



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 school roll is 188 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.

Copies of the code are available on the website www.minedu.govt.nz

Application Procedure

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

Please include with your application:

- Proof of student's identity (photocopy of passport)
- Living arrangement:
 1. Students aged 11 and under 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 11 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.

- A translated copy of student's most recent school report.

- Letter from parents supporting student (if aged 11 and older and living with 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:

Grant Stuart
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. <http://www.education.govt.nz/ministry-of-education/legislation/code-of-practice-for-thepastoral-care-of-international-students/>

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)

Tuition Fees and Attendance Dues	\$11,000
Administration	\$ 600
Building & maintenance Levy	\$ 500

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 \$600.

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** 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 11 are required to live with the parent.
- 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 (2019/2020) 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 \$NZ200 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 \$11,000.00 plus administration and Diocesan levy costs 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 2019/2020

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 **2019/2020** 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: _____



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 Peters 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: _____



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

Grant Stuart
PRINCIPAL

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

Signed: _____ Date: _____



Refund Policy

RATIONALE

From time to time, international fee paying students may need or desire to withdraw from their course before completion of their intended study programme.

PURPOSE

There is a need to ensure that an appropriate level of refund is made, which is fair to both parties and recognises the current and on-going expenses incurred by the Board of Trustees.

GUIDELINES

1. No refund will be made to a student who transfers to another educational institution inside and outside of New Zealand.
2. No refund will be made where a student is asked to leave the school because of misbehaviour, poor attendance or violation of school rules. Or if a student visa is declined by NZ Immigration due to not meeting the attendance criteria or any other NZ Immigration criteria.
3. No refund will be made if false or inaccurate information or records are presented for consideration in the application for enrolment process.
4. In order to be eligible for any refund the student, parent or legal guardian shall apply in writing to the Board of Trustees explaining why they have withdrawn from their course.
5. The Board of Trustees may consider the special circumstances of the withdrawal, but shall ensure that the costs and commitments are funded before approval of a refund.
6. Except in exceptional circumstances, no refund is payable to a student who withdraws in the second half of his/her course. In the case of full year students, the second half of the course commences on the first school day of Term 3.
7. The guidelines of what refund you can expect are laid out below:

- a) Student enrolls but fails to attend on commencement date.
Fees will be refunded less an administration charge of \$600.

- b) Student attends school and withdraws before the end of first term.

Fees will be refunded as below:

Tuition Fee	\$11,000
Less Administration fee	\$ 600
Term charge	\$ 2,750
Building & Maintenance Levy	\$ 500
Balance	\$ 7,150
Refund 50% of balance	\$ 3,575

- c) Student attends school and withdraws Before the end of Term 2.

Fees will be refunded as below:

Tuition Fee	\$11,000
Less Administration fee	\$ 600
Term charge	\$ 5,500
Building & Maintenance Levy	\$ 500
Balance	\$ 4,400
Refund 50% of balance	\$ 2,200

- d) Student withdraws after the start of Term 3. Except in exceptional circumstances, there is no refund.
- e) When agent fees have been paid by the school to an agent, that payment will be deducted from the refund.
- f) Homestay Fees (based on all homestay fees paid up front)
 - i) If you move out of your homestay before the end of your contract, the portion of your homestay fees not already used will be returned to you. The annual homestay placement/welfare fee of \$250 cannot be refunded.
 - ii) To have your homestay fees returned, you must have completed the leaving process at school and given two weeks' notice to the homestay co-ordinator, or pay two weeks in lieu of notice.

I/We have read and accept the St Peter's Catholic School Refunds Policy for International Students.

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

Guardian or Parent:

Date:

FEES PROTECTION

The Board of Trustees will ensure that payments from international students are used for the intended purpose and that the fees are protected in the event that the school is unable to continue to offer tuition to international students. Student fees are protected under the St Peter's Catholic School Board of Trustees International Students Fee Protection Policy.



St Peter's Catholic School

Cambridge

Student Application Form

Please attach a passport photo

Full name of student _____ Male Female

Preferred Name _____ Date of Birth _____

Present year of study _____ Present School _____

Nationality _____ Enrolling for Year _____

Passport Number _____ Passport Expiry Date: _____

Visa Type: _____ Visa Expiry: _____

First Language _____ Second Language: _____

Have you attended a school in New Zealand before:
Where: _____ When: _____

PARENT INFORMATION

Father (*Name in full*) _____

Address _____

Occupation _____

Business Phone _____ Home Phone _____

Email _____ Fax _____

Mother (*Name in full*) _____

Address _____

Occupation _____

Business Phone _____ Home Phone _____

Email _____ Fax _____

The parents or guardians of the international student are required to complete and sign this document.

I/We accept that our child shall be subject to the rules and regulations of St Peter's Catholic School.

Name/s _____

Signature/s _____

I/We are the: Father and Mother Mother Father Other Person

If Other Person, please state your relationship to the student _____

Hobbies/Sports/Special Interests _____

ACCOMMODATION INFORMATION

Years 1-6 students must live with parents in New Zealand

Parents living in NZ with student: _____

NZ Address: _____

NZ Phone: _____

Emergency Contact Name: _____ NZ Emergency Phone: _____

AGENT INFORMATION (If Applicable)

Family Name: _____

First Name: _____

Address: _____

Nationality: _____ Phone No. _____

Phone No: _____ Email: _____

HEALTH DETAILS – Medical Information

Hepatitis A or B Yes No Epilepsy Yes No Rheumatic Fever Yes No

Glandular Fever Yes No Asthma Yes No Heart Condition Yes No

Bee/Wasp Allergy Yes No Diabetes Yes No

Allergic reaction to: _____

Medication required: _____

Other medical condition or disability including mental health issues, physical disability, violence or abusive behaviour or any additional needs that the school should be aware of?

Does the student have a physical condition that might affect classroom learning eg hearing loss, need for glasses, motor skills loss etc Yes No

If yes, please explain:

New Zealand Medical/Travel Insurance must be from the first day of starting at St Peter's Catholic School .

Company: _____ (Please include a copy)

OTHER IMPORTANT INFORMATION

In the event of any dispute, New Zealand Law and the jurisdiction of New Zealand Courts will apply. To ensure student safety, it is the responsibility of the International Student or his parents to notify St Peter's Catholic School of any change to any details provided on this Application to Enrol form.

It is the responsibility of the International Student, his parents to ensure that all documentation is fully understood.

Refer to documentation relating to Policies for International Students (on the school website under Policies).

PRIVACY POLICY

The information contained in this application is being collected for the purpose of assessing this application for admission to **St Peter's Catholic School**. If the application is successful, the administration of the School will retain this information as part of the student's personal file during his/her time of education at the School. If the application is not successful the information will not be retained.

The School may be required from time to time to provide information to Education Authorities under the Education Act 1989. This is in accordance with Section 7 (4) of the Privacy Act 1993. The information may be given to another Education Institution if transferring to that school.

ACCEPTANCE OF TERMS

The following must be signed as a condition of enrolment/agreement (refer enrolment application form).

I understand that if I make any false statements, or provide any false or misleading information, or have changed or altered the application form in any way, the application may be declined or my acceptance to the International Student Programme may later be revoked, and that I may also be committing an offence and liable to prosecution.

I understand the notes and questions in the application form, and have read and understood the policy and guidelines for an International Student Programme at **St Peter's Catholic School** and I declare the information given about myself, my spouse/partner and any other guardian and any child or children is true and complete.

This is to be signed by the parent or guardian.

- I agree to abide by the rules and policies of the school.
- I agree to **St Peter's Catholic School** collecting personal information.
- I accept the right of the school to make changes to my child's course if this is considered to be in his/her best interests.
- I accept that if my child's attendance is not sufficient to meet his/her course requirement the School will inform his/her Guardian and also the New Zealand Immigration Department.
- I accept my child must participate in the general school programme that gives **St Peter's Catholic School** it's Special Catholic Character.
- I acknowledge that my child must have his/her own Travel and **New Zealand** Health Insurance policy and that the School accepts no responsibility to any injury suffered by the student whilst in the care of the School.
- The School is responsible for your child only during the Academic year. It accepts no responsibility once the school year is completed.

It is the responsibility of the parent and guardian to ensure they have understood these terms of acceptance prior to signing.

Signature: _____ **Date:** _____
Parent

With this application/agreement, you must enclose:

1. Fees Contract (signed)
2. Terms and Conditions of Enrolment form (signed)
3. Proof of student identity (photocopy of passport and any NZ student visa details)
4. One recent passport sized photograph (attach one to cover page)
5. Copies of the student's latest school reports for all subjects in the original language and a certified English translation (if possible)
6. Tuition Fee as agreed above.
7. Copy of Medical Certificate

STUDENT DETAILS : *School to Complete this Section*

Student Name:

First Name:	Surname (Family Name)
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Student Identification Number

M.O.E. School Profile No				Year of Entry		Enrolment No		

Name and address of previous School / pre-school attended:

Commencement Date

Year Level

Principal's Signature

Date

Preference

OR

Non-Preference

Receipt No