



BALMACEWEN INTERMEDIATE

International Student Application



**BALMACEWEN
INTERMEDIATE**

August 2015

Dear Parent

Thank you for your enquiry 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 the 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.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Andrew Hunter', with a stylized flourish at the end.

Andrew Hunter
PRINCIPAL

International Student Application Procedure

Enrolment Procedure for International Students

1. Enrolment form is completed, details relating to school record and English proficiency supplied.
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. The 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.
3. In determining any refund the Board of Trustees will take into account any special circumstances regarding the student, also the cost incurred to the school, costs incurred in employing extra staff and payments made to the New Zealand Government.

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 class teacher should be contacted.
2. If the complaint is not dealt with to your satisfaction bring the issue to the attention of the Principal.
3. If the matter is still unresolved you may contact 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
P O Box 1666
WELLINGTON
NEW ZEALAND

Balmacewen Intermediate School

Student Enrolment Form

Student Details

Surname		First Name	
Known as		Gender	
Birth Date		Country of Origin	
Living in NZ with		Relationship	
NZ address			
Home phone		Mobile phone	
Emergency Contact		Phone	
Enrolled by (name)		Relationship	
Address			
Home phone		Mobile	
Passport Number		Expiry Date	
Student Permit No.		Student Visa No.	
Date of entry to NZ		First language	

Accommodation

Designated Caregiver	Homestay	Parent
Where applicable give visa and passport details		
Passport Number		
Visa Number		

International Contact Details

Mothers Name		Fathers Name	
Mobile Number		Mobile Number	
Address			
Home Phone			
E mail			
Emergency Contact			

Other Student Details

(Please provide details of any medical conditions, allergies, medication etc.)

Application Checklist

- Copy of Passport
- Signed Refund Policy
- Verification of Travel/Health Insurance
- 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 in case 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.

Signature of Parent _____

Date _____

Office Use Only

Year Level		Room No.		Teacher	
Payment Date		Amount Paid			
Start date		Completion Date		First Date of starting school in NZ	

The fee for an International student includes the following:

Tuition, resources, textbooks, technology this year is set at \$10,000 (incl GST)
Short stay fees are set at \$250.00 per week.

Costs not included are stationery, class trips, and camps, extra curricular activity, which will be paid on a participation basis.

Balmacewen Intermediate 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.

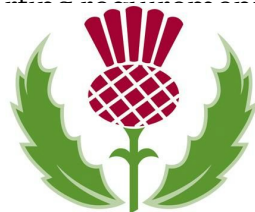
Health and Travel Insurance: International Foreign Fee paying students are not entitled to publicly funded health services while in New Zealand unless they are:

- A resident or citizen of Australia
- A national 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 receive medical treatment during your visit, you will be liable for the full costs of that treatment. You must have insurance that will cover the cost of medical treatment in New Zealand for the duration of your stay in New Zealand. We also strongly recommend that you obtain insurance to cover your travel to and from New Zealand.

Immigration

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



August 2015

**OFFER OF PLACE AT
BALMACEWEN INTERMEDIATE SCHOOL**

Dear

RE : Students name

I am pleased to offer a place at Balmacewen Intermediate School for the 2012 school year, February to December, to (Student's Name).

I look forward to (Student's Name) being part of our school, making friends and making the most of opportunities offered at Balmacewen Intermediate School.

Please find enclosed an invoice for the year's tuition.

I look forward to working with (student's name) this year.

Yours sincerely



Andrew Hunter
PRINCIPAL

BALMACEWEN INTERMEDIATE SCHOOL

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 rules regarding behaviour and conduct that apply to all students. Unacceptable behaviour may result in the termination of tuition.
3. Students must observe 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. Because 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 interests to do so.
6. The student will attend the school on all occasions when it is open unless prevented by illness or other urgent cause.
7. Tuition may be terminated if the student fails to comply with the school rules or breaches the conditions of their visa.
8. Tuition fees will be paid in full before enrolment, or before enrolment is renewed (whichever 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. The school will arrange insurance unless students choose to make their own arrangements, in which case proof must be provided that the insurance purchased is adequate.
12. All international students must obtain an insurance policy that includes a fees protection clause. Balmacewen Intermediate School can arrange a suitable insurance policy. If a student's insurance is arranged independently, a copy of the policy must be sent to the school before enrolment to ensure that fees protection coverage is adequate.
13. All international students must live in one of the following types of accommodation:
 - a) With their parents or legal guardians (proof of legal guardianship must be supplied.
 - b) With a designated caregiver chosen by their parents/legal guardians. All accommodation offered by designated caregivers must be approved by the school, as required by the Code of Practice for the Pastoral Care of International Students. An indemnity must be signed by 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 and e-mail address (whichever applies). 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 the accommodation placement and day-to-day requirements of my/our child.

They will attend Balmacewen Intermediate School for () terms, from _____ to _____.

.....
(full name as appears on passport)

.....
(preferred name in New Zealand)

I/We have placed my/our child in the care of their caregiver.

.....
(full name of caregiver)

Known address and contact numbers are:
.....
.....

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 refer the matter 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 in their school.

Signed..... Date.....

USEFUL WEBSITES

Balmacewen Intermediate 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. www.minedu.govt.nz/goto/international.

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

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 entitlement to publicly- funded health services are available through the Ministry of Health, and can be viewed at, www.moh.govt.nz

Accident Insurance: 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. Further information can be viewed on the ACC website at www.acc.co.nz

Medical and Travel Insurance: International students must have appropriate and current medical 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 homestay parents two weeks notice if this involves terminating their homestay arrangements.

Attendance Requirements:

1. The school treats international students as it does domestic students and the schools policies apply.
2. Form Teachers and/or Deans will contact the homestay parents in the event of an unexplained absence.
3. 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 –

Visits to the home by the school's truancy office in the case of students aged under 16 years of age.

Suspension procedures where truancy is deemed to be gross misconduct which is a harmful example to other students.

4. Parents and Agents of International Students who are failing to meet course requirements will be contacted promptly.
5. Inform NZIS if student leaves.

BALMACEWEN INTERMEDIATE SCHOOL

PROCEDURE FOR CEASING ATTENDANCE BEFORE COURSE

COMPLETION FOR INTERNATIONAL STUDENTS

1. Attendance is recorded on a daily basis by teaching staff, and referred to the international department/pastoral carer of international students. If attendance falls below 85% in any fortnight, the student's parents will be sent a warning letter and the International Student Dean will be directed to contact the student. The Dean will find out the reasons for the absence and provide counselling to the student if necessary. The dean will refer any relevant issues to the Principal and/or the international student manager.
2. If poor attendance continues, a second letter will be sent to the student and copied to the student's agent and/or parents/ The dean will continue to be involved.
3. If student attendance does not improve after the two written warnings, consideration should be given to a formal termination of enrolment, unless the absence is for medical or other acceptable reasons.
4. If the school has serious concern for the welfare of the student, and the dean is unable to contact the student or his/her caregivers, and has concerns for the safety to the student. The manager of International Students will visit the student's physical address to determine that student is safe.
5. 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:

- Continued and/or unexplained absenteeism:
Students must attend at least 85% of their classes. In the event that attendance falls below this level the school may terminate their enrolment.

- Disruptive behaviour:
This includes failure to follow school staff instructions, inappropriate behaviour towards other students, and disruption in class. In the event of ongoing disruptive behaviour, the school may terminate enrolment.

- Criminal behaviour:
This includes damaging or stealing school property, or the property of other students. In the event of criminal behaviour by a student, the school may terminate enrolment.

- Misleading or false information
This includes imparting of 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

1. Attendance is taken by roll call by the classroom teacher. Attendance rolls are taken to the office after attendance has been recorded.
2. If teaching staff is concerned about a student's performance, the Dean of International Students and the Deputy Principal responsible for student welfare will interview the student.
3. If the situation does not improve with counseling from within the school, or other measures taken by the school, the appropriate outside agencies e.g. CYFS will be contacted.

INTERNATIONAL STUDENT GRIEVANCE PROCEDURES

We want your study 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 that 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

Problems with your classes or with teachers

1. Speak to the teacher about it
2. If that does not fix the problem, see Mr Hunter for advice.

Problems with school friends

1. Speak to one of the counselors about it
2. You make an appointment at the Student Centre
3. If that does not fix the problem see Mr Hunter for advice.

SECOND STEP

If you are still unhappy and think that the problem has not been solved you can speak to the Principal, Mr Hunter, about it.

Your parents can also write to the Principal about the problem.

THIRD STEP

If you still feel that 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
P O Box 1666
WELLINGTON **Phone: (04) 463 8000**

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

BALMACEWEN INTERMEDIATE SCHOOL POLICY
CARE AND PROTECTION

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 to 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, which includes date and time. This will be provided for 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.

POLICY REVIEW

In accordance with International Code of Practice requirements, these policies will be reviewed every 6 months.

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 \$250.00 administration charge

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
- 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 some other special reason.

If a refund is to be claimed the student must:

- Write a letter explaining the special reasons,
- Have a letter from the student's family or agent explaining the reasons

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

There are **NO** refunds if the student has been asked to leave the school because of bad behaviour, or poor attendance or because the student broke the school's care rules.

NAME OF STUDENT: _____

PARENTS OR GUARDIANS: I agree to these refund conditions

Signature: _____ **Date** _____