transferred to another institution.

## **International Students Code of Practice**

### **Complaints Procedures**

If a problem arises the following steps can be taken.

1. If the matter relates to curriculum, the classroom teacher should be contacted.
2. If the complaint is not dealt with to your satisfaction bring the issue to the attention of the relevant Dean.
3. If the complaint is still not dealt with to your satisfaction bring the issue to the attention of the Deputy Principal.
4. If the complaint is still not dealt with to your satisfaction bring the issue to the attention of the Principal.
5. If the matter remains unresolved bring the issue to the attention of the Board of Trustees.

### **International Education Appeal Authority**

If you believe the school has breached the Code of Practice and you have not been able to resolve the matter you may bring the matter to the International Education Appeal Authority at the following address:

The International Education Appeal Authority  
Ministry of Education  
PO Box 1666  
Wellington  
New Zealand

## Student Enrolment Form

Student Details			
Family name			
Middle name/s			
First name			
Preferred name			
Gender		D.O.B.	
Country of Birth			
Passport number		Expiry date	
Student Permit no.		Student Visa no.	
Date of entry into NZ		First Language	
NZ Emergency Contact details	Name: Address: Phone: Email:		
Enrolling Adult's Details			
Enrolled by (name)		Relationship to the student	
Address (in NZ or Overseas)			
Home phone		Mobile	
Accomodation details			
Who will the student live with? (circle one)	Parent	Designated Caregiver	Home stay
Where applicable provide Passport			

and Visa details			
NZ Address			
Relationship to your child			
<b>International Contact Details</b>			
Mother's name		Mobile	
Father's name		Mobile	
Address			
Daytime phone & email address			
Emergency Contact	Name: Address: Phone: Email:		

**Other Student Details** (Please provide details of any medical conditions, allergies medication etc)

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<b>Application Checklist</b>	<b>Tick</b>
Completed application form	
Copy of passport	
Signed Refund Policy	
Verification of Travel and Health Insurances	
Signed Tuition Agreement	

**Acceptance of Terms**

- I agree to abide by the rules and policies of the School at all times.
- I understand that the school will take action on my behalf of sudden injury or illness.
- I understand that the information held on this form is collated to form essential information held by the school about your child.
- I have read and understood the terms and conditions in this agreement.

Parents Signature \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Office Use Only**

Year level		Room no.		Teacher	
Payment date		Amount paid		First date of school in NZ	
Start Date		Finish Date			

## **International Student Fees**

The fee for an International student includes the following:

- Tuition, resources, textbooks, technology this year is set a \$16,500.00 (incl GST). Short stay fees are set at \$410.00 (incl GST) per week.

Costs not included are:

- stationary, class trips, school camps, extra curricular activities, which will be paid on a participation basis.

Balmacewen Intermediate School has agreed to observe and be bound by The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 published by the Ministry of Education. Copies of the Code are available on request from this institution or from the Ministry of Education website.

## **Health and Travel Insurance**

International Foreign Fee paying students are not entitled to publicly funded health services while in New Zealand unless they are:

- A resident or citizen of Australia
- A national or f the United Kingdom or New Zealand; or
- The older of a temporary permit that is valid for two years or more

If you do not belong to one of theses categories and receive medical treatment during your visit, tyou will be liable for the full costs of that treatment. You must have Health Insurance that will cover the cost of the medical treatment in New Zealand for the duration of your stay in New Zealand.

## **Immigration**

Full details and permit requirements, advice on rights to employment in New Zealand while studying and reporting requirements are available via the New Zealand Immigration Service.

## **Conditions of Acceptance for International Students**

*In addition to the conditions listed here, all conditions that are part of the contract with parents, the homestay contract, the fees refund policy and other school policies also apply*

1. Although an elementary level of English is desirable no child will be refused acceptance due to their level of English, as all levels of English proficiency are catered for at Balmacewen Intermediate School.
2. Students and parents/legal guardians must accept and abide by the rules regarding behaviour and conduct that apply to all students. Unacceptable behaviour may result in the termination of tuition.
3. Students must obey the laws of New Zealand.
4. Students must observe the conditions of their visa. If a student breaks the terms of the visa the school will report the fact to the New Zealand Immigration Service, which may result in the student having to leave New Zealand.
5. Class placements are decided on the evidence of assessment after arrival in New Zealand. All information given before enrolment about placement on courses and in classes is provisional. The school reserves the right to adjust placements and individual programmes at any time if it is in the student's best interests.
6. The student will attend the school on all occasions when the school is open for instruction.
7. Tuition may be terminated if the student fails to comply with the school rules or breaches of the conditions of their visa.
8. Tuition fees must be paid in full before enrolment, or before enrolment is renewed (which applies)
9. All additional costs (as outlined in the school prospectus) will be paid promptly, as required.
10. The conditions of the Fee Refund Policy will be accepted.
11. All students are required to have travel and medical insurance for the duration of their period of enrolment. Proof of these insurances must be provided to ensure the insurance is adequate.
12. All international students must obtain an insurance policy that includes a fees protection clause. A copy of the policy must be sent to the school before enrolment to ensure the fees protection coverage is adequate.
13. All international students must live in one of the following accommodation:
  - a. With their parents or legal guardians (proof of legal guardianship must be provided)
  - b. With a designated caregiver chosen by their parents/legal guardians. All accommodation offered by the designated caregivers must be approved by the school as required by the The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021. An indemnity must be signed by

the parents giving the designated caregiver authority.

14. All disputes will be dealt with in New Zealand Law.
15. The school's complaints procedure for international students will be used to deal with grievances.
16. Parents must inform the school of their address, telephone number, fax number (if applicable) and email address. The student and/or parents will advise the school of any change in the contact details of the student or parents.
17. The student and/or parents will provide academic, medical and other information that is relevant to the well-being and course placement of the student.

## Statement of Designated Caregiver arrangements

I/We acknowledge that I/We have decided to place my/our child within the care of a caregiver vetted and monitored by myself/ourselves in order for them to attend Balmacewen Intermediate School as an International Foreign Fee Paying Student. Accordingly I/We take full responsibility and accept the decisions made by my/our designated caregiver about he accommodation placement and day-to-day requirements of my/our child.

\_\_\_\_\_ will attend Balmacewen Intermediate School for \_\_\_ weeks/terms  
(select one) from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_.

Student's full name *(as it appears in the passport)*

\_\_\_\_\_

Student's preferred name in New Zealand

\_\_\_\_\_

I/We have placed \_\_\_\_\_ in the care of \_\_\_\_\_ *(full name of caregiver)*.

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

New Zealand Immigration Status

Should this arrangement change I/We undertake to inform Balmacewen Intermediate School immediately. Further, I/We understand that should Balmacewen Intermediate School have any concerns regarding the welfare of my/our child they may refer for further action or the matter at hand to the relevant child welfare authorities, or any other appropriate agency in New Zealand. I/We take full responsibility for placing my/our child with the designated caregiver named above and I/We understand that Balmacewen Intermediate School is not

responsible for my/our child outside of normal school hours and activities. I/We do however understand that Balmacewen Intermediate School will make every endeavour to provide for the care and welfare of my/our child at all times while studying at Balmacewen Intermediate School.

Signed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### Useful Websites

Balmacewen Intermediate School has agreed to observe and be bound by The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 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.

<https://www2.nzqa.govt.nz/assets/Tertiary/The-Code/pastoral-care-code-of-practice-2021-english.pdf>

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 website.

[www.immigration.govt.nz](http://www.immigration.govt.nz)

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 entitlement to publicly-funded health services are available through the Ministry of Health website

[www.moh.govt.nz](http://www.moh.govt.nz)

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand but you may be liable for all other medical and related costs.

[www.acc.co.nz](http://www.acc.co.nz)

International students must have appropriate and current Health and Travel Insurance while studying in New Zealand.

# **Procedure for Withdrawal of International Students from Balmacewen Intermediate School and Attendance Requirements**

## **Withdrawal**

International students who wish to withdraw from Balmacewen Intermediate School must:

1. Provide written approval from their agent in lieu of parents signing the leaving form.
2. Complete the school leaving form.
3. Give the designated caregiver/homestay parents two weeks notice if this involves terminating their accommodation arrangements.

## **Attendance Requirements**

1. The school tracks international students as it does domestic students therefore all school policies apply. Please refer to the Attendance Management Plan (AMP) <https://www.balmacewen.school.nz/assets/Attendance-Management-Plan-and-supporting-STAR-procedures-2.pdf>
2. Attendance is taken by roll call by the classroom teacher. Attendance rolls are taken to the office after attendance has been recorded.
3. The Attendance Officer or relevant Dean will contact the Designated Caregiver or Homestay parents in the event of an unexplained absence.
4. Discipline procedures will be applied in the event of truancy or continuing truancy and the students parents/and agents where applicable will be notified. These can involve:
  - a. Visits to the home by the regions truancy service in the case of students aged under 16 years of age.
  - b. Suspension procedures where truancy is deemed to be Continual Disobedience or Gross Misconduct which is a harmful example to other students.
5. Should a student's attendance continue to decline despite all reasonable steps to improve based on the AMP consideration should be given to a formal termination of enrolment unless the absences are for medical or other justified reasons.
6. If the school has serious concerns for the student a welfare check will be undertaken.
7. The New Zealand Immigration Service will be notified of any student whose enrolment is terminated.

## **Termination Policy**

The School has the right to terminate enrolment in the event of:

1. Continued and/or unexplained absenteeism as per the AMP.
2. Disruptive behaviour as per the behaviour expectations in the Teacher Toolkit.
3. Criminal behaviour including but not limited to damaging school property, stealing school property, damage or theft of student property. Such behaviour may terminate the student's enrolment.
4. Misleading or false information which includes but is not limited to imparting false or misleading information at the time of enrolment.

The New Zealand Immigration Service will be notified when a student's enrolment has been terminated.

## **Procedure to ensure a Student achieves course completion**

### **Staff**

If teaching staff is concerned about a student's performance the Deputy Principal will interview the student.

If the situation does not improve with support from within the school or other measures taken by the school, the appropriate agencies will be contacted.

### **Student**

We want your stay at Balmacewen Intermediate School to be successful. We hope your stay will be a happy one.

If you have a problem at school or with your homestay talk to someone at school as quickly as possible so that the problem can be sorted out. Even if your problem is a little one, get help and have it resolved. Act before the problem becomes a bigger one.

If you think your English is not good enough you can bring a friend with you to help. Sometimes we can get another staff member to translate for you. If necessary we will get your agent or another person to translate for you.

#### **First step:**

Problem with your classes or teachers:

1. Speak to a teacher about it.
2. If that does not fix the problem see Mrs Quelch.

Problems with school friends:

3. Speak to a teacher about it.
4. If that does not fix the problem see Mrs Quelch.

#### **Second step**

If you are still unhappy and think the problem has not been solved you can speak to the Principal, Mr Todd about it. Your parents can also write to the Principal about the matter.

#### **Third step**

If you still feel the problems have not been solved that you may contact a group of people set up

by the Government specially to help fix these problems. They are called:

The International Education Appeal Authority  
Ministry of Education  
PO Box 1666  
Wellington  
New Zealand

You must have tried to sort out the problem at school first. They will consult the school about what has been done before they help you.

# **Care and Protection Policy**

## **Purpose**

To ensure that student safety is paramount.

## **Statement**

The school at all times will fulfil its obligations under the Privacy Act.

## **Objectives**

1. Staff will be receptive and sensitive to students so that the students feel listened too and believed.
2. The school will use the most appropriate agency for each identifiable form of abuse.
3. In the case of a report involving a third party the school will direct them to the appropriate helping agency.
4. The school will ensure privacy, confidentiality and protection for any disclosure regarding the abuse of a student.
5. Parents/Designated Caregivers will be informed except where the student's welfare is likely to be threatened. The agency involved will be responsible for informing parents.
6. In the event of a staff member believing that a student has been subjected to some form of abuse, the staff member will immediately notify the Principal.
7. The staff member will write a formal report of their observations including the dates and times. This will be provided to the Principal and kept on file.
8. In the event of a report being received alleging abuse of a student by a staff member, procedures from the appropriate Collective Employment Contract will be followed.

This will be reviewed annually.

## Refund conditions for International Students

### Tuition Fees

If the student has enrolled but has not yet started the course the tuition fees may be refunded less a \$300.00 administration fee.

If the student has started the course and is still in the first half of the course the tuition fees may be refunded less the following charges:

- An administration fee of \$500.00
- The cost of the course up to the time of withdrawal
- The Government charges that apply
- Any commission that has been paid
- Any money that is owed by the student to the school, to the Homestay, or to a New Zealand business.

If the student has started the course and is in the second half of that course:

- The tuition fees may only be refunded if there are special reasons for the student leaving such as becoming seriously ill or serious illness in the student's family or other special reason

If a refund is to be claimed the student must:

- Write a letter explaining the special reasons
- Have a letter front he student's family or agent explaining the other special reasons

The Principal will make the decision about providing a refund in these circumstances.

There are **NO** refunds if the student has asked to leave the school because of inappropriate behaviour or poor attendance or because the student breached the school's rules.

Student name \_\_\_\_\_

I agree to the above refund conditions

Parent name \_\_\_\_\_ Parent Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_