

CONDITIONS OF ENROLMENT – revised August 2011

Orewa College accepts students from overseas on the following conditions:

- 1 Students will abide by the regulations and expectations of the College. These regulations exist to preserve the safety, well-being and reputation of the student and the College community and are explained during the Orientation Programme. They can also be accessed on the Orewa College website – www.orewa.school.nz
- 2 Students taking up a place in a course will involve the school in committing financial and staffing resources and consequently tuition fees must be paid in advance. Students withdrawing from a course will forfeit the tuition fees for the remainder of the current term and one term ahead. Additional fees are payable for some courses. These must be paid at the time of entry into those courses. In the event of change of status from Non Resident to Resident, there will be no refund of the fees paid for the current term.
- 3 Students must have comprehensive medical and preferably travel insurance, valid for their entire stay – a copy of the policy in English is required before enrolment procedures can be completed. Failure to provide this may result in the College enrolling you in an approved policy at your expense.
- 4 Students must live in one of the following types of accommodation:
 - With a parent (a contract must be signed between the College and the parents)
 - With a Designated Caregiver. This must be either a relative or close family friend. An Indemnity Form and Agreement must be signed by parents and caregivers.
 - In the care of the Homestay Programme. The Conditions of homestay Placement must be signed. The College guarantees the initial placement only, subject to continuing good behaviour. Students unable to be placed in homestay accommodation for behavioural reasons will forfeit their place at the College and Clause 2 will apply.Students must comply with all conditions as per the Accommodation Policy – refer to website.
- 5 A student who fails to comply with these conditions will be issued a written warning in the first instance. Thereafter normal College discipline procedures apply, including the possibility of permanent suspension in which case Clause 2 will apply.
- 6 Orewa College will take every care to ensure that the student's stay in New Zealand is a happy and successful one but neither the school nor its agent can be held responsible for any injury, damage or loss incurred during this time. The student's personal insurance should cover this.
- 7 If there has been misrepresentation of any handicap, behavioural problems or learning difficulties the school has the right to terminate the contract within six weeks of commencement of study at Orewa College.
- 8 All past and current medical conditions must be fully disclosed on application. This also applies to medication as per stated on Health Records provided.

Failure to disclose all of the above information will result in the student's contract with Orewa College being null and void.
- 9 The rules and conditions for student visas apply. Refer www.immigration.govt.nz.
- 10 Orewa College reserves the right to determine the appropriate year level of study. After assessment this might be different to that stated on the Offer of Place. **THE FINAL DECISION AS TO YEAR LEVEL IS MADE BY THE PRINCIPAL.**
- 11 International students are required to notify Orewa College of any changes in their contact details both in their home country and in New Zealand.
- 12 The enrolment contract is for a period which terminates at the end of the academic year. Renewal of that contract is at the mutual agreement of the student, parents and Principal.
- 13 International students are not allowed to travel independently while they are studying at Orewa College. If a student wishes to spend time away from Orewa with an approved organisation, written permission is required from the natural parents in the home country.

Signature of Student:..... **Signature of Parent/Legal Guardian *:**.....

** A Legal Guardian is a court appointed guardian. Proof must be supplied.*

Date:

Note:

- Student visas are issued subject to regular and satisfactory attendance. The College will contact the Immigration Department if these conditions are not met.
- The College has a contract with the student, through their agent who represents parents. The College has no contract with other parties regarding the student's attendance here.
- Reports not in English must be accompanied by a verified English translation at the time of application. A passport sized photograph must be included. Originals of these must be verified at the time of application. Copies of all correspondence relevant to the student's progress at school will be sent to the agent, whose responsibility it is to forward such information to parents.
- As some subject classes fill rapidly, it is important that students apply in plenty of time to ensure the best selection of subjects. Late enrolments may find the range of subjects with places available is restricted.
- If a student wishes to be absent from school for any reason, apart from illness, written permission from the Principal must be obtained.
- Orewa College cannot be held responsible for fees lost in events beyond its control, such as fire, flood, earthquake, riots & strikes.

ALL PARTIES TO THIS APPLICATION AGREE THAT ONLY NEW ZEALAND LAW WILL APPLY TO THE CONTRACT PROPOSED BY THIS APPLICATION.

CONDITIONS OF HOMESTAY PLACEMENT AT OREWA COLLEGE – revised August 2011

- 1 Hibiscus Homestays Ltd (HHS) www.hibiscushomestays.co.nz is the recognised homestay provider for international students attending Orewa College.
- 2 Under the homestay programme, students are guaranteed first placement only with a host family.
- 3 Subsequent placements are at the discretion of the homestay provider and subject to students' willingness to fit in with the lifestyle of a host family.
- 4 Students who are unable to settle or behave in an acceptable manner in a homestay situation may be asked to leave the programme at two weeks notice. Those students will also forfeit their place at Orewa College.
- 5 If a student wishes to change homestays, they are required to give two weeks notice and a moving fee of \$300 will apply.
- 6 International students are not allowed to travel independently while they are studying at Orewa College. If a student wishes to spend time away from Orewa with an approved organisation, written permission is required from the natural parents in the home country.
- 7 Fees must be paid in advance in a minimum of ten-week instalments.
- 8 Students who fall into arrears with payments will have their placement terminated at two weeks notice.
- 9 Money paid to host families covers meals and laundry. Students are responsible for travel costs to and from school, personal items (eg. Toiletries) and telephone bills.
- 10 Time away from host families is refunded as follows:
Up to seven consecutive days: no refund
\$15 per day refund for each consecutive day after that
- 11 Students are required to be fully insured and no responsibility will be taken for personal injury or loss or damage of any kind.
- 12 Cancellation fees equivalent to two weeks homestay payment will be deducted from students who leave early or who are excluded from the programme for behavioural reasons. This is in addition to any costs incurred in Clause 5.
- 13 International Students are not permitted to own or drive motor vehicles while enrolled at the College. Students may enrol to take driving lessons with an accredited driving instructor and with permission, may also enrol in any parts of the New Zealand graduated licence system. Students may only be driven by the homestay family or a person approved by school staff.

I have read and accept the homestay and behaviour conditions.

Signature of Student: **Signature of Parent/Legal Guardian:**

** A Legal Guardian is a court appointed guardian. Proof must be supplied.*

Date:

OREWA COLLEGE IS A SIGNATORY TO THE CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS
Refer website – www.minedu.govt.nz

THE COLLEGE RESERVES THE RIGHT TO ALTER OR AMEND THE CONDITIONS OF ENROLMENT AND HOMESTAY PLACEMENT WITHOUT NOTICE AT ANY TIME. THE CONDITIONS DISPLAYED ON THE OREWA COLLEGE WEBSITE www.orewa.school.nz ARE DEEMED TO BE THE CURRENT VERSION AND THEREFORE THE BASIS OF THE CONTRACT BETWEEN ALL PARTIES.

Immunisations:

Has your son/daughter had the following vaccinations?

Meningococcal B	yes/no	Measles/Mumps/Rubella (MMR)	yes/no
Hepatitis B	yes/no	Tuberculosis (BCG)	yes/no
Polio & Triple Vaccine	yes/no		

Important - Please attach evidence of immunisations.

Any further comment you may wish to add:

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Accident or Emergency Situations: If the school is unable to contact you or if the accident or emergency is serious, the Nurse may decide to take your child to the Medical Centre affiliated with the school or to the North Shore Hospital A & E Department.

I give my permission for the Nurse to make such arrangements as believed necessary and I will meet the costs incurred. I give my permission for 'over the counter' medication to be given to my child for the relief of minor ailments and that I have fully disclosed all information relating to the above and accept responsibility for any outcomes from non-disclosures.

Parents/Caregivers signature **Date**



**EDUCATION OUTSIDE THE CLASSROOM (EOTC)
Parental Consent and Risk Disclosure**

During the course of the school year, various school trips are offered as optional and, in some cases, compulsory outings. eg. Geography and History field trips, beach outings and others. We require the permission of natural parents for such trips outside of the school.

This form must be completed by parents/caregiver of student and sent in with the enrolment form.

Name of student _____

DOB _____

Emergency Contact Details

Name (Emergency contact)	International Students Department, Orewa College
Relationship	Homestay Co-Ordinator – Judy O’Grady
Address	Orewa College, Riverside Road, Orewa
Day Phone	09 4273 833 Ext 295
Mobile number	021 154 0465

Parent consent

I agree to my child taking part in EOTC experiences while studying at Orewa College. I agree to his/her participation in all activities. I acknowledge the need for him/her to behave responsibly.

Acknowledgement of risk

I understand that there are risks associated with involvement in school EOTC experiences and that these risks cannot be completely eliminated. I understand that the College will identify any foreseeable risks or hazards and will put in place guidelines to minimise these. I will speak to my child about following all safety guidelines at all times.

I know that I am able to ask any questions of the College about the activities my child will be involved in, to gain a better understanding of the risks involved. My child and I both understand that they may withdraw from the activity if they feel at risk. This must be done in consultation with the person in charge.

I understand that the school does not accept responsibility for loss or damage to personal property.

Signed _____

Date _____

To be read and signed by adult participant or parent/caregiver of child participant.