



St Peter's Catholic School

Cambridge

Enrolment Information Booklet

For New International Students



Our Mission Statement

To provide children with the tools to become successful lifelong learners in a Catholic context.

International Students at St Peter's Catholic School

Introduction

St Peter's Catholic School is an Integrated Catholic School for girls and boys aged to 5 to 13 and study in years 1 to 8. Our current school roll is 200 full time students.

We are dedicated to providing our international students and their families a warm and welcoming environment for the whole family.

We accept students from around the world at all levels. Students 10 years old and under must be accompanied by a parent.

St Peter's Catholic School has a special character, where Catholic Spirituality and Faith are practised every day. The students attend regular Full School Masses at the Church, which is situated next to the school grounds.

Our students are instilled with a strong sense of supporting each other and contributing to the whole community through a sense of social justice and support for a fellow man. They are asked to display these values on a day to day basis.

We develop a strong sense of high achievement, and expectations of the individual students, so they can thrive within the well supported school and community environment.

Cambridge - What it has to Offer

Cambridge is surrounded by beautiful countryside, with the Waikato River running through the town of fourteen thousand. Auckland international airport is a 2 hour drive away.

<http://www.cambridge.co.nz/>

Code of Practice

St Peter's Catholic School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education.

A copy of the code is available here [NZQA Code of Practice](#)

Application Procedure

Step 1 Family can approach school directly or family can go through an agent

Please include with your application:

- Proof of student's identity (photocopy of passport)
- Living arrangement:
 1. Students aged under 10 attending years one to six must live with a parent. For this option parent(s) has/have total responsibility for the student.
 2. Students aged 10 and over attending years 7 and 8 (living with extended family or homestay required). It is desirable for an International Student to live in a 'kiwi' homestay. This option has shown to be extremely helpful in assisting English language development.

The cost is NZ\$350.00 per week for full board plus a Homestay placement fee of \$200.

- A translated copy of student's most recent school report.
- Letter from parents supporting student (if aged 10 and older and living with a homestay parent).
- Medical Insurance to be paid before the student attends school (if and when accepted).

Completed enrolment form (available from the [St Peter's Catholic School website](#))

Applications should be sent to:

Anita Asumadu

Principal

St Peter's Catholic School

22 Anzac Street

Cambridge 3434

Email principal@stpeterscatholic.school.nz or office@stpeterscatholic.school.nz

All applications will be acknowledged within 5 working days.

Step 2 Offer of Placement

If the application is accepted, St Peter's Catholic School will forward a conditional offer of placement this will include:

- 1 Letter of offer of placement with conditions
- 2 Enrolment booklet (available on the web-site)
- 3 Fees and expense schedule (Invoice)
- 4 Insurance information (available at school)
- 5 Information regarding Code of Practice.
<https://www.nzqa.govt.nz/international/study-nz-quals/international-student-care/>

Step 3 Return of signed documents with fee to secure placement.

Step 4 Issue of receipt, details regarding conditions, letter of placement stating students start and finish date, Year Level and all fees paid.

Step 5 Apply for Student Visa

Full details of visa requirements available from www.immigration.govt.nz

Conditions of Enrolment

The following terms and conditions must be read, understood, and accepted prior to the application form being completed and signed.

St Peter's Catholic School reserves the right to decline any application for enrolment.

- All tuition and accommodation fees must be paid in advance.
- All full time students must have **study visa** for at least 12 months.
- All parents must have Guardian visa with the same conditions as student.
- All students must have **insurance** to cover the length of the Visa (most students are not entitled to publicly funded health services while in New Zealand).
- Part-time students can attend for one term (10 weeks) on a Visitor Visa. Contact school directly re fees.

FEES (NZ dollars):

Annual Fee (full year)

Administration Fee - \$500

Full year - \$16,000

Semester (two terms)

Administration Fee - \$400

Tuition Fee - \$8,000

Half Semester (one term)

Administration Fee - \$400

Tuition Fee - \$4,000

Weekly Fee

Administration Fee - \$350

Tuition Fee - \$450 per week

Class activities, camp fees and uniforms are an extra cost.

Travel and Medical Insurance is compulsory. This must be arranged by the caregiver before arriving in New Zealand.

Refund Conditions

Should a student cancel enrolment before commencing studies and fees have been paid. A refund will be made of all the fees, less an administration fee of \$500.

Terms and Conditions of Enrolment for International Fee Paying Students

The following terms and conditions must be read and accepted prior to the **Student Application Form** being completed and signed. It is the responsibility of the parent to ensure they understand these.

- St Peter's Catholic School reserves the right to decline any applications for enrolments.
- Application procedures must be complied with.
- International students attending years 1 to 6 and under 10 are required to live with their parents.
- The **Student Application Form** must be signed by the parents, which indicates acceptance of the terms and conditions set down by the school.
- All parents are required to abide by New Zealand law during their stay.
- It is a requirement that St Peter's Catholic School will visit all homes to ensure the living environment of the student meets the Code of Practice.
- The school must be notified immediately by the parent if a student's living arrangements are changed.
- All students must abide by the school Behaviour guidelines and rules. Failure to meet the requirements of the school may result in the student's place being withdrawn. Immigration will be notified should this be the case.
- Students must notify the school if they intend to travel home during the holidays.
- The requirements of the Code of Practice for the Pastoral Care of International Students apply only while the student is in New Zealand during the time-frame specified on the Offer of Place.
- St Peter's Catholic School will not be liable for any situation, accident or injury involving or affecting students. Medical/travel insurance are the responsibility of the parent and must be New Zealand recognised (i.e. Southern Cross or UniCare). This is to be paid on the same day as the Tuition Fees.

Signed _____ Date _____
(Parent/Guardian)

Signed _____ Date _____
(Principal)

INDIVIDUAL FEES CONTRACT (2023/24) for INTERNATIONAL FEE PAYING STUDENTS (Yearly Individual Students)

Between : St Peter's Catholic School

And: _____ (Parent/Guardian)

For: _____ (Student)

The following is the requirement of St Peter's Catholic School, Cambridge, New Zealand. No negotiations will be entered into once the conditions have been accepted and the Student Application Form has been signed by the parent.

1. The full year's fee is to be paid before the school year commences (if attending the full year). The Insurance must be paid on the same day if the school is organising.
2. Fees paid from within New Zealand are to be paid directly to the school so that a receipt can be provided. If payment is being made by telegraphic transfer from outside New Zealand the fees may be deposited directly into the School's bank account:
Westpac, Cambridge 03 1568 0009985 00
3. In the case of withdrawal from an offered place prior to the student commencing the course a \$NZ500 registration and handling fee will be retained and all other fees are refunded.
4. When a student withdraws from a course in his/her first year of study, there will be no refund of fees unless there are exceptional circumstances as deemed by St Peter's Catholic School.
5. If a Student withdraws from being an International Student during a course of study, other than in his/her first year, a term's notification must be given of the intention to leave, effective from the end of the term in which notification is given. The school will refund fees for the remaining complete term(s).
6. Failure to give a term's notification of withdrawal means that the next term's fees will be forfeited. The right to waive this requirement is the sole discretion of St Peter's Catholic School. Any refund of fees will exclude the cost of items provided and the fees already paid on behalf of the student.
7. If the school terminates a student's tuition then the next term's fees will be retained and any remaining amount refunded excluding the cost of items provided and already paid on behalf of the student.
8. No refunds will be made if there is a change to the immigration status of the student. On the completion of the year in which permanent residence is gained, the student if not a Catholic, must reapply for a place. A student who ceases to be an International Student (due to Permanent Residence, business visa etc) has no extraordinary rights for re-admission.
9. Any request for a refund must be made in writing.
10. Students will have their Offer of Place reviewed at the end of each year. Students offered a place for the following year will be asked to confirm their place by payment of the following year's tuition fees. This is to be paid prior to start date.

The fee for a student enrolling for the school year is \$16,000.00 plus \$500 administration fee which includes:

- | | |
|--------------------------|--------------------------|
| - Tuition Fees | - Postage of reports |
| - School Attendance Dues | - Activity Fee |
| - Special Character Levy | - Building & Maintenance |

Uniform, stationery, exam fees, field trip fees and specific costs for subjects are excluded. The fees do not include compulsory medical insurance. It is the responsibility of the parent to ensure that the information in this document is fully understood.

I accept the conditions and fees as set by the Board of Trustees of St Peter's Catholic School, Cambridge, New Zealand.

Signed _____ **Date:** _____

Signed _____ **Date:** _____

Clause

Every effort has been made to ensure that the information supplied by St Peter's Catholic School is correct at the time of compilation. St Peter's Catholic School retains the right to change, alter, amend or delete any of the information or terms included at any time without prior notification. St Peter's Catholic School will not be liable for any situation, accident, or injury, involving or affecting the student.

We look forward to welcoming you into our community.



AGENCY AGREEMENT

St Peter's Catholic School

PAYMENT OF FEES AND COMMISSION THROUGH

(Company name & GST number if applicable)

to St Peter's Catholic School, Cambridge, New Zealand

Proposal for _____ (referred to in the following text as
'The Agent')

From **St Peter's Catholic School, Cambridge, New Zealand**
for 2022/2023

St Peter's Catholic School, Cambridge, New Zealand, authorises *The Agent* to promote the education offered by St Peter's Catholic School, for overseas students and to collect their fees. These fees should be forwarded to St Peter's Catholic School. St Peter's Catholic School will pay up to 10% of the Tuition fee (including GST if applicable) to the Agent as a commission, for the student's first year after the student has been on site for three weeks and the School has been invoiced.

All expressions of interest to study at St Peter's Catholic School should be made on the St Peter's Catholic School **Student Application form**. The Terms & Conditions of Enrolment should be read, understood and signed as required by parents and applicant. *The Agent* should also forward to St Peter's Catholic School any additional information, which gives indication of the student's health status, ability and academic progress. Certified copies, in English, are required.

On receipt of the application forms from *The Agent*, should the applicant be successful, and a place is available, St Peter's Catholic School will send the New Zealand Government regulation Offer of Place form and an Invoice for fees.

The Agent is to ensure that fees are paid directly to St Peter's Catholic School at:

Account Name: ST PETER'S CATHOLIC SCHOOL Board of Trustees A/c

Account Number: 03 1568 0009985 00

Bank: Westpac (Victoria Street, Cambridge, New Zealand)

If the fees are being sent by telegraphic transfer the Agent should ensure that the **student's name** is on the details of the bank transaction so that the amount can be traced in St Peter's Catholic School account. An emailed copy of the transaction is appreciated.

RECEIPT

St Peter's Catholic School will issue a receipt for the fees paid by the student. This is used by the student in conjunction with the **Offer of Place** letter to present to the New Zealand Embassy to gain a Visa. The amount shown on this receipt is the same as the amount on the **Offer of Place** form.

COMMISSION PAYMENTS

St Peter's Catholic School must be informed if the Agent is charging additional fees to the student. Commissions are not paid if the student is transferring from another New Zealand school.

TERMS OF AGREEMENT

This agreement applies to **2024** only. The agreement must be renewed annually.

This agreement and its terms remain confidential between St Peter's Catholic School and the Agent.

COMPLIANCE WITH CODE OF PRACTICE

Any Recruitment Agent must comply with the Code of Practice for the Pastoral Care of International Students, which is obtainable from the Ministry of Education in a variety of languages. Website:

www.minedu.govt.nz/go to international,

P O Box 1666, Wellington, Fax 64-4-483 8001

The agreement may be terminated for breach of the code by an agent. Ethical performance of recruitment agents is of paramount importance.

TERMINATION OF CONTRACT

If a Recruitment Agent is:

- a) Engaging in any false, misleading, or deceptive conduct; and/or
- b) Contravening any of the signatory's obligations under the Code, St Peter's Catholic School immediately advise the agent in writing that they must cease that activity.

If the agent fails to cease the activity, the signatory must immediately:

- a) Withdraw their accreditation of that agent,
- b) Terminate their agreement with that agent; and
- c) Stop accepting students through that agent.

Signed: _____ Date: _____
St Peter's Catholic School, Cambridge, New Zealand

Signed: _____ Date: _____
Agent

Company address: _____

Agent email: _____



Agents Code Of Conduct

At all times agents shall:

1. Conduct themselves with integrity and in a manner that will reflect positively on St Peter's Catholic School, Cambridge as a trusted, high quality education provider.
2. Maintain the highest professional standards, be ethical, and act with due diligence.
3. Serve the best interests of St Peter's Catholic School, Cambridge, provider and students.
4. Respect the confidentiality of St Peter's Catholic School, Cambridge and students (when required).
5. Adhere in all respects to the New Zealand Ministry of Education Code of Practice for the Pastoral Care of International Students (<http://www.minedu.govt.nz/goto/international>) and keep abreast of any changes or developments to it.
6. Proactively seek clarification about any matters or changes arising that relate to the promotion of St Peter's Catholic School, Cambridge as a trusted, high quality education provider and participate in any agent refresher courses, if they are offered.

Agent Signature: _____ Date: _____

Agent Name: _____

Agent Address: _____

Agent Email: _____



St Peter's Catholic School

Cambridge

Oath

I, (name) _____ promise:

1. To abide by and not violate the laws of New Zealand.
2. To abide by and not violate the rules and regulations of St Peter's Catholic School and the homestay programme.
3. To comply with instructions from the school administration.
4. To avoid immoral behaviour.
5. To take lessons in accordance with the curriculum set by the school, to study seriously, and to participate in sport and other activities where possible.
6. To attend all scheduled classes. (A minimum of 85% attendance is essential. The student's place to study at St Peter's Catholic School may be reviewed if attendance is below 85%).
7. To accept all costs and expenses as my responsibility if I decide to return home.
8. That I have never been removed from a previous school, institution or homestay and there have been no behaviour issues that may affect St Peter's Catholic School's decision to enrol me. (Failure to disclose may lead to exclusion from the school).
9. To comply with homestay rules. In the event of a student requesting a new homestay placement, this change may incur an additional homestay placement charge. (To be decided by Senior Management on a case by case basis).
10. I understand that during my stay I may be photographed, filmed or interviewed. I agree to allow my name, picture and voice likeness in print, electronic mail and media, photography, video/DVD, film and radio, to be used in any format required for any legitimate purpose, including but not limited to the promotion of St Peter's Catholic School, at no cost to St Peter's Catholic School.

STUDENT'S SIGNATURE: _____ DATE: _____

I/We accept responsibility for the above-named for the period of enrolment, and will not make any protest or dispute against a decision made, or measure taken by the principal of the school. We abide by the principal's decision to send the above-named to his/her home country if it is considered necessary.

STUDENTS MAY BE SENT HOME FOR ANY OF THE FOLLOWING CIRCUMSTANCES:

- If the school fears for the safety of the student due to the student's own behaviour.
- If the information provided on the enrolment form or any supporting documents, including school reports, or medical information, is untruthful or misleading.

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

GUARDIAN OR PARENT: _____ DATE: _____



St Peter's Catholic School

Cambridge

Permission Form – Education Outside the Classroom activities (EOTC)

Dear Parents/Caregiver of International Students at St Peter's Catholic School

Each year your child will have the opportunity of being involved in a number of activities outside of the school. These activities provide learning opportunities in various environments.

Examples of EOTC activities your child could be involved in: sports days, camps, class trips etc.

This letter will give permission for your child to leave our school to participate in the type of activities listed above. All EOTC activities are planned and pre-approved by the school.

This permission slip will be kept on file and is valid while the student is studying at St Peter's Catholic School.

Please sign and return this permission form and send with the other application documents for your child/student.

Yours faithfully

Anita Asumadu
PRINCIPAL

I give my child/student (name) _____
permission to attend any EOTC activities organised by St Peter's Catholic School.

Signed: _____ Date: _____