



TBC

International



Best for Boys

**TAURANGA
BOYS' COLLEGE**

Tama Tū Tama Ora

How do I enrol as an International Student at Tauranga Boys' College?

1. Complete both the '**Application for Tuition**' and '**Contractual Agreement**' forms.
2. Post, fax or email the complete forms to the International Director.
Please ensure that you send the following with your Forms:
 - a. **A certified copy, in English, of your most recent school report.**
 - b. **Results of any public examinations you have entered.**
 - c. **Details, in English, of proposed or organised insurance, if you do not want Tauranga Boys' College to arrange this.**
 - d. **A recent photograph of the student.**
 - e. **A letter of introduction from the student**
3. Should your application be successful you will receive an Offer of Place and an invoice for fees.
4. A receipt will be issued after payments and all documents requested are received.
5. The Offer of Place, Invoice and Receipt can then be included within your Student Visa application lodged by you or your Agent at the New Zealand Consulate in your home country.
6. All final details are exchanged including subject choices, Homestay details, flight details and a pre-departure orientation leaflet.
7. Before Orientation day, students arrive and are either met by a Tauranga Boys' College staff member and transferred to their Homestay caregiver or met by their designated caregiver or Homestay caregiver.
8. Students attend the Orientation day(s) and complete all enrolment procedures. This includes handing in a copy of the valid student permit/visa for Tauranga Boys' College, a copy of a valid medical and travel insurance policy and any other information requested.
9. Students are enrolled and are now part of Tauranga Boys' College.

Important Points – International Student Enrolment

1. Code of Practice
Tauranga Boys' College 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 institution or from the New Zealand Qualifications website at <http://www.nzqa.govt.nz>
2. Immigration
Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying and reporting requirements are available through the New Zealand Immigration Service and can be viewed on their website at <https://www.immigration.govt.nz>

We strongly recommend that, where possible, you use a local Education Consultant to help you get your visa. A list of Consultants and Agents is available at the New Zealand Embassy or High Commission. You can obtain a visa without an agent. You can in most cases, complete all the necessary Forms online.
3. Eligibility for Health Services
Most International Students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health and can be viewed on their website at <http://www.moh.govt.nz>
4. Accident Insurance
The Accident Compensation Corporation (ACC) provides accident insurance for all New Zealand Citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://www.acc.co.nz>
5. Medical and Travel Insurance
International Students must have appropriate and current medical and travel insurance while studying in New Zealand.
As a condition of their enrolment, all International Students at Tauranga Boys' College will be required to have appropriate medical and travel insurance. This can be arranged by Tauranga Boys' College, if not already arranged by the applicant.

Application for Tuition

A STUDENT NAME:

Family Name: _____ Nationality: _____

Given Names: _____ Date of Birth: _____

Address: _____
(in home country)

_____ First Language: _____

_____ Religious Denomination: _____

Present Form or Standard: _____ Present School: _____

Passport Number: _____ Passport Expiry: _____

B NAME(S) OF SOMEONE TO CONTACT IN AN EMERGENCY:

Parent/Legal Guardian contact details are required

Name: _____ Name: _____

Phone-Day: _____ Phone-Day: _____

Phone-Night: _____ Phone-Night: _____

e-mail: _____ e-mail: _____

Relationship to student: _____ Relationship to student: _____

C INSURANCE:

It is a condition of enrolment that a student has adequate Travel/Medical Insurance
If you have already arranged insurance. **Please note a copy must be sent in
English to ensure adequate cover is provided.**

Do you wish Tauranga Boys' College to arrange insurance on your behalf?

YES NO

D AUCKLAND AIRPORT SHUTTLE:

Do you wish Tauranga Boys' College to arrange Auckland airport shuttle on your
behalf?

YES NO

E ACADEMIC PROGRAMME:

Study Dates Applied for: Term 1 Term 2 Term 3 Term 4
(Please tick to indicate)

Level of Study requested:

- Year 13 [Form 7] _____ (Pre-University)

- Year 12 [Form 6] _____

- Year 11 [Form 5] _____

- Year 10 [Form 4] _____

- Year 9 [Form 3] _____

F SUBJECT CHOICES:
(In order of preference)

1 _____	2 _____
3 _____	4 _____
5 _____	6 _____

G HOMESTAY DETAILS: (do you like, or are you comfortable with the following) *Please tick the appropriate box.*

	YES	NO
cats and dogs _____	<input type="checkbox"/>	<input type="checkbox"/>
large families (more than 4 people) _____	<input type="checkbox"/>	<input type="checkbox"/>
city _____	<input type="checkbox"/>	<input type="checkbox"/>
small families (4 or less people) _____	<input type="checkbox"/>	<input type="checkbox"/>
countryside _____	<input type="checkbox"/>	<input type="checkbox"/>
outdoor activities _____	<input type="checkbox"/>	<input type="checkbox"/>
young children _____	<input type="checkbox"/>	<input type="checkbox"/>
indoor activities _____	<input type="checkbox"/>	<input type="checkbox"/>

Sports What sports do you play at home? What sports would you like to try whilst in New Zealand	
Hobbies/Interests What are your favourite hobbies and interests? e.g. movies, internet games, crafts, music.	
Medical Information Do you have any medical condition that your homestay family needs to know about?	
Food Do you have a special diet or allergies to any foods?	
Religion What religion if any do your family observe? Would you have a problem if your host family followed a different Religion?	
Host Family What kind of family do you think would best suit you e.g. sporting, located in the city, in the country, small family, large family small children, older children, no children, pets?	

H Are there any Learning and/or Behavioral Needs that are relevant to this application?
YES/NO

Details: _____

I ACCEPTANCE OF TERMS: OATH

To be completed by the student.

I, _____ promise to:

- 1) Abide by the laws of New Zealand.
- 2) Abide by the rules and regulations of Tauranga Boys' College.
- 3) Comply with instructions from the College, International Centre and the Board of Trustees.
- 4) Accept the right of the College to effect a change of course if this is seen by the College to be in my best interests.
- 5) Study seriously and participate in other school activities wherever possible.
- 6) If applicable stay in a School arranged Homestay.
- 7) Accept all costs and expenses as my responsibility if I decide to return home.
- 8) Accept and comply with the Terms and Conditions of Tauranga Boys' College Contractual Agreement.
- 9) Accept all Terms and Conditions of my Homestay Contract.
- 10) Accept all Terms and Conditions of the 'Course Selection for Students from Non-English Speaking Backgrounds'.

Student Commitment

Students and parents are required to carefully read the following and then sign below to show that they have understood and accept the school's expectations and standards.

At Tauranga Boys' College we value and uphold the characteristics of good men. Men who are:

- | | | |
|--------------|-------------|-------------|
| ➤ Respectful | ➤ Loyal | ➤ Committed |
| ➤ Generous | ➤ Resilient | ➤ Honest |

Tauranga Boys' College Respect for:

SELF

- Attend School
- Be organised and on time
- Wear the correct uniform
- Follow instructions
- Participate and show effort
- Set goals and have expectations

OTHERS

- Act like a gentleman
- Use positive language
- Be tolerant and supportive
- Manage negative emotions appropriately

OUR SCHOOL

- Care for our environment by placing litter in the bin and recycling
- Look after all our facilities, buildings and equipment

The underlying principle is RESPECT

Tauranga Boys' College takes pride in creating and maintaining a positive and safe learning environment. As a school we expect high standards of behaviour and conduct. We expect all Tauranga Boys' College students to wear the school uniform correctly and with pride.

Students and parents need to understand that the following behaviour's will not be tolerated:

- Anti-social behaviour – fighting, intimidation and bullying. This includes causing physical, verbal or emotional harm.
- Tagging, or vandalism of any kind.
- The use, possession or sale of alcohol, tobacco or drugs.
- Acts of dishonesty, or theft.
- Defiance or disrespect to staff of Tauranga Boys' College

Bring Your Own Device

From the beginning of 2018 students at Tauranga Boys' College are recommended and strongly encouraged to bring an appropriate device to school. A student owned internet capable device is now an important part of a student's toolkit.

We have created an environment that will work with any wifi-enabled device. If you are considering purchasing a new device, it's important to keep in mind how the student is going to use the device. A laptop may be better for a senior student or a student that is interested in gaming, photography or video editing. A Chromebook maybe sufficient if they only require internet and G Suite (formerly Google Apps for Education).

Tauranga Boys' College is a G Suite School, it will work on any device with a good internet connection and its free. G Suite provides word processing, spreadsheet, presentation and email tools that can be accessed from any device, anywhere, anytime.

At no time will the following behaviours be accepted at Tauranga Boys' College (or on any college services):

- Sending or displaying offensive, pornographic or anti-social material
- Using obscene or offensive language via-email, blog sites, forums or other electronic media
- Harassing, insulting or attacking others via any electronic means or media.

For further information go to www.tbc.school.nz/about-us/our-programmes/bring-your-own-device

Parental/Caregiver Commitment

I authorise the College to obtain further information regarding our son from his previous school(s), and to communicate it as necessary. Furthermore, information gathered by Tauranga Boys' College can be shared to any future schools, supporting agencies and organisations.

Tauranga Boys' College has advised me that the information I provide will be used for:

- Student records for the Ministry of Education and Ministry of Social Development, purposes of the Tauranga Boys' College Board of Trustees, Tauranga Boys' College Old Boys' Association, NZ Qualifications Authority (NZQA), Special Education Services (SES), statistical and/or research purposes.

I give my approval for the student enrolled to participate in off-site programmes of learning that are deemed low risk and part of the curriculum by the Principal or his Proxy.

I understand that the school will identify any foreseeable risks or hazards relating to this type of activity and implement correct management procedures to eliminate, isolate or minimise those hazards. I know that I am able to ask any questions of the school about the activity my child will be involved in, to gain a better understanding of the risks involved.

I acknowledge that at times the College may need to take rapid action for our son's welfare without recourse to us.

I acknowledge that Tauranga Boys' College is a drug free zone and that if my son is involved in a drug related incident he may be requested to provide a urine sample drug test. The test will be carried out in accordance with College procedures.

I consent to the publication of information and images featuring my son; examples of such publication include, but are not limited to newspapers, magazines, videos, electronic media, digital and online publications.

As the parent, legal guardian or caregiver of the student signing below, I grant permission for my son to access networked computer services such as the internet. I understand that some material on the internet may be objectionable, but I accept responsibility for providing guidance regarding internet use, setting and conveying standards for my son to follow when selecting, sharing or exploring information and media.

I agree to pay all fees / subject costs / levies that my son incurs while studying at Tauranga Boys' College.

Parental/Legal Guardian Oath

Before an application can be considered the following section of the Oath must be completed by the parent or legal guardian of a student under twenty (20) years of age.

I/We accept responsibility for the above-named for the period of enrolment and do not make any protest or dispute against a decision made or measure taken by the Principal of the College. We do not dissent from the Principal's decision to send the above-named to his home early if it is considered necessary for any breach of the above Acceptance of Terms.

I/We have read and understand all the documents including the Refund Policy involved in this application. We understand that the withholding of relevant information or the provision of false information may result in termination of enrolment and that any extra costs may be that of the applicant.

I/We agree to submit to the jurisdiction of New Zealand Courts and that New Zealand law will be applicable in any dispute.

Parent or Legal Guardian Name: _____

Parent or Legal Guardian Signature: _____ **date:** _____

Student Signature: _____

Contractual Agreement

AGREEMENT TO PROVIDE TUITION SERVICES BETWEEN Tauranga Boys' College AND THE APPLICANT

Name of Applicant: _____
The Applicant is the parent or legal guardian of: (the 'Student')

Address of Applicant: _____

Email address: _____

Emergency telephone contact: _____

Name of Student _____

1. The Applicant has made application for tuition of the Student in New Zealand and wishes the Student to attend Tauranga Boys' College (the 'School').
2. The School has agreed to enrol the Student upon and subject to the terms and conditions hereinafter set out.
3. The School will observe and be bound by the Ministry of Education's *Code of Practice for the Pastoral Care of International Students* ("Code"). Copies of the Code are available on request from the school or from the NZQA website at <http://www.nzqa.govt.nz>
 - 3.1. The School shall provide tuition in accordance with that accorded to domestic students.
 - 3.2 The parties agree that all relevant provisions of the Education Act 1989 shall apply to the student in New Zealand. Any decision under these provisions to expel or exclude the Student will follow the Ministry of Education's guidance for schools on stand-downs, suspensions, exclusion and expulsion and shall terminate this Agreement.
4. The School will only accept International Students who live with their parents/legal guardians or who are with designated caregivers or homestays.
 - 4.1. The school will have responsibility for the Student at school, as with domestic students and reasonable responsibility for the Student outside school hours including school events for which parents/caregivers/designated caregivers/legal guardians have given consent for him to attend.
 - 4.2. This Agreement is subject to the Student being placed in accommodation that is approved by the School. The School will make every reasonable attempt to provide approved accommodation for the Student and the Student agrees to comply with all expectations and conditions for living in School approved accommodation.
 - 4.3. The school will provide contact telephone numbers for the Student/parents/legal guardians/caregivers at all times.
5. The School shall use its best endeavours to ensure the safety, health and well-being of the Student but shall not be liable for:
 - 5.1. Any damage or harm caused to the Student or the Student's property while attending the School.
 - 5.2. Any damage or harm caused to the Student or the Student's property arising out of the Student's accommodation.
 - 5.3. Any damage or harm caused to the Student or the Student's property outside normal school hours. In the case of the Student's property, shall not be responsible for any damage to such property that may occur outside the school premises.

The Applicant's Obligations

6. The Applicant shall:
 - 6.1. Pay to the School all fees in the manner agreed to by both parties, including all Homestay Fees and Expenses in advance. **Full payment of homestay fees and expenses is required before a confirmed offer of place and receipt can be issued.**
 - 6.2. Agree to provide the school, and be transparent with, academic, medical or other information relating to the well-being of the Student as may be requested from time to time by the school or that has relevance to his stay in New Zealand. This relevance is at the discretion of the school. These matters may include behavioural, social and medical information relating to the student. Failure to disclose any relevant matters may result in any extra costs incurred to be that of the applicant. This will be at the discretion of the school.
 - 6.3. The student will accept and abide by the school's rules and all instructions given by members of staff/designated caregiver/homestay.
 - 6.4. The students will attend school on all occasions when it is open unless prevented by illness or other urgent cause.
 - 6.5. The applicant agrees to pay any extra cost or expense relating to and/or incurred by the student during his stay in New Zealand. This may include professional medical and psychological services, counseling, domestic and international travel, transportation of personal items, postage, interpreting and translation services, legal expenses incurred by themselves and the school directly relating to them, intentional or accidental damage or misuse of property. These costs, if any, will be decided by the school but nonetheless subject to any relevant New Zealand laws.

School Bus Service

Tauranga City Council subsidises the School Hopper Bus service. For international students the school will provide a 'smartride' card, which will be pre-loaded with \$10. Costs for public transport to school are not paid from the student's expense account; it is the student's responsibility to keep their smartride card topped up (approximate cost per week \$12). The smartride card can also be used for all Tauranga City Bay Hopper bus services.

- 6.6. The applicant is responsible for any translation or interpretation of this document in respect to the full understanding of its contents.

Authorisations

7. The parents of the Student who have signed the application for tuition on behalf of the Student irrevocably appoint and authorise the Principal of Tauranga Boys' College (or such other person as may be appointed by the Board of Trustees of the school) to:
 - 7.1. Receive information from any person, authority or corporate body concerning the Student including, but not limited to, medical, educational or welfare information.
 - 7.2. Provide consents in respect of any activity carried out and authorised by the school.
 - 7.3. Provide consents that may be necessary to be given on the Student's behalf in the event of a medical emergency where it is not reasonably practicable to contact the Applicant.**
 - 7.4. If applicable, advise the Student's Designated Caregiver of all matters and information required to be provided to parents of any student and agree to appoint the Designated Caregiver as their agents in New Zealand to receive such information in substitution for the Applicant.
 - 7.5. To take whatever steps are necessary to ensure the Student complies with School rules and policies as set down by the School.
 - 7.6. To obtain at any time from any person or entity any information required to process and/or accept the application for tuition or to perform or complete the School's various obligations under this agreement. The Applicant authorises any such person to release to the School and personal information that person holds concerning the Student/Applicant.

Parent / Caregiver Commitment

8. I authorise the College to obtain further information regarding our son from his previous school(s), and to communicate it, as well as information from the College's own resources to any future schools/agencies he may attend.
- Tauranga Boys' College has advised me that the information I provide will be used for:
- Student resources for the Ministry of Education and Ministry of Social Development, purposes of the Tauranga Boys' College Board of Trustees, Tauranga Boys' College Old Boys' Association, NZ Qualifications Authority (NZQA), Special Education Services (SES), statistical and/or research.
- 8.1 Give my general approval for the student enrolled to participate in off-site programmes of learning that are deemed low risk and part of the curriculum by the Principal or his Proxy.
- 8.2 I understand that the school will identify any foreseeable risks or hazards relating to this type of activity and implement correct management procedures to eliminate, isolate or minimize those hazards.
- 8.3 I know that I am able to ask any questions of the school about the activity my child will be involved in, to gain a better understanding of the risks involved.
I acknowledge that at times the College may need to take rapid action for our son's welfare without recourse to us.
- 8.4 I acknowledge that Tauranga Boys' College is drug free zone and that if my son is involved in a drug related incident he may be requested to provide a urine sample drug test. The test will be carried out in accordance with College procedures.
- 8.5 I consent to the publication of information and images featuring my son; examples of such publications include, but are not limited to, newspapers, magazine, videos, electronic media and Tauranga Boys' College marketing material.
- 8.6 As the parent, legal guardian or caregiver of the student, I grant permission for my son to access networked computer services such as the internet. I understand that some material on the internet may be objectionable, but I accept responsibility for providing guidance regarding internet use – setting and conveying standards for my son to follow when selecting, sharing or exploring information and media.
- 8.7 I agree to pay all fees/ subject costs/ levies that my son incurs while studying at Tauranga Boys' College.

Limitations of Liability

9. In no event shall the School's liability exceed an amount equal to the amount of tuition fees paid by the Applicant.

Termination

10. Either party may terminate this agreement with 5 (five) days written notice
- 10.1 Upon termination of this agreement, refunds will be made in accordance with the School's Refund Policy.

Miscellaneous

11. Nothing in this agreement limits any rights the Applicant and/or the Student may have under the Consumer Guarantee Act 1993.
12. It is acknowledged that the stand-down, suspension and exclusion of students provisions as set out in Part II of the Education Act 1989 shall apply to the Student in New Zealand. Any decision under these provisions to stand-down, suspend or exclude the Student shall terminate this agreement and the refunds policy will apply. The parents will have no claim for damages for any compensation if this agreement is terminated in these circumstances.
13. **Force majeure:** Neither party shall be in default or in breach of their obligations under this agreement to the extent that the performance of those obligations is prevented by an event of force majeure. Force majeure means an event beyond the reasonable control of the party seeking to rely on force majeure.
14. **Governing Law:** This agreement shall be construed and take effect in accordance with the domestic laws of New Zealand. In relation to any legal action or proceedings arising out of or in connection with this agreement the Applicant irrevocably submits to the exclusive jurisdiction of the Courts of New Zealand, and agrees that proceedings may be brought before any court including any forum constituted under the Arbitration Act 1908 within New Zealand and waive any objection to proceedings in any such court or forum constituted under the Arbitration Act 1908 within New Zealand on the grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.

Entire Agreement

15. This agreement shall consist of:
 - 15.1. The application for tuition in New Zealand;
 - 15.2. The Tuition Agreement including any Schedules annexed thereto (including the refund and fee protection policies and the International Student Information Booklet).
16. This agreement contains the entire understanding of the parties and overrides any prior promises, representations, understandings or agreements.
17. The terms of this agreement may be changed at any time by the School in writing to the applicant and any such change in terms shall be notified to the Applicant in writing.
 - 17.1. Notices given in writing will be given to the addresses set out in the application forms. Those sent by post shall be deemed to have been received 5 (five) days after posting.

The Privacy Act

18. The Applicant acknowledges that:
 - 18.1 Personal information of the Applicant and/or Student collected by the School and may be held, used and disclosed to third parties to enable the School to:
 - 18.1.1. Process the application for tuition
 - 18.1.2. Provide tuition to the Student
 - 18.1.3. Provide the Student and/or Applicant with advice or information concerning products and services the School believes may be of interest to the Student and/or Applicant; and
 - 18.1.4. To enable the School to communicate with the Student and/or Applicant for any purpose.
 - 18.2. All personal information provided to the School will be held by the School at Tauranga Boys' College **664 Cameron Road, Tauranga**
Phone **64-7-578-4029**, Fax **64-7-578-4853**
e-mail: a.roff@tbc.school.nz or international@tbc.school.nz
 - 18.3. Failure to provide any information in the application for tuition may mean the School is unable to process the application.
 - 18.4. The Student/Applicant has the right under the Privacy Act 1993 to obtain access to and request corrections of any personal information held by the School concerning them.

Tauranga Boys' College Pastoral Care Contract for all International Students

The Student agrees to:

1. Be polite and friendly to my parent/caregiver/homestay and show respect for their property. Go to bed at a reasonable hour and keep noise to acceptable levels.
2. Keep my room tidy, make my bed and not eat or smoke in my bedroom.
3. Assist with cleaning up after meals and help with the dishes and other light household chores when asked.
4. Arriving on time for all meals and will advise my parents/caregivers/homestay family by 4.00pm if I will be late home.
5. Consult with my parent/caregivers/homestay family by 4:00pm if I intend to stay at a friend's place for the night.
6. Always ask my parent/caregiver/homestay family for permission before inviting a friend(s) to come to my home to visit. Do not have more than 3 friends home without advance permission.
7. Ask my parent/caregiver/homestay family for permission to invite a friend to stay overnight by lunchtime of that day.
8. Ask my parent/caregiver/homestay family for permission before using the telephone and using a phone card or ring collect for International calls.
9. I agree to not download anything illegal such as pornography, music, film or software programme files onto a computer or bring other X-rated or undesirable materials of a sexual or violent nature into the homestay. Computer time to be negotiated with your Homestay.
10. You are not allowed to gamble, smoke, drink and supply alcohol while under the care of Parents/Caregivers/Homestay parent(s) and enrolled at Tauranga Boys' College.
11. Not to lend money or take another persons' belongings without their permission.
12. Never use drugs of any kind not prescribed by a Doctor or Pharmacy. It is illegal in New Zealand to possess or consume drugs and synthetic substances not supplied by a Doctor or Pharmacy. **Tauranga Boys' College has a zero tolerance policy on the use of illegal substances.**
13. **During the weekend (Friday and Saturday nights) ask my homestay family for permission to go out after dinner. if they agree and are happy with where you are going, you may go out until a time that has been agreed to by your homestay, but this time should not exceed the following:**
Return home by 9:00pm as I am sixteen years and under.
Return home by 11:00pm as I am aged 17 years or older.
Weeknights you may catch up with friends or go to sports practices afterschool but please discuss a suitable time to be home with your homestay. **You must discuss with your homestay where you are going and they will tell you what time you must be home. You must not walk at night time, please either ask your homestay to pick you up or arrange to get a taxi.**
14. **Do not swim or surf alone, you must swim between the flags.**
15. **Extreme sport, for example but not limited to Skydiving, Rafting, Quad bikes, Shooting etc. must be signed off by the International Director and your natural parents.**
16. If Students are going to be away from Tauranga overnight, they must complete the **Permission to Leave Tauranga Form** signed by the Director and the homestay family before travel plans are made. The Parents must also give permission for their son to travel or go away from Tauranga. This must be attached to the permission to leave form. The International Director will require at least one week's notice of travel intentions in normal circumstances.
17. It is a legal requirement to wear a helmet when riding a bicycle and to wear seatbelts in a motor vehicle. Never hitchhike.
18. Not to have any kind of paid employment.
19. NOT PURCHASING, OWNING OR DRIVING A MOTOR VEHICLE WHILE ENROLLED AT TAURANGA BOYS' COLLEGE. STUDENTS ARE NOT PERMITTED TO TRAVEL IN A CAR WITH A RESTRICTED DRIVER.
20. **I must complete all Tauranga Boys' College internal exams and assessments when required to do so.**

Student Name: _____

Parent/Guardian Name: _____

Student Signature: _____

Parent/Guardian Signature: _____

FEES PROTECTION POLICY – International Students

Rationale

International Student fees must be handled in a way that ensures those funds are accessed in a way that is consistent with normal accounting practice. This means that those funds are secure from misappropriation and are only made available to the school in accord with the Refunds Policy or should the school not be able to continue tuition.

Purpose

1. To ensure that if in the event that the school is unable to continue to run a course or programme that the unspent portion of the fees are available to be returned to the student.
2. To ensure that funds from international students are accounted for separately and in such a way that individual student contributions can be protected and monitored.
3. To ensure that international students' payment may be drawn down in accord with the Refund Policy.

Guidelines

1. Accounting procedures are in place to ensure that monies are available for release.
2. International fees shall be paid into the school's '**Investment Account**' for 'Foreign Fees', and drawn down at intervals of one term in arrears throughout the academic year.
3. These monies will be audited separately on an annual basis.
 - These monies will be available for approved refunds resulting from withdrawal from Tauranga Boys' College or in the event of the College not being able to provide tuition.

Evidence

1. Accounting records
2. General School Account

REFUNDS POLICY FOR INTERNATIONAL STUDENTS

This policy is based on Section 4B(7) of the Education Amendment (NO 4) Act 1991.

Refunds and Cancellation Policy

- If the student withdraws from his/her course of study before the course completion date, he/she will NOT receive a refund of Tuition Fees except in exceptional circumstances. In such cases, the parents should write to the Director of International Students explaining what the exceptional circumstances are; however, the Board's decision is final.
- If the application for refund is made before the start of the course, fees will be refunded less:
 - a) An administration fee
 - b) Costs to the school already incurred for tuition
 - c) Components of the free already committed for the duration of the course, including appropriate portions of salaries of teachers and support staff (if applicable)
 - d) Agent commission, Government Levy and any other costs
- No refund will be made to a student who is excluded or withdrawn by the school.
- No refund will be made to an International Student who changes visa status to one which entitles them to regular/domestic status.

REFUND OF HOMESTAY FEES

Homestay Fees (Based on all homestay fees paid up front)

- If you move out of your homestay before the end of your contract the portion of your homestay fees not already used up will be returned to you. The Homestay Arrangement fee and Homestay Administration cannot be refunded.
- To have your homestay fees returned, you must write to the Board of Trustees giving two weeks notice, or pay two weeks' fees in lieu of notice.
- If you cancel your homestay contract before you move into the homestay, your fees will be refunded in full less the Homestay Arrangement Fee of \$750.

Unless otherwise agreed in writing, all eligible refunds of fees over NZD\$5,000 received from outside of New Zealand, will be refunded to a nominated bank account in the country that it was received from.

EXECUTION

I have read and understood that terms set out in this agreement, including the attached schedule and agree to them. I understand that should there be a breach of this agreement that this contract may be terminated.

Signature of Student: _____

Signature of Applicant: _____
(Parent/Legal Guardian of student under 20 years)

Signature of School Representative: _____

Date ____ / ____ / ____

IMMIGRATION: Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at <http://www.immigration.govt.nz>

A copy of this document must be kept by the legal parent/caregiver of the student

Contact Details

Should your application be successful, you will receive a letter of offer (“offer of place”) and an invoice. You will need to pay the year’s fees before a visa will be granted. If you accept the offer of place then this application for tuition and the attached tuition agreement shall be the terms and conditions of agreement by which tuition shall be provided by the student. If a parent or legal guardian signs the terms, if the student is under the age of 20 years, then the parent or legal guardian shall be bound by these terms or conditions.

With this application please enclose:

- 1. A certified copy in English of your most recent school report.**
- 2. A copy of your passport.**
- 3. Results of any public examinations you have entered.**
- 4. Details, in English, of proposed or organised insurance, if you do not wish Tauranga Boys’ College to arrange it.**
- 5. Please attache or email photos of student.**

Please either post, or email this application to:

Post: International Director
Tauranga Boys’ College
664 Cameron Road
Tauranga 3112
New Zealand

Email: a.roff@tbc.school.nz or international@tbc.school.nz

How did you find out about Tauranga Boys’ College?

Friend Agent Student Fair Internet Other _____

Thank you for choosing Tauranga Boys’ College we look forward to welcoming you son to our school.

Tauranga Boys' College Trips and Over Night Camps

Introduction:

Learning experiences outside of the classroom complements the regular school programme. It provides opportunities for learning, different from those in the classroom. It puts the students directly in touch with nature, and helps them recognise and value relationships within the natural environment and, through this, the importance of conservation.

Here at Tauranga Boys' College we provide unique opportunities for International students that many students would otherwise be unable to experience. Usually international students attend the camps/trips that relate to their current course, which in most cases is the subject Outdoor Education. At times, however, we find that International students wish to be involved in other curriculum camps/trips in their varying subjects. Also students have the opportunity to go on overnight trips and holidays with their homestay families, this may also include overnight stays with an approved family to allow your son to stay the night with a kiwi friend or another homestay family. We ask that you complete the following health and consent form below.

By signing the form, this acts as parental permission for all Curriculum, Sport and Art related trips/camps here at Tauranga Boys' College and overnight trips and holidays away with your son's Homestay. This may include but is not limited to:

Sea/Surf Kayaking, Skiing/Snowboarding, Kite Surfing, Tramping below the Bush line, Alpine Tramping, Mt Biking, Snorkeling, Surfing, Outdoor Adventure games, Rock Climbing, Off-site local trips, Off-site regional trips/camps, sports events/games, recreational activities.

TO BE READ AND SIGNED BY PARENT/CAREGIVER OF CHILD PARTICIPANT

Student Name: _____

Tick

- I agree that if prescribed medication needs to be administered, a designated adult will be assigned to do this. I will ensure that prescribed medication is clearly labelled, securely fastened and handed to the designated adult with instructions on its administration.
- I will inform the school as soon as possible of any changes in the medical or other circumstances between now and the commencement of the event.
- I agree to my child receiving any emergency medical, dental, or surgical treatment, including anesthetic or blood transfusion, as considered necessary by the medical authorities present.
- Any medical costs not covered by ACC or a community service card will be paid by me (caregiver).
- If my son is involved in a serious disciplinary problem, including the use of illegal substances and/or alcohol, or actions that threaten the safety of others, he may be interviewed by appropriate staff and caregivers will be informed of any action taken.

ACKNOWLEDGEMENT OF RISK

I understand that there are risks associated with involvement in school trips/camps and that these risks cannot be completely eliminated. I understand that the school will identify any foreseeable risks or hazards and implement correct management procedures to eliminate, isolate or minimise those hazards. I understand my child has been informed of these safety procedures.

I know that I am able to ask any questions of the school about the activities my child will be involved in, to gain a better understanding of the risks involved. I recognise that participation in such activities is voluntary and not mandatory through a 'challenge by choice'* procedure. My child and I both understand that they may withdraw from an 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 and that it is my responsibility to check my own insurance policy.

*** 'challenge by choice' means the participant chooses their own level of challenge within a supportive peer environment.**

Parent: _____

Signature: _____ Date: _____

Name: _____

Nationality: _____

1. Please tick if your son has any of the following:

- Migraine Epilepsy Asthma
- Diabetes Travel sickness Fits of any type
- Chronic nose bleeds Heart condition Dizzy spells
- Colour blindness Other (Please specify) _____
- ADHD

For overnight events

Sleepwalking Bedwetting

2. Is your son currently taking medication? Yes No

If YES, please state: Health condition/s: _____

Name of medication/s: _____

Dosage and time/s to be taken: _____

Other Treatment: _____

3. Is a health plan required? Yes No

Have you had any major injuries (breaks or strains) or illness (glandular fever etc) in the last six months that may limit full participation in any activities?

Yes No

If YES, please state the injury/illness:

4. Is your son allergic to any of the following?

	Yes	No	Please specify
Prescription medication	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food	<input type="checkbox"/>	<input type="checkbox"/>	_____
Insect bites/stings	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other allergies	<input type="checkbox"/>	<input type="checkbox"/>	_____
What treatment is required?	_____		

5. When was your son's last tetanus injection? _____

6. Outline any dietary requirements:

7. What pain/flu medication may your son be given if necessary?

8. To the best of your knowledge. Has your son been in contact with any contagious or infectious diseases in the last four weeks?

Yes No

If YES, please give brief details

9. Is there any information the staff should know to ensure the physical and emotional safety of your son? (For example cultural practices; disability; anxiety about heights/darkness/small spaces; behaviour or emotional problems).

Yes No

If YES, please state or attach the information.
