



Manurewa High School

'a tradition of excellence'

Returning International Students Application Form

STUDENT'S DETAILS

Name
<i>Family Name</i>	<i>Given Name(s)</i>
Date of Birth	Male <input type="checkbox"/> Female <input type="checkbox"/>
Nationality	First Language
Student's Email address	
Home Country Information	
Address	Please check these details carefully and make any changes.
.....	
Telephone Number	
Fax Number	
Parent's Email Address	

COURSE INFORMATION

Preferred level of study in 2010 Year 10 Year 11 Year 12 Year 13

Subjects the student would like to take:

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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 and attached to this application.

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, included in this brochure, needs to be completed.

Name of Host Family (Designated Caregivers) ..

Address

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

.....

Telephone	Fax	Caregivers email
My guardian/caregiver in New Zealand for 2006 is		
Address (if different from above)		

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 the requirement for international students to have insurance cover for medical needs and personal loss – including fees protection.

Name(s)

Parent(s) signature(s)

Date

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

Acceptance at The Manurewa High School in 2013 is subject to an interview and selection process based on the number of positions available and the international student’s progress and behaviour in 2012.

Students must also have a current student visa before they can start the new academic year. This visa will have to be sighted before International Students attend class in 2013.

It is also a requirement under the Code of Practice for all designated caregivers to be approved by the school before enrolment can be confirmed.

International Fee Paying Students Fees, Fees Protection and Refund Policy

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

Fees

1. The annual tuition fee in 2012 is NZ \$12,840.00(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 The Manurewa High School.
3. If the student withdraws prior to the indicated arrival date and where the full tuition fee has been received by The 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

Fee protection will be covered by your insurance policy which is included in your tuition fees.

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

1. 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.

2. 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.

Refund of Homestay Fees

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.

Students (or their parents/legal guardians) must request in writing to have this homestay fee refunded.

The homestay placement fee of \$200 will not be refunded.

Parents Name and Signature

Students Name and Signature

Disciplinary Action 2011

It is important to note that if you break important rules at 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 Manurewa High School

- 1 Students are required to **wear full school uniform** as set out in the School policy
- 2 Punctuality 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.**
- 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 practice 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 _____ Date

Parent's signature _____ Date