

Geraldine High School

TERMS AND CONDITIONS OF ENROLMENT: INTERNATIONAL STUDENT CONTRACT

Enrolments

All enrolments are subject to the following conditions, which become legally binding on confirmation of acceptance by the School:

1. Parents/student must inform the school of any sickness; behavioural problems, disability or special education needs before enrolment.
2. Parents must inform the school if any contact details change i.e. parents address/ telephone number etc.

Academic Programme

1. Students arriving after the commencement of the school year cannot be guaranteed acceptance into subject areas of choice.
2. Offers of Place are conditional and subject to assessment of English language competency.
3. The suitability of the academic programme offered and level will be reviewed one month after commencement. The school reserves the right to make appropriate changes at this time.

Fees

1. The full fees for tuition are detailed in the official School Invoice and are payable in advance.
2. Accommodation fees are paid a minimum of twelve weeks in advance to the school and will be calculated and charged only by complete weeks.
3. The tuition fee as invoiced includes:
 - tuition as specified in the school timetable,
 - all text books and supplementary teaching materials,
 - ESOL programme
 - stationery starter pack
 - subject related field trips and some International Student holiday activities
 - one school ski trip
 - one class and international school photo
 - meeting and transfer from the Airport to accommodation
 - school counselling services
 - orientation programme
 - homestay management and pastoral care.
4. Additional costs will be:
 - uniform costs (2nd hand/hire uniforms subject to availability)
 - examination fees (NCEA and IELTS)
 - Outdoor Education Course fees
 - Photography Course Fees
 - Materials for wood, metal, textiles, food technology projects
 - extra curricular activities e.g. sports team membership/fees, music lessons

Refunds

1. Once a student has commenced study refunds will only be made in exceptional circumstances and according to the school Refund Policy attached.
2. Student fees are protected in the unlikely event of the school being unable to fulfil its commitment under this agreement.

Accommodation

1. The school arranges suitable homestay accommodation for students. Students must live either in accommodation approved by the school or with a parent.
2. Changes in accommodation can only be made in exceptional circumstances
3. Please refer to the *Rules for International Students Attending Geraldine High School*, which must be followed.

School Rules and Attendance

1. Acceptance and compliance with school rules is a contractual obligation on the part of the student. Please refer to "A Guide to the School Rules" and "*Rules for International Students Attending Geraldine High School*."
2. The school has a published timetable and it is an obligation of the student to attend on all school days and be on time.
3. Absence or late attendance requires a medical certificate or letter signed by the Host family, Parent or Caregiver.
4. Continued unexplained absences will lead to a warning and if absences persist this contract would be terminated.
5. Students are obliged to comply with the laws of NZ. Failure to do so, or to comply with the school rules may lead to termination of the student's contract
6. In such circumstances a report would be made to NZ Immigration and could result in a withdrawal of the Student Visa.

Liability and Insurance

1. The School is not liable for any loss, damage, illness or injury to persons or property however caused, except where such liability is imposed by statute.
2. The student must prove that he/she has adequate medical and personal loss insurance throughout his/her stay in New Zealand.

Motor Vehicles

1. The school strongly advises International Students not to own or drive a car while at secondary school in New Zealand.
2. Permission is only granted in exceptional cases.

NZ Code of Practice

The 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 School or from the New Zealand Ministry of Education website at <http://minedu.govt.nz/goto/international> .

Validity

These Terms and Conditions of Enrolment are valid from.....to the end of the student's enrolment at Geraldine High School. They are subject to the laws of New Zealand and the English language version is legally binding in all cases.

GERALDINE HIGH SCHOOL TUITION CONTRACT

I/We have read and understood

- the above Terms and Conditions of Enrolment
- a summary of the Code of practice
- the Refund Policy
- Performance Agreement for International Students
- A Guide to the School Rules

I / We understand that failure to comply with any of the above terms could result in this contract being revoked.

Name of Student (printed in English): _____

Signature (student): _____

Signature [parent(s)]: _____

Residential Address: _____

Tel: _____ **Fax:** _____

Email: _____

Date: _____

Signature [school]: _____

Position Held: _____

Date: _____

Signature of Agent (if used): _____

Date: _____