

# INTERNATIONAL STUDENT APPLICATION FORM AND CONTRACT OF ENROLMENT SECONDARY SCHOOL



**WHANGĀREI BOYS'  
HIGH SCHOOL**

DEVELOPING BOYS INTO FINE MEN

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## PART ONE: APPLICATION FORM

*Note: It is important that you include all relevant information about the student in your application. This information is used to ensure that the student is supported properly upon arrival and to match them with suitable Homestays, teachers, and courses. Where information is included relating to health issues or learning needs, disclosure of this information will not automatically disqualify the student from Enrolment. However, failure to disclose information or providing misleading information may result in the withdrawal of an Offer of Place or termination of a Contract of Enrolment.*

Student Details (Name must be as it appears on your passport)	
Family name:	
First name:	Date of birth:
Preferred name:	<input type="checkbox"/> Male <input type="checkbox"/> _____
Email:	
Address: (In home country)	
First language:	Country of citizenship:
Passport number:	Expiry date:
Intended start date:	Intended end date:
Applying for year level: <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13	

Parent One or Legal Guardian: (Name must be as it appears on your passport)	
<b>NOTE: It is requirement of New Zealand regulations that schools must maintain effective communication with parents and legal guardians. To comply with the requirements, contact information provided in this section MUST be the contact information for the parents or legal guardian.</b>	
Title: Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/> Dr <input type="checkbox"/>	Occupation:
Family name:	Date of birth:
First name(s):	Relationship to student:
Street address:	
Postal address:	
Home phone:	Mobile: Email:
First language:	Country of citizenship:
Passport number:	Expiry date:

<b>Parent Two or Legal Guardian:</b> (Name must be as it appears on your passport)			
<b>NOTE:</b> It is requirement of New Zealand regulations that schools must maintain effective communication with parents and legal guardians. To comply with the requirements, contact information provided in this section <b>MUST</b> be the contact information for the parents or legal guardian.			
Title:	Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/> Dr <input type="checkbox"/>	Occupation:	
Family name:		Date of birth:	
First name:		Relationship to student:	
Street address:			
Postal address:			
Home phone:		Mobile:	Email:
First language:		Country of citizenship:	
Passport number:		Expiry date:	

<b>Emergency Contact</b> (In home country, other than parents):	
Contact's name:	
Relationship to the student:	
Mobile phone:	
Home phone:	
Email address:	

<b>Agent Information (If using an agent)</b>	
Agency name:	
Agent name:	
Agent email address:	Phone:

<b>Medical Information</b>
Name of doctor (in home country):
Phone number of doctors:
Does the student have any history of previous physical or mental health illness or problems that may affect their enrolment?
<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes', please provide details including doctor or hospital reports (attach more pages if required).
Has the student been vaccinated for diseases? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes', please provide a copy of the vaccination certificate/s.
Please tick the appropriate box if you suffer from or have suffered from any of the following medical conditions:
<input type="checkbox"/> Asthma <input type="checkbox"/> Back/Neck problems <input type="checkbox"/> Glandular Fever <input type="checkbox"/> Allergy to bee/wasp stings <input type="checkbox"/> Migraines <input type="checkbox"/> HIV or Aids <input type="checkbox"/> Diabetes <input type="checkbox"/> Hepatitis A, B or C <input type="checkbox"/> Epilepsy <input type="checkbox"/> Heart Condition <input type="checkbox"/> Tuberculosis <input type="checkbox"/> ADD or ADHD <input type="checkbox"/> Allergies <input type="checkbox"/> Food Allergies <input type="checkbox"/> Eating Disorder <input type="checkbox"/> Depression/Anxiety <input type="checkbox"/> Autism Spectrum Disorder <input type="checkbox"/> Asperger's Syndrome <input type="checkbox"/> Covid-19 <input type="checkbox"/> Other: (Please describe)
Does the student have any medical implants (such as metal implants) that may affect receiving medical treatment while in New Zealand?
<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes', please provide details (attach more pages if required).
Is the student currently on any medication?
<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes', please provide details (attach more pages if required).

*Please note: If you suffer from conditions requiring medication, it is advisable to bring your own medication to NZ. You will be required to notify Whangarei Boys High School regarding any medications that you bring with you.*

Does the student smoke? ☐ Yes ☐ No

Is there anything further regarding the health of the student that Whangarei Boys High School needs to be aware of in enrolling and supporting the student as an international student?

☐ Yes ☐ No  
If 'Yes', please provide details (attach more pages if required).

Do you agree to Whangarei Boys High School providing over-the-counter medication \*such as acetaminophen, paracetamol, or ibuprofen?

☐ Yes ☐ No  
If 'No' please specify what medications you do NOT want the student to receive:

### Learning Information

Current school: \_\_\_\_\_ Grade/year level: \_\_\_\_\_

If the student does not currently attend school, please give reasons and date of last attendance:

Please describe your learning goals for studying in a New Zealand school (attach more pages if required).

How many years of schooling not including pre-school education has the student had?

During this time, has the student not attended school for 1 month or longer? ☐ Yes ☐ No  
If 'Yes', please give details (dates and reason):

Please provide a copy of the latest two school reports for the student with this application

Does the student have any learning or behavioural difficulties which may require extra school support or services?

☐ Yes ☐ No  
If 'Yes', please provide details including any psychologist assessments and reports that are available (attach more pages if required).

### General Details

Has the student previously applied for entry to Whangarei Boys High School? ☐ Yes ☐ No

If yes, when?

Has the student ever had a family member or relative enrolled at Whangarei Boys High School? ☐ Yes ☐ No

Name: \_\_\_\_\_ Year attended: \_\_\_\_\_

Has the student previously studied at any other NZ school? ☐ Yes ☐ No

If 'Yes', please state the name of Whangarei Boys High School: \_\_\_\_\_ Dates: \_\_\_\_\_

For how many years has the student studied English? [ ] Months [ ] Years

Do the student's parents speak or read English? Speak ☐ Yes ☐ No Read ☐ Yes ☐ No

Has the student been convicted or been the subject of any matter before any Court?

☐ Yes ☐ No  
If 'Yes', please provide details (attach more pages if required).

Please attach a hand-written letter from the student introducing themselves and explaining their reasons for wanting to study at this school.

### Accommodation Requirements


Accommodation choice:	<input type="checkbox"/> Homestay	<input type="checkbox"/> Designated caregiver (relative or family friend)	<input type="checkbox"/> Live with parent
Interests:	<input type="checkbox"/> Music	<input type="checkbox"/> Movies/TV	<input type="checkbox"/> Reading
	<input type="checkbox"/> Outdoor Activities	<input type="checkbox"/> Sports	<input type="checkbox"/> Travel
Other interests:			
Does the student have any food allergies or special dietary requirements?			
<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes', please provide details (attach extra pages if required).			
Does the student have any other special requirements for accommodation? (Pets, cultural or religious requirements, phobias)			
<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes', please provide details (attach more pages if required).			
Please write a brief letter introducing yourself to your host family and attach it to this application			

Designated Caregiver Details (Only complete If staying with a relative or close family friend and student does not require accommodation arranging)	
Name of caregiver:	
Address (in NZ):	
Home phone:	Mobile:
Email:	
Relationship to student:	

Insurance Details
Do you wish to purchase insurance through Whangarei Boys High School? <input type="checkbox"/> Yes <input type="checkbox"/> No
If you are providing your own insurance, please provide an English copy of the policy details to Whangarei Boys High School once purchased.
<i>If you wish to purchase your insurance through Whangarei Boys High School, please ensure the medical information section on this form is completed fully and accurately to ensure appropriate coverage for the student for any pre-existing conditions they may have.</i>

**Please note:** Subject choices in this application are an indication only and actual subjects will depend upon availability and prior learning. Whangarei Boys High School reserves the right to decide subject placement and year level throughout enrolment in consultation with students and families.

Subject Choices			
Subject	Year Level	Subject	Year Level
1.		4.	
2.		5.	
3.		6.	

Checklist of documents and Information you must include with your application	
Photograph of the student	Passport size photograph  
A copy of the student's last two school reports	
A hand-written letter from the student introducing themselves, and explaining their reasons for wanting to study at Whangarei Boys High School	
A copy of the student's passport including passport number and expiry date	
A copy of the student's insurance policy details, if booking their own, with English translation (this may be submitted after enrolment is confirmed but must be prior to departure from the home country)	
A copy of the student's vaccination certificate	

## PART TWO:

THE TERMS AND CONDITIONS ATTACHED TO THIS APPLICATION AND FORM AND GOVERN THE STUDENT'S TUITION AT WHANGAREI BOYS HIGH SCHOOL. BY SIGNING BELOW, THE STUDENT, WHANGAREI BOYS HIGH SCHOOL AND THE PARENTS OR LEGAL GUARDIAN AGREE TO THOSE TERMS AND CONDITIONS. PLEASE ENSURE YOU READ THE TERMS AND CONDITIONS CAREFULLY.

### Terms and Conditions:

#### Definitions

1. For the purposes of this Agreement the following terms shall have the following meanings:

**Accommodation** means the residential accommodation provided to the student.

**Accommodation Agreement** means the agreement between the student, Whangarei Boys High School, and the Parents, which governs the student's accommodation arrangements.

**Act** means the Education and Training Act 2020.

**Agreement** means this Agreement including these terms and conditions and any schedules.

**Application Form** means the standard enrolment form which forms the cover page of this Agreement.

**Code** means the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.

**Designated Caregiver** has the meaning as set out in the Code.

**Disciplinary Action** includes termination of this Agreement and suspension, expulsion and exclusion of the student as those terms are defined in the Act.

**Fee** means fees payable by the Parents to Whangarei Boys High School as per the Fee Schedule.

**Fee Schedule** means the schedule of fees for Tuition, Accommodation and other charges, which is available from Whangarei Boys High School on request and may be updated from time to time.

**Homestay** has the meaning as set out in the Code.

**Legal Guardian** means the person or persons who is legally the guardian of the student in their home country and has the legal right to make decisions about their care, education and well-being. It can include parents, where they have the right to make decisions for the student.

**Offer of Place** means a Confirmed Offer of Place and does not include any provisional offer.

**Parent** means the student's biological or legally adoptive parent. Except where the context requires otherwise, references to Parents in this agreement includes Legal Guardians and also includes a single Parent who has the sole right of guardianship in relation to the child.

**Residential Caregiver** has the meaning as set out in the Code.

**School** means Whangarei Boys High School referred to in the annexed Application Form.

**student** means the student referred to in the annexed Application Form.

**Termination** means termination of the Agreement and includes termination by Whangarei Boys High School expelling or excluding the student.

**Tuition** means the education of the student at Whangarei Boys High School, or, in appropriate circumstances, education provided to the student by Whangarei Boys High School through online, remote or distance learning.

**Period of Enrolment** means any period for which Fees are paid and for the purpose of this Agreement the enrolment of the student begins on the course start date stated in the student's Offer of Place and ends on the course end date stated in the student's Offer of Place, or on such earlier date as the parties agree or Whangarei Boys High School terminates the Agreement according to clause 28 or 30 of the Agreement.

**Welfare Issue** means any situation where Whangarei Boys High School holds a concern about the student's safety or wellbeing, or where Whangarei Boys High School considers it cannot meet its obligations under the Code and/or the Act with respect to the student's health and safety for any reason.

#### Preliminary Provisions

2. The Agreement is declared to be a contract of enrolment in terms of section 10 of the Act.
3. Whangarei Boys High School shall provide Tuition to the student in line with school policies, the Code, the Act and any other applicable laws, in return for the payment of the Fee.

#### Terms of Agreement

4. Unless otherwise agreed in writing between the parties, Whangarei Boys High School's responsibility for the student starts on the first day of the Period of Enrolment and ends on the last day of the Period of Enrolment, or in the event that the student's Tuition is terminated, on the date of termination. The parties agree that any period of time in which the student is in New Zealand before or after the Period of Enrolment will be at the risk of the student and Parents and that Whangarei Boys High School will have no legal or moral responsibility for what occurs during this period unless otherwise agreed in writing.
5. Except in the circumstances described in clauses 6, 7 and 8, the conditions in this Agreement apply for the whole time the student is enrolled at Whangarei Boys High School during a Period of Enrolment. The Agreement may be renewed on application to Whangarei Boys High School in writing. Renewal of this Agreement is at the sole and absolute discretion of Whangarei Boys High School and is subject to satisfactory performance and attendance by the student, Whangarei Boys High School making an Offer of Place for a further Period of Enrolment and the payment of Fees. For avoidance of doubt, should this Agreement be renewed the Period of Enrolment for the renewed term shall be that stated in the Offer of Place issued by Whangarei Boys High School to the student for the renewed term.
6. Whangarei Boys High School is not responsible for the student if the student chooses to leave New Zealand during the Period of Enrolment. Should the student leave New Zealand during the Period of Enrolment other than as part of a School organised

trip Whangarei Boys High School's responsibility for the student shall end upon the student's departure and resume upon the student returning to New Zealand.

7. This Agreement is considered to be written agreement from the Parent that Whangarei Boys High School is not responsible for the student's day-to-day care where the student is in the custody of a Residential Caregiver who is a supervisor for the student while the student is in temporary accommodation and that supervisor is not a resident of New Zealand and is travelling with or accompanying the student for the purpose of supervising them during the Period of Enrolment.
8. Whangarei Boys High School is not responsible for the student's day-to-day care where the student is in the custody of a person approved by the Parent as part of a transfer-of-care arrangement during enrolment made in accordance with the Code.
9. During the Period of Enrolment the student must keep Whangarei Boys High School reasonably informed of their whereabouts including if the student intends to leave New Zealand during the Period of Enrolment.

#### Accommodation

10. The Parents and student agree that no changes to accommodation arrangements will be made without the prior written agreement of Whangarei Boys High School.
11. The Parents and the student agree that this Agreement is subject to and conditional on Whangarei Boys High School being satisfied that the student has appropriate accommodation arrangements in place and, where applicable, an Accommodation Agreement or Designated Caregiver Agreement being entered into by all relevant parties.
12. The Parents irrevocably authorise the principal of Whangarei Boys High School to inform the Residential Caregiver (whether or not arranged through Whangarei Boys High School) of all matters and information required to be provided to the Parents and agree to appoint the Residential Caregiver in New Zealand to receive such information in place of the Parents.

#### Immigration and Insurance

13. The Parents and student agree to comply with the visa requirements as set out in the Immigration Act 2009, and any visa conditions applicable to the student's stay in New Zealand. The Parents and student understand that Whangarei Boys High School has an obligation to report any breaches of the visa requirements to the appropriate immigration authority.
14. The student must maintain an up-to-date visa as stipulated by Immigration New Zealand.
15. The Parents agree that it is a condition of enrolment that the student has current and comprehensive travel and medical insurance. Where insurance is not arranged by Whangarei Boys High School, the Parents will provide Whangarei Boys High School with evidence of the relevant insurance policy. If appropriate evidence is not provided, Whangarei Boys High School may organise insurance it considers appropriate and pass on this cost to the student or Parents.
16. The Parents agree they have read the policy details for the student's travel insurance policy and any other relevant information provided by the insurer from time to time and:
  - (a) accepts all exclusions that apply to the insurance policy and
  - (b) agrees that where Whangarei Boys High School arranges insurance on behalf of the Parents, the Parents have disclosed all medical conditions to

Whangarei Boys High School that may affect insurance cover.

17. The Parents agree to cover any costs for the student that are excluded by the student's travel insurance policy and are not otherwise covered by publicly funded medical services in New Zealand. For the avoidance of doubt, the Parents agree that Whangarei Boys High School is not responsible for any costs incurred on behalf of the student that are excluded by the student's travel insurance policy or not covered by publicly funded medical services in New Zealand.

#### Fees

18. The Fee must be paid to Whangarei Boys High School in advance of each Period of Enrolment or as otherwise directed by Whangarei Boys High School. The Parents and the student agree to comply with School policies regarding the payment of the Fee.
19. If Tuition is terminated by Whangarei Boys High School during a Period of Enrolment, any refund of the Fee applicable to that Period of Enrolment will be assessed according to the refund policy which is annexed to this Agreement as Schedule Three, as updated by Whangarei Boys High School from time to time.

#### Information, Warranties and Acknowledgements

20. The Parents agree to provide Whangarei Boys High School with educational, medical, financial, or other information relating to the wellbeing of the student as may be requested from time to time by Whangarei Boys High School. If the Parents provide misleading information or fail to disclose information about the student to Whangarei Boys High School, such that Whangarei Boys High School has to change or modify the level of Tuition or Accommodation required by the student, Whangarei Boys High School may charge the Parents such fees as required to adequately compensate for such extra requirements. For avoidance of doubt, the obligation to disclose information continues during the term of this Agreement and the Parents must notify Whangarei Boys High School of any changing conditions in relation to the student.

21. The student and the Parents confirm that:

- (a) The student does not suffer from any medical condition or behavioural condition (including mental health conditions and allergies) that may negatively impact on the health, safety or education of the student or any other student at Whangarei Boys High School, except as disclosed on the Application Form;
- (b) The student does not have any medical or other special needs that require extra support, except as disclosed in the Application Form;
- (c) The student has never been charged with or convicted of any crime, and is not the subject of other proceedings before any court, except as disclosed in writing on the Application Form;
- (d) All information in the Application Form is true and correct to the best of their knowledge and belief.

22. The Parents and student acknowledge that:

- (a) Whangarei Boys High School may obtain at any time from any person or organisation any information it requires to process and/or accept the student for admission to Whangarei Boys High School or to perform or complete any of the other purposes under this Agreement. The Parents and the student



authorise any such person to release to Whangarei Boys High School any personal information that person holds concerning the student and/or Parents.

- (b) If the student and/or Parents fail to provide any information requested in relation to the student's admission to Whangarei Boys High School, Whangarei Boys High School may be unable to process the student's application.
- (c) This Agreement is conditional at all times on the student having accommodation in New Zealand which complies with the Code. If this condition is unable to remain fulfilled, then this Agreement will be at an end.
- (d) Personal information of the student and/or Parents collected or held by Whangarei Boys High School is provided and may be held, used and disclosed to enable Whangarei Boys High School to process the student's eligibility to receive Tuition at Whangarei Boys High School and Accommodation.
- (e) The Parents agree that where the student lives in a School approved Homestay, this Agreement is subject to an Accommodation Agreement being entered into by Whangarei Boys High School and the Parents. Where the student lives with a Designated Caregiver, this Agreement is subject to a Designated Caregiver Agreement being entered into by Whangarei Boys High School, the Parents and the Designated Caregiver. In either case, a breach by the student of the Accommodation Agreement or of the Designated Caregiver Agreement will be considered to be a breach of this Agreement.
- (f) All personal information provided to Whangarei Boys High School is collected and will be held by Whangarei Boys High School.
- (g) The student and Parents have the right under the Privacy Act 2020 to obtain access to and request corrections of any personal information held by Whangarei Boys High School concerning them.
- (h) Under the Privacy Act 2020, any information collected may be provided to education authorities.
- (i) Information relating to the education, health, welfare or safety of the student, may be released to relevant people outside Whangarei Boys High School, at the discretion of Whangarei Boys High School.
- (j) Where necessary to carry out any process under this Agreement, or to make any decision concerning the student, Whangarei Boys High School may disclose personal information to any person, including immigration authorities, airlines, and travel agents.
- (k) Photographs and videos of the student may be used for the student's records and in any publicity material for Whangarei Boys High School, including social media posts by school staff, unless otherwise agreed in writing by the parties.

## Consent

- 23. The Parents and the student, who have signed this Agreement appoint and authorise the principal of Whangarei Boys High School (or such other person as may be appointed by

Whangarei Boys High School to carry out the principal's duties) to:

- (a) Receive information from any person, authority, or corporate body concerning the student including, but not limited to, medical, financial, educational or welfare information;
- (b) Provide agreements on the student's behalf in the event of a medical emergency where it is not reasonably possible to contact the Parents.

- 24. Whangarei Boys High School shall seek specific written agreement of the Parents before the student, being a student of any age, participates in any activity either organised by Whangarei Boys High School or by another party which is considered to be an adventure activity or extreme sport or an activity that is organised by Whangarei Boys High School and requires the student to stay away from their regular accommodation overnight.
- 25. Except in the circumstances described in clause 24, this Agreement is considered to be written agreement of the Parents for any activity organised and/or supervised by Whangarei Boys High School, including trips and physical activities, regardless of whether agreement is sought from domestic students in relation to the same activity.
- 26. Unless otherwise agreed in writing by the parties, this Agreement is considered to be written agreement for leisure travel or stays organised and supervised by the student's Residential Caregiver where the travel is within New Zealand for a period of not more than seven days and does not result in the student missing any scheduled school days.

## Conduct, Welfare, Discipline and Termination

- 27. The student will comply at all times with School policies, the Code and the Act, and the Parents shall work with Whangarei Boys High School to ensure such compliance. This includes compliance with Whangarei Boys High School Code of Conduct in Schedule One, including any amendments made by Whangarei Boys High School during the Period of Enrolment.
- 28. In the event of any breach of this Agreement by the student or the Parents, Whangarei Boys High School may take any Disciplinary Action it considers appropriate, including terminating this Agreement, and/or suspending, excluding or expelling the student and (if applicable) notifying Immigration New Zealand of its decision to terminate the Agreement or to exclude or expel the student.
- 29. Without limitations, the following actions shall be considered to be breaches of this Agreement which may warrant Disciplinary Action:
  - (a) Refusal by the student to obey any reasonable instruction given by any employee or officer of Whangarei Boys High School during the Period of Enrolment;
  - (b) Any breach of Whangarei Boys High School Code of Conduct by the student;
  - (c) Any breach of the Accommodation Agreement or Designated Caregiver Agreement by the student or Parent;
  - (d) Any act by the student during the Period of Enrolment that creates a risk to the safety of any person;

Initialled by: \_\_\_\_\_(parent) \_\_\_\_\_(student)

- (e) Any act by the student during the Period of Enrolment that threatens the education of any other student;
  - (f) Any breach of clauses 14 or 15 of this Agreement or of the warranties contained in clause 21 of this Agreement;
  - (g) Failure to make payments invoiced according to the Fee Schedule; and
  - (h) Any other breach of this Agreement
30. Where appropriate, Whangarei Boys High School will follow the process set out in the Investigation Policy which is annexed to this Agreement as Schedule Two when exercising its disciplinary powers as stated in clause 28 of this Agreement, but nothing in this Agreement shall limit the power of Whangarei Boys High School to immediately terminate this Agreement or expel or exclude the student for serious misconduct or to suspend the student pending investigation if Whangarei Boys High School concludes that this step is necessary for the purpose of protecting the safety of any person, including the student.
31. Whangarei Boys High School may terminate this Agreement if there is a Welfare Issue and Whangarei Boys High School forms the view that it cannot reasonably continue to meet its obligations under the Code or the Act with respect to the health and wellbeing of the student within Whangarei Boys High School.
32. Where appropriate, Whangarei Boys High School will follow the process set out in the Investigation Policy which is annexed to this Agreement as Schedule Two when exercising the power in clause 31 of this Agreement, but nothing in this Agreement shall limit the power of Whangarei Boys High School to take urgent action, including terminating this Agreement or sending the student home, where it considers that it is necessary to do so.
33. No party to this Agreement is liable to the other for failing to meet its obligations under this Agreement to the extent that the failure was caused by an act of God or other circumstances beyond its reasonable control.
34. This Agreement shall be construed and take effect according to the non-exclusive laws of New Zealand. In relation to any legal action or proceedings arising out of or in connection with this Agreement the Parents:
- (a) Submit to the non-exclusive jurisdiction of the Courts of New Zealand; and
  - (b) Agree that proceedings may be brought before any Court including any forum constituted under the Arbitration Act 1996 within New Zealand and waive any objection to proceedings in any such Court or forum on the grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.
35. Notices given under this Agreement must be in writing and given to the addresses set out in the Application Form. Those notices sent by post will be considered to have been received ten (10) days after posting.
36. Notices may also be given by sending an email to the email addresses specified on the first page of this Agreement and will be considered to have been received twelve (12) hours after it has been sent.
37. This Agreement contains the entire understanding between the parties. The terms of the Agreement may only be changed by Whangarei Boys High School in consultation with the student, and Parents, except where such change is required by New Zealand legislation or the Code. This Agreement shall continue in force during the Period of Enrolment with Whangarei Boys High School.
38. Whangarei Boys High School shall at all times comply with the Health and Safety at Work Act 2015.
39. Nothing in this Agreement limits any rights that the Parents or student may have under the Consumer Guarantees Act 1993.
40. The parties acknowledge that prior to signing this Agreement, they have had the opportunity to seek independent legal advice about its content and effect.
41. This Agreement may be signed in one or more counterparts, each of which when so signed and all of which together shall constitute one and the same Agreement. Delivery of signed counterparts may be delivered by email, facsimile transmission or through an internet service set up for that purpose.
42. The parties agree that any dispute in relation to this Agreement will be resolved in line with the Code and Whangarei Boys High School Policies.
43. The student and parent will have the opportunity to respond either in person or in writing or both, at the choice of the student. Whangarei Boys High School will receive this response and give it genuine consideration before making a decision about the action to be taken.
44. When Whangarei Boys High School makes a decision about the action that it will take in response to the situation it will advise the student and Parent of its decision, in writing if possible. The action will not take effect, and no actions will be taken to put it into place, until the student and parent have been advised of the decision.

### General Matters

33. No party to this Agreement is liable to the other for failing to meet its obligations under this Agreement to the extent that the failure was caused by an act of God or other circumstances beyond its reasonable control.
34. This Agreement shall be construed and take effect according to the non-exclusive laws of New Zealand. In relation to any legal action or proceedings arising out of or in connection with this Agreement the Parents:
- (a) Submit to the non-exclusive jurisdiction of the Courts of New Zealand; and
  - (b) Agree that proceedings may be brought before any Court including any forum constituted under the Arbitration Act 1996 within New Zealand and waive any objection to proceedings in any such Court or forum on the grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.
35. Notices given under this Agreement must be in writing and given to the addresses set out in the Application Form. Those notices sent by post will be considered to have been received ten (10) days after posting.
36. Notices may also be given by sending an email to the email addresses specified on the first page of this Agreement and will be considered to have been received twelve (12) hours after it has been sent.

Initialled by: \_\_\_\_\_ (parent) \_\_\_\_\_ (student)



## PARENTS' AND STUDENTS' DECLARATION AND AUTHORISATION

We declare that the information contained in this application is true and complete. We understand that any false or incomplete information submitted in support of this application may invalidate this application and may result in the withdrawal of an Offer of Place. We agree that we have received sufficient information to make an informed decision about enrolment at Whangarei Boys High School.

**Key Terms:** This Agreement includes provisions:

- (i) that allow Whangarei Boys High School to discipline the student, including by expulsion, or to remove them from Whangarei Boys High School on health and welfare grounds;
- (ii) that control and limit the student's rights of refund when Enrolment ends early;
- (iii) that require the Parents to make full disclosure of all relevant information; and
- (iv) that provide agreement for Whangarei Boys High School to permit certain activities without further agreement from the Parents.

*This is an important legal document, please read all clauses carefully.*

**By signing this Agreement, you confirm that all of the information in the Application Form is true and complete.**

### SIGNING

#### Parents

By signing below, the Parents (as applicable) confirm that they have read the Agreement and agree to be bound by it in all respects: (please also initial each page of the Agreement, including the schedules)

Name(s): \_\_\_\_\_

\_\_\_\_\_

Signature(s): \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

#### School

By signing below, the authorised signatory of Whangarei Boys High School confirms that they are authorised to sign on behalf of Whangarei Boys High School, and confirms that Whangarei Boys High School will be bound by the Agreement in all respects:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Student

By signing below, the student confirms they have read and understood the Agreement and agrees to abide by the Code, School Policies and (to the extent applicable) the Agreement: (please also initial each page of the Agreement, including the schedules)

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Code of Conduct (Schedule One)

### The Student agrees to:

1. Obey all the School rules and be committed to upholding the values of the School at all times:

**Whakawhanaungatanga & Manaakitanga** – respectful relationships

**Tika & Pono** – honesty & integrity.

**Maia & Aroha** – courage & compassion

**Mahi Tahi** – work hard together

**Whakawhanaungatanga & Manaakitanga** – respectful relationships

I will treat others how I like to be treated, and in a way that will make my whānau proud. This means that I will use appropriate language toward staff and other students and I will not engage in bullying, being a bystander or intimidation of any sort.

I agree to wear the correct school uniform (as per Uniform Policy), with pride, every day (including to and from school) as a way to show my respect to the school and its history.

I have a responsibility to look after the school environment. To do this, I will treat the entire school and grounds with respect, ensuring it is clean and tidy.

**Tika & Pono – honesty & integrity**

I will be honest and act with integrity. If I make a mistake I will be responsible for this and be honest in my dealings with others. This includes anything that I do in 'real life' and online.

When using the school internet and/or computers I agree to follow the school policies and teacher instruction. I will accept responsibility for my actions should I choose not to adhere to the rules.

**Maia & Aroha – courage & compassion**

Whangarei Boys' High School aims to maintain a safe environment and I have an important role in this. I am responsible for my own welfare and the welfare of others. Therefore, I will not bring to school, anything that is harmful to others or myself, nor will I behave in a way that is dangerous to others.

If I see others behaving in ways that do not support Whangarei Boys' High School values I have a responsibility to report this behaviour.

**Mahi Tahi – work hard together**

I am coming to Whangarei Boys' High School to learn. I agree to work hard and complete all work to a high standard. I am responsible for my own learning including bringing the correct equipment to every lesson (including Physical Education) and completing homework.

2. Obey all laws in New Zealand.
3. Not gamble, smoke, drink, buy or supply alcohol, while enrolled at Whangarei Boys' High School.

4. Not lend money. Not take anything from another person without their permission.
5. Never use drugs of any kind not prescribed by a doctor or pharmacist. It is illegal in New Zealand to possess or consume drugs and synthetic substances. Whangarei Boys' High School has a zero-tolerance policy on the use of illegal substances.
6. Not swim or surf alone, swim between the flags at the beach, and wear a life jacket at all times when boating.
7. Obtain written permission from the School before participating in any activity considered to be an adventure activity or extreme sport, for example but not limited to, abseiling, bungy-jumping, skydiving, white or black water rafting, diving, parasailing, kite surfing, paragliding, scuba diving, flying fox, zip-lining, shooting etc. I understand that my insurance policy may not cover some activities and therefore I should check and get permission before I go ahead.
8. Wear a helmet when riding a bicycle and wear a seatbelt in a motor vehicle, as required by law. Students are not permitted to hitchhike.
9. Not purchase, own, or drive a motor vehicle while enrolled at Whangarei Boys' High School. It is my responsibility to ensure the driver of any motor vehicle I travel in has a full license and I feel is in a fit state to drive the vehicle— and is approved to carry passengers. (This relates to peers and friends but is not limited to peers and friends)
10. Not have any kind of paid employment unless written permission is given by Whangarei Boys' High School and the student obtains the appropriate student work visa.
11. Attend all classes at Whangarei Boys' High School, and complete all assessments and exams when required to do so.

WBHS updated April 2020

12. I will follow the New Zealand Government's 'No Mobile Phones in School Policy'. I understand that my mobile phone should be turned off and, in my bag, when the bell goes at the start of the day. It should remain there until the bell rings at the end of the day. I am aware that if I do not comply with this rule then my phone will be confiscated from me until the end of the day on the first occasion.

WBHS updated February 2024

## **Disciplinary Policy** (Schedule Two)

1. The following is the School's current disciplinary policy for dealing with breaches of the Agreement.  
This is not intended to restrict the School's general power of discipline and this policy may be changed from time to time at the discretion of the School.

**(b) Overview**

2. Except in serious situations where immediate termination of the Agreement is necessary, or where the breach does not warrant any formal response other than a warning, the School will endeavour, where appropriate, to follow a two-stage disciplinary process.
3. In Stage One, the School will investigate and determine the facts, and will reach a conclusion on what happened and whether it amounts to a breach of the Agreement.
4. In Stage Two, if the School has determined that a breach has occurred, the School will consider the appropriate response to that breach, up to and including termination of the Agreement.
5. The Student will have an opportunity to provide a response to the alleged breach that the School is investigating (the Allegation) and any proposed disciplinary action that the School is considering taking (the Proposed Action).
6. This policy does not limit the School's power to take appropriate disciplinary action urgently and without following this process if this is necessary having regard to the seriousness of the breach.
7. This policy also does not limit the School's power to suspend the student for the duration of the disciplinary process where suspension is considered necessary for the safety or education of any person.

**(c) General Policy**

8. When the School is conducting a disciplinary process involving the Student it will endeavour to provide the Student with the following:

- (a) a written summary of the Allegation or the Proposed Action;
- (b) an opportunity to respond to the Allegation or the Proposed Action, either in person or in writing or both, at the choice of the Student;
- (c) an opportunity to consider the Allegation or the Proposed Action for a reasonable period of time (having regard to the seriousness of the Allegation or the Proposed Action) before giving a response;
- (d) an opportunity to contact his or her Parent before giving a response, unless the delay caused by contacting that person is unreasonable having regard to the seriousness of the Allegation or Proposed Action;

- (e) an opportunity to have an independent support person of his or her choice present at any meeting relating to the disciplinary process;
- (f) an opportunity to meet with that support person in private at any stage during the disciplinary process;
- (g) an opportunity to have a translator present (or otherwise facilitate the student participating in the process in his or her own language) during any meeting or process if the School or the Student considers that a language barrier means that a translator is required; and
- (h) a copy of this policy setting out the rights which the Student has when engaging in the disciplinary process.

### **Procedure:**

#### **(d) Stage One: Incident Investigation**

1. When the School learns of any incident or any other thing that may be a breach of the Agreement or might otherwise warrant a disciplinary response, the School will notify the Student of the Allegation and will provide the Student with an opportunity to give a response.
2. Where appropriate, having regard to the seriousness of the Allegation, the Student will have the opportunity to respond either in person or in writing or both, at the choice of the Student. The School will receive this response and give it genuine consideration before making a decision about the Allegation.
3. When the School makes a decision about the Allegation it will advise the Student and parent, in writing if possible, about its conclusion as to what happened and whether it amounts to a breach of the Agreement.

#### **(e) Stage Two: Outcome Discussion**

4. If the School determines that a breach of the Agreement has occurred, it will advise the Student and parent of the possible disciplinary actions that it will consider taking in response to the breach and will provide the Student and parents with an opportunity to give a response.
5. Where appropriate, having regard to the seriousness of the breach, the Student and parent will have the opportunity to respond either in person or in writing or both, at the choice of the Student. The School will receive this response and give it genuine consideration before making a decision about the disciplinary action to be taken.

When the School makes a decision about the disciplinary action that it will take in response to the breach it will advise the Student and parents of its decision, in writing if possible. The disciplinary action will not take effect, and no actions will be taken to put it into place, until the Student and parents have been advised of the decision.



## Refund Policy (Schedule Three)

### Requests for a refund of international student fees

#### Refunds:

1. If a student does not obtain a study visa or changes their mind **before coming to New Zealand**, full fees are refunded, minus the administration fee.
2. Refund of Medical Insurance policies already taken out by the school will be solely at the discretion of the Insurance Agency.
3. If a student withdraws from their course of study before the course completion date, they will NOT receive a refund of tuition fees except in exceptional circumstances. In such cases, the parents should write to the Board of Trustees explaining what the exceptional circumstances are. The Board's decision is final. In such cases under New Zealand law, the school will retain amounts to cover costs already incurred. The balance will be refunded.
4. No refund will be made to a student who is asked to leave the school because of non-compliance with their Enrolment Contract or violation of the New Zealand law-
5. No refund of tuition fees will be made to an international student who changes visa status to one which entitles them to regular/domestic student status after one month from the date of payment.
6. The balance of homestay money will be refunded in full at the conclusion of their contract with the school.
7. If a student cancels their homestay contract before they move into the homestay, the fees will be refunded in full, less the homestay placement fee.
8. If the School fails to provide the agreed course of education or is no longer a signatory to the Code or no longer operates as an international education provider, the School will negotiate with the Student or their family to either:
  - a) Refund the unused portion of international student tuition fees or other fees paid for services not delivered or
  - b) Transfer the amount of any eligible refund to another provider or
  - c) Make other arrangements agreed to by the student or their family and the school.

### Non-Refundable Fees

1. Whangarei Boys High School is unable to refund some fees. The following fees relate to expenses that Whangarei Boys High School may have paid or will incur as a result of receiving an application for enrolment and cannot be refunded:
  - a. **Administration Fee:** Administration fees meet the cost of processing an international student application. Administration fees exist whether an application is accepted or not or whether a student remains enrolled after an application is accepted.
  - b. **Insurance:** Once insurance is purchased, Whangarei Boys High School is unable to refund insurance premiums paid on behalf of a student. Students and Parents may apply directly to an insurance company for a refund of premiums paid.
  - c. **Homestay Placement Fee:** Homestay placement fees meet the cost of processing a request for Homestay accommodation by the student. Costs incurred for arranging Homestay accommodation for the student prior to the refund request cannot be refunded.
  - d. **Used Homestay Fees:** Homestay fees paid for time the student has already spent in a Homestay cannot be refunded. Used Homestay fees may also include a notice period of two weeks.
  - e. **Portion of Unused Tuition Fees:** Whangarei Boys High School may retain a portion of unused tuition fees. Amounts retained will relate to costs that have been incurred or committed by Whangarei Boys High School and may vary.

### **Refund of other fees**

A request for a refund of any fees should provide the following information to Whangarei Boys High School:

- a. The name of the student;
- b. The circumstances of the request;
- c. The amount of refund requested;
- d. The name of the person requesting the refund;
- e. The name of the person who paid the fees;
- f. The bank account details to receive any eligible refund including bank address and swift code where relevant; and
- g. Any relevant supporting documentation such as receipts or invoice.

### **Requests for a refund of Homestay fees**

2. If for any reason, the student withdraws after their stay in a School Homestay, any unused Homestay fees will be refunded, less any relevant non-refundable fees set out in this policy.
3. Where the student moves from a School Homestay and requests a refund of any unused homestay fees, these will be refunded less any non-refundable fees set out in this policy.

### **Requests for a refund of fees unused at the end of enrolment**

4. Prepaid fees unused at the end of enrolment will be refunded into a nominated bank account. These details should be provided by the parent.

### **Outstanding activity fees or other fees**

5. Any activity or other fees incurred by the student during enrolment and owed to Whangarei Boys High School at the time of withdrawal, will be deducted from any eligible refund.

### **Refunds to be made to the country of receipt**

6. Unless otherwise agreed in writing, all eligible refunds of fees of NZD\$1,000 or more received from outside of New Zealand will be refunded to a nominated bank account in the source country.

### **Rights of families after a decision regarding a refund has been made**

7. A decision by Whangarei Boys High School relating to a request for a refund of fees will be provided to the student or Parent in writing and will set out the following information:
  - a. Factors considered when making the refund decision;
  - b. The total amount to be refunded; and
  - c. Details of non-refundable fees.
8. In the event the student or the Parent is dissatisfied with a refund decision made by Whangarei Boys High School or is dissatisfied with the process Whangarei Boys High School followed when making the refund decision, they have the right to have the refund decision reviewed by the International student Disputes Resolution Scheme or to make a complaint to the Code Administrator.