

Murrays Bay Intermediate School

Sunrise Avenue
Murrays Bay
North Shore, Auckland 0630

Telephone: 9-477 2121
Facsimile: 9-478 8071
Website: www.mbi.school.nz



International Student Enrolment Form 2010

To apply for enrolment at Murrays Bay Intermediate, please complete this application form and forward it to:
Paul Evitt, Director of International Students paul.evitt@mbi.school.nz

Year 7 Room No:	Year 8 Room No:	Start Date:	/	/
Deposit Paid:	Balance Paid:	Finishing Date:	/	/

Student

Family Name: First Name:
 Birth Date: Preferred Name:
 Ethnic Group: Country of Origin: First Language:
 Gender: Male / Female Previous School (if in NZ):

Parents

Mother: Family Name: First Name: Occupation:
 Father: Family Name: First Name: Occupation:
 Address:

 Contacts: Home Phone..... Work Phone
 Fax..... Email.....
 Emergency Contact Number in home country.....
 Who is the emergency contact person?

Caregiver / Homestay (If applicable)

Family Name: First Name:
 Relationship to student:
 NZ Immigration Status: Occupation:.....
 Address:

 Contacts: Home Phone..... Work Phone.....
 Fax..... Email.....
 Emergency Contact Name:..... Phone No:

Medical and travel insurance is compulsory for international students coming to New Zealand.

Please provide your medical and travel insurance details:

Insurance company:.....*Policy type:*.....

Policy start date:.....*Policy end date:*.....

If I have not yet taken out medical and travel insurance, but agree to do so and will provide proof of this to the school on acceptance of this application for enrolment.

Does your child have any pre-existing medical conditions or concerns? Yes / No

If Yes please state:.....

Does your child have any allergies?

Does your child carry any medication for this allergy?.....

Name any other medication your child requires:.....

Doctors name:..... **Permission to take Panadol:** Yes/No

Murray's Bay Intermediate School expects to be able to meet the learning needs of children enrolled at the school.

Does your child have any special learning or behavioural needs? Yes / No

If Yes please state:.....

AGENT DETAILS (If Applicable)

If Yes please state name of Agency.....

Address: *Contact person*

.....

Contact: Phone..... Cell phone.....

Fax..... Email.....

I the parent guarantee the above information is correct and that any false and or misleading information given in this application may affect the validity of my child's enrolment.

Signed: **(Parent)** – enrolment **must be signed by parent**

Name: Date:

Interview Notes

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International Student Tuition Agreement

This agreement shall be signed on behalf of the Student by the parents of the Student.

Murrays Bay Intermediate School("the School") and the Student's Parents.

1. The School shall provide tuition to the Student in accordance with the New Zealand Ministry of Education Code of Practice and the laws of New Zealand in return for an annual fee of \$11 500.00
2. The Student shall comply with the rules and policies of the School and with the reasonable instructions of the teachers of the School.
3. The parents of the Student ("the Parents") authorise staff of the school to:
 - 3.1 Receive information from any person, authority or corporate body concerning the Student including, but not limited to, medical, educational and welfare information;
 - 3.2 Provide consents in respect of any activity carried and authorised by the School and
 - 3.3 Provide necessary consents on the Student's behalf in the event of a medical emergency where it is not reasonably practicable to contact the Parents.
4. The Parents authorise the Director of International Students to advise the Student's caregiver of all matters and information required to be provided to parents of any student under the laws of New Zealand. The Parents authorise the School to obtain information regarding the Student from the designated caregiver. The Parents agree to appoint the designated caregiver or agent as their representatives in New Zealand to receive and provide such information in substitution for the Parents.
5. The Parents agree to provide the School 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.
6. The School shall use its best endeavours to ensure the safety, health and well-being of the Student but shall not be liable for any damage or harm caused to the Student or the Student's property. In addition, the School shall have no responsibility for the Student outside of School hours.
7. In any event, the School's liability in relation to the supply of tuition services to the Student is limited to the amount of fees paid by the Student for the provision of the services in respect of which liability arises.
8. Nothing in this agreement limits any rights the Parents and/or Student may have under the Consumers Guarantee Act 1993.

9. Either party may terminate this agreement upon two weeks written notice being given by either party. If the agreement is terminated the Refunds Policy for International students shall apply.
10. It is acknowledged that all relevant provisions of the Education Act 1989 shall apply to the Student in New Zealand. Any decision under these provisions to exclude or suspend the Student for a specified period of time shall terminate this agreement and the Refunds Policy shall apply. The Parents shall have no claim for damages or for any compensation if this agreement is terminated in these circumstances.
11. Neither party is liable to the other for failing to meet its obligation under this agreement to the extent that the failure was caused by an “act of God” or other force majeure circumstance beyond its reasonable control.
12. This agreement shall be construed and take effect as a contract made in New Zealand and will be governed by New Zealand law, and the Student and Parents submit to the exclusive jurisdiction of the New Zealand courts.
13. Notice given under this agreement must be in writing and given to the addresses set out in the application forms. Those sent by mail shall be deemed to have been received five working days after posting.
14. This agreement contains all of the terms, representations and warranties made by the parties and supersedes all prior discussions and agreements covering the subject matter of this agreement.
15. The Parents and Student acknowledge that:
 - a. Personal information of the Parent and/or Student collected or held by the School is provided and may be held, used and disclosed to enable the School to process the application for tuition and provide tuition to the Student, and to enable the School to communicate with the Student and/or Parents for any purpose;
 - b. All personal information provided to the School is collected and will be held by the School at Murrays Bay Intermediate School, Sunrise Ave, Murrays Bay, North Shore City. Phone (09) 477 2121, Fax (09) 478 8071;
 - c. If the Student/Parent fail to provide any information requested in the application for tuition, the School may be unable to process the application;
 - d. The Student/Parent have the right under the Privacy Act 1993 to obtain access to and request corrections of any personal information held by the School concerning them.
16. The Parents and Student agree that the Student shall live with the Parents or the designated caregiver/Homestay caregiver listed on the Student Enrolment Form for the term of this agreement.

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Application for International Student Place

Information and Guidelines for Parents and Students

Before you complete any application and enrolment forms, please read the following information carefully. You will need to sign the application forms to confirm you have done so and have understood and accepted the provisions set out below.

1. **Selection** for a place will be made by the Director of International Students.
2. **Placement** When the school makes an offer of a place to a student the school has the right to place the student at the appropriate year level. International Students will be placed in a mainstream class for most of the day and will have up to 4 hours ESOL tuition a week.
3. **Assessment** The school will assess the English ability of International Students to determine their needs for ESOL lessons.
4. **Extra Curricula Activities** International students will have the same access to extra-curricula programmes as domestic students.
5. **Support Services** Staff provide support and help for International students. The Dean is the first person to contact with any concerns.
6. The school takes seriously its duty of care for International Students. We provide support, responsible staff and appropriate teaching programmes and excellent facilities. Our first responsibility is to keep young people safe. The school retains the right to involve appropriate outside agencies to ensure the personal, emotional and physical safety of the students. In some cases we may require families to support us in returning students to their home to be under parental care and supervision.
7. **Accommodation** The school will only accept International Students who are either living with their parents in New Zealand or who have been placed with a "Designated Caregiver" organised by their parents or "Homestay Caregiver" arranged by the Parent's, the Parent's agent or the Murrays Bay Intermediate School. If the student is living with a "Designated Caregiver" or "Homestay Caregiver" the Statement of Designated Caregiver Arrangement form must be completed and signed by the student's parents.
8. **Complaints and Concerns** Students and parents may experience problems and difficulties in adjusting to life in New Zealand. Any problems will be first addressed by the Dean or by the Director of International Students. The school's Complaints Policy is applicable to International Students and their parents. The school adheres to the "Code of Practice for the Pastoral Care of

International Students”. An appeal authority operates through the Ministry of Education.

9. **Academic Reporting** The school reports fully on academic progress twice a year with a written report. The school expects all students to make reasonable academic progress. Copies of the student’s academic reports can be sent directly to parents if required.
10. **Visa Status** If a student who holds a Student Permit to study in the school acquires Permanent Residency, or a change of status through parental Work Permit or Business Visa that student may not be eligible to remain enrolled at the school. All students whose visa status changes must contact the Director International Students to continue attendance at the school.
11. **Health Insurance** Most students are not entitled to publicly funded health services while they are in New Zealand unless they are:
 - a. A resident or citizen of Australia
 - b. A national of the United Kingdom in New Zealand
 - c. The holder of a temporary permit that is valid for two years or more.

If you do not belong to one of these special categories and you receive medical treatment during your stay in New Zealand, you will be liable for the full cost of that treatment. we strongly recommend that you have insurance that will cover the cost of medical treatment for the duration of your stay in New Zealand.

12. **Code of Practice** Murrays Bay Intermediate school has agreed to observe and be bound by the “Code of Practice for Pastoral Care of International Students”. Copies of the code are available from the school or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz>
13. **Immigration** Full details of visa and permit requirements and reporting requirements are available through the New Zealand Immigration Service and can be viewed on their website at <http://www.immigration.govt.nz>

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Application for International Student Place

Student name: _____

I _____ Parent

_____ (Signature)

and I _____ Parent

_____ (Signature)

Date: _____

have read and understood the Information and Guidelines for International Students, as well as the other documentation provided, including

- Application for International Student Place
- International Student Tuition Agreement
- Refund policy

I/We accept the authority of Murrays Bay Intermediate and the provisions set out in them.

_____ On behalf of the school

_____ (Signature)

_____ Designation

Date: _____

Important

Please ensure that this form is returned with your documentation. Your application cannot be processed without it.

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Fee Refund Policy

Rationale:

To ensure that financial dealings between Murrays Bay Intermediate School and international students are conducted in an ethical and responsible manner which is understood by, and fair to, both parties.

Purpose:

To state the financial undertakings of both parties and the circumstance in which a refund of fees may be payable.

1. If you withdraw from the school before the end of the school year you may be eligible for a refund of fees.
2. An application for refund of fees must be made in writing. You must write to the Director of International Students explaining why you are withdrawing from the school and your reasons for seeking a refund.
3. If your application is made before you have commenced tuition your fees will be refunded in full less a \$1 500.00 administration fee to cover costs incurred by the school.
4. If your application is made after you have commenced tuition your fees will be refunded less:
 - An administration charge of \$1 500.00
 - Costs to the school already incurred for tuition
 - Components of the fee already committed for the duration of the course, including appropriate portions of salaries of teacher and support staff (if applicable)
 - Costs already incurred for the use of facilities and resources.
 - The proportion of the Government Levy that the school is required to pay.
 - Any other costs already incurred.
5. No refund will be made to a student who is excluded from the school by the Board of Trustees.
6. No refund will be made to a student enrolled at the school prior to 1st March who becomes a permanent resident after 1st March (in any year).

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INDEMNITY DOCUMENT FOR STUDENTS LIVING WITH A CAREGIVER/HOMESTAY

I/we designate _____ (*insert name of caregiver/agent/school*)
to provide accommodation for my/our son/daughter, to attend Murrays Bay
Intermediate School as an international student from _____ to _____,
subject to the approval of the Education Provider prior to enrolment.

(For a student placed with a caregiver by the parents)

I/We acknowledge that **if** I/we have decided to place my/our child within the care of a
caregiver chosen by myself/ourselves monitored by myself/ourselves in order for them
to attend Murrays Bay Intermediate School as an International Student. Accordingly
I/we take full responsibility for the home-stay placement and day to day requirements
of my/our child.

Student's name (as it appears on the passport):

Relationship to student:

(uncle / aunt / grandparent /close family friend / agent / homestay / caregiver)

Address:

.....

Phone: (home) (work) (mobile)

I/we understand that Murrays Bay Intermediate School will:

- ***Visit the home of the designated caregiver prior to or on enrolment to determine that the living conditions are of an acceptable standard***
- ***Assess whether the designated caregiver will provide a safe physical and emotional environment for the student***
- ***Determine that the accommodation is not a boarding establishment (i.e. does not have 5 or more international students staying in the home)***
- ***In the event of the accommodation designated by the parents being a boarding establishment, Murrays Bay Intermediate School will not enrol the student. Parents would need to organize other suitable accommodation approved by the school***
- ***Meet with the caregiver/s and establish communication with the caregiver***
- ***Meet the student at least quarterly to ensure the accommodation is suitable***
- ***Require a Police vet to be undertaken, if considered appropriate.***

Should this arrangement change, I/we undertake to inform Murrays Bay Intermediate School immediately. Further, I/we understand that should Murrays Bay Intermediate School have any concerns regarding the welfare of my/our child, they may refer

him/her to the relevant welfare authorities, or any other appropriate agency in New Zealand.

I/we understand that Murrays Bay Intermediate School will make every endeavour to ensure the safety and welfare of my/our child while studying at their school.

DECLARATION:

I/we confirm that the person/s nominated as the caregiver/s is

- a 'bona fide' relative or close family friend
or
- a homestay caregiver unknown to the family
or
- an agent nominated by the family *
- or
- other, *please state*

(Proof of this relationship may be required)

*** For a student who has an agent or guardian in New Zealand other than the caregiver:**

I/we designate _____ (*insert name of agent, guardian or company*) to be an agent for my/our son/daughter, while he/she attends Murrays Bay Intermediate School as an international student from _____ to _____, subject to the approval of the Education Provider prior to enrolment.

Signed:

Date:

***(Must be signed by student's Father./Mother only
This can not be signed by an agent or caregiver)***

Print name: Mr/Mrs

Relationship to student

Murrays Bay Intermediate 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 institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz/goto/international>

Please return page 1 and page 2 of this agreement to the school.

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INTERNATIONAL STUDENTS ACCOMMODATION CAREGIVER CONFIRMATION FORM

I/We agree to be Caregiver/Homestay Host Family
(Cross out that which does not apply)

For Name of Student: _____

I/We have read and agree to the Division of Responsibilities.

Name: _____

Address: _____

Phone: (home) _____ (work) _____

(mobile) _____ **Email:**

Signed: _____

Student Name (if known): _____

(Please return this form to the school)



INTERNATIONAL STUDENTS DIVISION OF RESPONSIBILITIES BETWEEN MURRAYS BAY INTERMEDIATE SCHOOL AND CAREGIVERS

Murrays Bay Intermediate School is responsible for:

1. The procedures for the selection and monitoring of homestay carers and homestay residences.
2. Meeting with the students at least once a term to ensure that the accommodation is suitable.
3. Adhering to the conditions of the Code of Practice for the Pastoral Care of International Students including:
 - assessment and selection of homestay placements, including Police vetting when required
 - assessments of the homestay carer's suitability and of the residential facilities
 - ongoing training for host families
 - monitoring of placements, including meeting with students once a term to ensure accommodation is suitable
4. Providing parents and host families with advice and information on best practice
5. Providing parents and host families with a support infrastructure
6. A 24/7 emergency contact person

Host Family/ Caregiver

The Host Family/Caregiver is responsible for:

1. A safe and friendly living and studying environment
2. Day to day care including:
 - 3 meals a day and access to healthy snacks
 - own room or shared, with own bed and bedding
 - study desk and chair
 - adequate bedroom furniture to store clothes, books etc.
 - lamp and adequate lighting
 - adequate heating
 - transport arrangements to and from school
 - bathing/showering/bathroom access
 - laundry

Host Families/ Caregivers must:

- treat the student with respect
- make the student feel comfortable and part of the family
- notify the school if there are any changes or additions to the household
- notify the school immediately if there are any problems with the student e.g. Medical condition, misconduct
- notify the school immediately if the student seems very homesick or depressed
- look after the student in their home to the best of their ability

Host Families are not expected to:

- provide internet connection for the student
- pay for toll or mobile phone calls
- cook special food
- insure the student's goods or pay for property the student damages or loses
- offer accommodation to visiting friends or relatives
- comply with unreasonable requests

Murrays Bay Intermediate School



When students from other countries come to study in New Zealand, it is important that those students are well informed, safe, and properly cared for. New Zealand educational providers have an important responsibility for international students' welfare. This pamphlet provides an overview of the "Code of Practice for the Pastoral Care of International Students" (the Code), and provides a procedure that students can follow if they have concerns about their treatment by a New Zealand educational provider or agent of a provider.

What is the Code? The Code is a document that provides a framework for service delivery by educational providers and their agents to international students. The Code sets out the minimum standards of advice and care that are expected of educational providers with respect to international students. The Code applies to pastoral care and provision of information only, and not to academic standards.

Who does the Code apply to? The Code applies to all education providers in New Zealand with international students enrolled. The Code is mandatory to these providers and must be signed by them.

What is an "international student"? An "international student" is a foreign student studying in New Zealand.

How can I get a copy of the Code? You can request a copy of the Code from your New Zealand education provider. The Code is also available online from www.minedu.govt.nz/goto/international.

How do I know if an education provider has signed the Code? The New Zealand Ministry of Education maintains a register of all signatories to the Code. This is available online from www.minedu.govt.nz/goto/international. If the education provider that you are seeking to enrol with is not a signatory to the Code, you will not be granted a permit from the New Zealand Immigration Service and you will not be able to study at that institution.

What do I do if something goes wrong? If you have concerns about your treatment by your education provider or by an agent of the provider, the first thing you must do is contact the principal, the international student director, or another person who has been identified to you as someone that you can approach about complaints at your institution. The Code requires all institutions to have fair and equitable internal grievance procedures for students and you need to go through these internal processes before you can take the complaint any further. If your concerns are not resolved by the internal grievance procedures, you can contact the International Education Appeal Authority (IEAA).

What is the International Education Appeal Authority (IEAA)?

The IEAA is an independent body established to deal with complaints from international students about pastoral care aspects of advice and services received from their education provider or the provider's agents. The IEAA enforces the standards in the Code of Practice.

How can I contact the IEAA? You can write to the IEAA at:

International Education Appeal Authority
C/- Ministry of Education Private Bag 92644 Symonds Street Auckland 1150

Fax: (09) 632 9456 Phone: (09) 632 9513 Email: info.ieaa@minedu.govt.nz

What will the IEAA do? The purpose of the IEAA is to adjudicate on complaints from international students. The IEAA will investigate complaints and determine if there has been a breach of the Code. The IEAA has the power to impose sanctions on education providers who have committed a breach of the Code that is not a serious breach. These sanctions include an order for restitution, publication of the breach, and / or requiring that remedial action be undertaken.

The IEAA will refer complaints that are not about pastoral care to another regulatory body if appropriate.

The education provider will be given a reasonable time to remedy the breach. If the breach is not remedied within that time, the IEAA may refer the complaint to the Review Panel.

The IEAA can determine if it considers that a breach of the Code is a serious breach. If the breach is a serious breach, the IEAA will refer the complaint to the Review Panel.

What can the Review Panel do?

The Review Panel can remove or suspend an education provider as a signatory to the Code, meaning that the provider would be prevented from taking any more international students. Only the IEAA can refer complaints to the Review Panel.

A summary of the Code of Practice for the Pastoral Care of International Students

The Code sets standards for education providers to ensure that:

- high professional standards are maintained
- the recruitment of international students is undertaken in an ethical and responsible manner
- information supplied to international students is comprehensive, accurate, and up-to-date
- students are provided with information prior to entering into any commitments
- contractual dealings with international students are conducted in an ethical and responsible manner
- the particular needs of international students are recognised
- international students are in safe accommodation
- all providers have fair and equitable internal procedures for the resolution of international student grievances

Full details of what is covered can be found in the Code itself. The Code also establishes the IEAA and the Review Panel to receive and adjudicate on student complaints.

What do you do if you have a problem / grievance?

We want you to be happy at Murrays Bay Intermediate. There are times however, when things do not go as smoothly or as well as we may like. Here are some ideas of what you can do about it.

Problems with a teacher

1. Make a time to talk to your classroom teacher about your concern.
2. If your concern is the classroom teacher, make a time to talk to the Dean of International Students, **Mrs Braithwaite**.
3. After a few days, if you do not think the problem has been solved by your classroom teacher or by **Mrs Braithwaite**, talk to the Director of International Students, **Mr Evitt**.

Problems with school friends

1. Take the time to talk to your class teacher quietly about your concern
2. You can also talk with our Dean of International Students, **Mrs Braithwaite**. She is very helpful, especially with broken friendships.
3. You can make an appointment to talk to the School Counsellor at the Office through **Mrs Congalton**.

Problems with your Homestay or Caregiver

1. Make a time to talk to the Dean of International Students, **Mrs Braithwaite** or you can talk to **Mrs Kwon**. They will discuss the concerns with you and do their best to sort things out. If necessary he/she will contact the Principal on the matter and/or your parents.

At all the above meetings, notes will be taken of your concerns and of the solutions put in place.

If, after all the above have been tried, it is felt that your problem has not been resolved, then the student/parent may contact the International Education Appeal Authority, whose address is:

International Education Appeal Authority
C/- Ministry of Education
Private Bag 92644
Symonds Street
Auckland
New Zealand

Phone: (64 9) 632 9513
Fax: (64 9) 632 9456
Email: info.ieaa@minedu.govt.nz

You must be able to show them that you have tried to get the school to act before you contact them. They will consult the school to see if anything can be done to help you.

If you do have a problem, please ask for help while it is still a little problem. Do not wait for it to become a big problem. If you are not confident that your English is good enough you can always bring a friend who has better English.

We hope your stay at Murrays Bay Intermediate is a happy one.