



The Manurewa High School

'a tradition of excellence'

International Students - Application Form

STUDENT'S DETAILS

Name
Family Name *Given Name(s)*

Date of Birth Male Female

Nationality First Language

Student's email address:

Home Country Information

Address

Telephone Number

Fax Number

Parent's Email Address.....



COURSE INFORMATION

Preferred level of study Year 9 Year 10 Year 11 Year 12

Subjects the student would like to take:

--	--	--	--	--

Number of years studying English

Name of your present School

Placement at Manurewa High School is not Guaranteed

ACCOMMODATION INFORMATION

♦ **I require homestay accommodation** to be arranged for me

If you require us to arrange your accommodation then the "Homestay Application" form needs to be completed. This form is attached at the back of this brochure.

OR

I do not require homestay accommodation because I have already organised a host family

If parents have organised a host family in New Zealand, then the "Statement of Designated Caregivers Arrangements" form needs to be completed and attached to this application.

Name of Host Family (Designated Caregivers)

Address Relationship to Student (if applicable).....
.....

Telephone Fax Caregiver's email

My guardian/caregiver in New Zealand is Guardian's email

Address (if different from above)

MEDICAL INFORMATION

Please provide information on any medical problems (allergies/medication, etc) that affect you and that the School should be aware of:

.....

Note: It is a compulsory requirement that all international students attending the School have suitable medical and personal loss insurance before leaving their home country. Payment for this insurance has been included in the Tuition Fee and will be arranged by The Manurewa High School.

PARENTAL AGREEMENT

- ◆ I/we confirm that the details provided in this enrolment application and accompanying documentation are correct and complete and that I/we agree to all conditions contained therein.
- ◆ I/we have read and understand the refund policy.
- ◆ I/we understand that the level of study on the Offer of Place is conditional on assessment when the student arrives.
- ◆ I/we understand the requirement for international students to have insurance cover for medical needs and personal loss – including fees protection.

Parent(s) Name(s)

Parent(s) signature(s)

Date

Please note: We require parent or legal guardian signatures – not agents signing on behalf

Please forward this application to:

Post: Mr P Muir
 The Manurewa High School
 P O Box 75-247
 Manurewa
 AUCKLAND
 NEW ZEALAND

Fax: 64 9 268 3890

Email: mi@manurewa.school.nz

OTHER FORMS THAT ACCOMPANY THIS APPLICATION

	Completed & Attached	Not Required
Application for Homestay Accommodation	<input type="checkbox"/>	<input type="checkbox"/>
OR Statement of Designated Caregiver Arrangements	<input type="checkbox"/>	<input type="checkbox"/>
Caregiver form	<input type="checkbox"/>	<input type="checkbox"/>
Latest School Report	<input type="checkbox"/>	<input type="checkbox"/>
Examination Results	<input type="checkbox"/>	<input type="checkbox"/>
Testimonial from your School Principal	<input type="checkbox"/>	<input type="checkbox"/>
Supporting evidence of English language ability/covering letter	<input type="checkbox"/>	<input type="checkbox"/>

Fees, Fees Protection and Refund Policy for International Fee Paying Students

This policy is based on section 4B (7) of the Educational Amendment (No 4) Act 1991.

Policy Statement

The Manurewa High School Board of Trustees recognises its responsibility to meet the requirements of the Code of Practice for the Pastoral Care of International Students which stipulates that signatories must have a policy covering fees protection and refund conditions.

The purposes of this policy are:

- (i) To have a fair and transparent system for fees charged for the tuition of international students.
- (ii) To ensure that funds from international students are secure should the school cease to become a signatory or if the student is required to transfer to another institution.
- (iii) To have a fair and transparent system for refunding fees should a student withdraw from their course before its completion.

Procedural Guidelines

Fees.

1. The annual tuition fee is NZ \$12,000.00(including GST).
2. The annual tuition fee must be paid in full upon receipt of the offer of placement, and again before the commencement of any subsequent year in which the student is to study at Manurewa High School.
3. If the student withdraws prior to the indicated arrival date and where the full tuition fee has been received by Manurewa High School, full tuition fees will be refunded less an administration fee of \$NZ 1,000.00.
4. If the student withdraws following arrival in New Zealand, there will be no refund

Fee Protection

1. Fee protection will be covered by your insurance policy which is included in your tuition fees.
2. The school will provide you with the letter of acceptance.
3. The Board of Trustees guarantees to hold sufficient funds in reserve to enable refunds of students' fees in the unlikely event that their course of study has to be cancelled by the School.

Refund of Tuition Fees.

It is school policy that no refunds are made. However, students (or their parents/legal guardians) may apply in writing to the Board of Trustees if the student has withdrawn from their course and there are extenuating circumstances.

Extenuating circumstances include returning home in the case of:

- a) The student's serious illness.
 - b) Death or serious illness of a close member of the student's family.
- In these circumstances under New Zealand law the school must retain amounts to cover costs already incurred. The balance will be refunded at the Board's discretion. Medical evidence must be provided.

No refunds will be made to students who acquire Permanent Residency after one month of their commencement date. For the following academic year the student must apply for enrolment as a New Zealand resident. Automatic right of re-enrolment may not apply.

3. All refunds will be remitted to either the parents of the student or to the agent appointed by the student's parents, and not directly to students.
4. No refund will be made for a student who is requested or required to leave the School because of misbehaviour, poor attendance, non-compliance with the school rules or regulations, or breach of New Zealand law.
5. This policy will be reviewed when there is a change in fees as established by the Board of Trustees or for any other reason when deemed necessary.

Refund of Homestay Fees

1. Students who move out of their homestay before the end of their contract will have a portion of their homestay fee not already used, returned to them. The details regarding this are set out in The Manurewa High School International Student Prospectus.
2. Students (or their parents/legal guardians) must request in writing to have this homestay fee refunded.
 - 3 The Homestay placement fee of \$200 will not be refunded.

Parents Name and Signature

Students Name and Signature

Disciplinary Action

It is important to note that if you break important rules at The Manurewa High School, Host family and/or have broken NZ law, you can be asked to leave NZ.

New Zealand Law

All visitors to New Zealand, including students, are covered by NZ Law and as such are required to abide by the domestic laws at all times. Ignorance is not a defence under NZ Law

If an International Student does break the Schools/Host family's rules (Including Truancy) the following disciplinary action can be taken

- 1 Verbal Warning** - Parents notified of issue.
- 2 First Written Warning** - Parents will be provided with a copy.
- 3 Second Written Warning** - Parents will be provided with a copy.
- 4 Your place at The Manurewa High School will be withdrawn**, the NZ Immigration Service will be notified and you will be returned to your Home Country. If this happens there is **NO REFUND of fees paid.**

Standards of Behaviour for The Manurewa High School

- 1 Students are required to **wear full school uniform** as set out in the School policy
- 2 Punctuality and attendance is important. The Manurewa High School requires all students to arrive at school by 8:40am to be ready for Form Check. **We do not accept lateness.** Attendance must be of an acceptable level, and all absences must be explained, and a letter of explanation must be presented.
- 3 Students must show a high standard of courtesy and regard for teachers and other students at all times. **Disruptive classroom behaviour is not tolerated.**
- 4 The School may keep a student on detention until 4:30PM. The failure of the student to attend detention is regarded as very serious. **Detentions take preference over all other appointments**, including sports practices and after school work.
- 5 **Under no circumstances will alcohol, cigarettes, lighters, matches, or illegal drugs be allowed in the school.** Offensive weapons (e.g. Knives, air pistols, and lasers) are also strictly forbidden. This also applies to all school functions, activities, trips and camps.
- 6 **Threatening behaviour or abusive language towards others, staff or students is not tolerated. Fighting is strictly forbidden.**
- 7 Students **must respect all school property.** Damage will result in the cost of repairing the item being met by the student concerned. Deliberate vandalism (including graffiti) is not tolerated.
- 8 Graffiti on textbooks, exercise books, folders, or school bags is not permitted.
- 9 **Chewing gum** is not permitted.
- 10 **Unauthorised visitors** on the school property are not permitted.
- 11 **Theft and interference** with another person's property (including uniform items) will not be tolerated.
- 12 **The school's language policy** encourages students to use language that does not discriminate against people by reason of their gender, age, ethnicity, sexual orientation, religion, first language or because of any disability they may have.

13 **Body piercing** (i.e. Nose rings, tongue piercing etc.) are not permitted.

14 **Tattoos** for reasons other than those specifically required culturally are not permitted.

Student's signature_____

Parent's signature_____