



# INTERNATIONAL STUDENT APPLICATION FORM + CONTRACT OF ENROLMENT

Churton Park School | 90 Churton Drive, Churton Park, Wellington 6037, New Zealand  
+64 4 478 4282 | [international@churtonpark.school.nz](mailto:international@churtonpark.school.nz) | [www.churtonpark.school.nz](http://www.churtonpark.school.nz)

## PART ONE: APPLICATION FORM

Student Details (Name must be as it appears on your passport)	
Family name:	
First name:	Date of birth:
Preferred name:	<input checked="" type="radio"/> Female <input type="radio"/> Male
Address: (In home country)	
First language:	Country of citizenship:
Passport number:	Expiry date:
Intended start date:	Intended end date:
Applying for year level: 1 2 3 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/>	

Father's Details (Or legal guardian) Name must be as it appears on your passport	
Title: <input type="radio"/> Mr <input type="radio"/> Dr	
Family name:	
First name:	Date of birth:
Street Address:	
Postal Address:	
Home Phone:	Mobile
Email:	
First language:	Country of citizenship:
Passport number:	Expiry date:
Primary Caregiving Parent: (The primary caregiving parent is the parent living with the student in New Zealand) <input type="radio"/> Yes <input checked="" type="radio"/> No	



# INTERNATIONAL STUDENT APPLICATION FORM + CONTRACT OF ENROLMENT

Mother's Details (Or legal guardian) Name must be as it appears on your passport	
Title:	Mrs <input type="radio"/> Miss <input type="radio"/> Ms <input checked="" type="radio"/> Dr <input type="radio"/>
Family name:	
First name:	Date of birth:
Street Address:	
Postal Address:	
Home Phone:	Mobile
Email:	
First language:	Country of citizenship:
Passport number:	Expiry date:
Primary Caregiving Parent: (The primary caregiving parent is the parent living with the student in New Zealand) <input type="radio"/> Yes <input checked="" type="radio"/> No	

Emergency Contact (In home country, other than parents)	
Contact's name	
Mobile phone	
Home phone	
Email address	

Agent Information (If using an agent)	
Agency name:	
Agent name:	
Agent email address:	Phone:



# INTERNATIONAL STUDENT APPLICATION FORM + CONTRACT OF ENROLMENT

Medical Information																		
Name of doctor (in home country):																		
Phone number of doctor:																		
Does the student have any history of previous illness that may affect their enrolment, including mental illness?																		
<input type="radio"/> Yes <input type="radio"/> No If 'Yes' please provide details.																		
Please tick the appropriate box if the student suffers from or have suffered from any of the following medical conditions:																		
<table border="0"><tr><td><input type="checkbox"/> Asthma</td><td><input type="checkbox"/> Back/Neck problems</td><td><input type="checkbox"/> Glandular Fever</td></tr><tr><td><input type="checkbox"/> Allergy to bee/wasp stings</td><td></td><td><input type="checkbox"/> Migraines</td></tr><tr><td><input type="checkbox"/> HIV or Aids</td><td><input type="checkbox"/> Diabetes</td><td><input type="checkbox"/> Hepatitis A, B or C</td></tr><tr><td><input type="checkbox"/> Epilepsy</td><td><input type="checkbox"/> Heart Condition</td><td><input type="checkbox"/> Tuberculosis</td></tr><tr><td><input type="checkbox"/> ADD or ADHD</td><td><input type="checkbox"/> Allergies</td><td><input type="checkbox"/> Food Allergies</td></tr><tr><td><input type="checkbox"/> Eating Disorder</td><td><input type="checkbox"/> Depression/Anxiety</td><td><input type="checkbox"/> Other (Please describe)</td></tr></table>	<input type="checkbox"/> Asthma	<input type="checkbox"/> Back/Neck problems	<input type="checkbox"/> Glandular Fever	<input type="checkbox"/> Allergy to bee/wasp stings		<input type="checkbox"/> Migraines	<input type="checkbox"/> HIV or Aids	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Hepatitis A, B or C	<input type="checkbox"/> Epilepsy	<input type="checkbox"/> Heart Condition	<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> ADD or ADHD	<input type="checkbox"/> Allergies	<input type="checkbox"/> Food Allergies	<input type="checkbox"/> Eating Disorder	<input type="checkbox"/> Depression/Anxiety	<input type="checkbox"/> Other (Please describe)
<input type="checkbox"/> Asthma	<input type="checkbox"/> Back/Neck problems	<input type="checkbox"/> Glandular Fever																
<input type="checkbox"/> Allergy to bee/wasp stings		<input type="checkbox"/> Migraines																
<input type="checkbox"/> HIV or Aids	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Hepatitis A, B or C																
<input type="checkbox"/> Epilepsy	<input type="checkbox"/> Heart Condition	<input type="checkbox"/> Tuberculosis																
<input type="checkbox"/> ADD or ADHD	<input type="checkbox"/> Allergies	<input type="checkbox"/> Food Allergies																
<input type="checkbox"/> Eating Disorder	<input type="checkbox"/> Depression/Anxiety	<input type="checkbox"/> Other (Please describe)																
Does the student have any medical implants (such as metal implants) that may affect receiving medical treatment while in New Zealand?																		
<input type="radio"/> Yes <input type="radio"/> No If 'Yes' please provide details.																		



# INTERNATIONAL STUDENT APPLICATION FORM + CONTRACT OF ENROLMENT

Is the student currently on any medication?

☐

Yes

☐

No

If 'Yes' please provide details.

*Please note: If you suffer from conditions requiring medication, it is advisable to bring your own medication to NZ. You will be required to notify the school regarding any medications that you bring with you.*

Is there anything further that the school needs to be aware of that may impact the suitability of the student as an international student? *Please note: We will contact you if we require more information. Special needs may be subject to additional costs to fully support as international students are not eligible for government funding.*

☐

Yes

☐

No

If 'Yes' please provide details.

## Learning Information

Does the student have any learning difficulties requiring extra school support or services?

☐

Yes

☐

No

If 'Yes' please provide details.

Does the student have any behavioural difficulties requiring extra school support or services?

☐

Yes

☒

No

If 'Yes' please provide details.



# INTERNATIONAL STUDENT APPLICATION FORM + CONTRACT OF ENROLMENT

General Details	
Has the student previously applied for entry to the school?	<input type="radio"/> Yes <input type="radio"/> No
If yes, when?	
Has the student ever had a family member or relative enrolled at the school?	<input type="radio"/> Yes <input type="radio"/> No
Student Name:	Year attended:
Has the student previously studied at any other NZ school?	<input type="radio"/> Yes <input type="radio"/> No
If yes, please state the name of the school:	Dates:
How many years has the student studied English?	Months      Years
Do the student's parents speak or read English?	
<b>Speak:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	<b>Read:</b> <input type="radio"/> Yes <input type="radio"/> No

Accommodation Requirements
<input type="checkbox"/> I understand that the student must live with their caregiving parent at all times while studying in New Zealand. I understand that failure to do so will result in a breach of visa conditions for both the student and caregiving parent.
<input type="checkbox"/> I understand that I must organise my own accommodation in New Zealand.
Accommodation details in New Zealand:
<input type="checkbox"/> Rental <input type="checkbox"/> Living with Friends <input type="checkbox"/> Living in own home

Insurance Details	
<input type="checkbox"/> I understand the requirement to have travel and medical insurance for the student and caregiving parent for the entire duration of your stay in New Zealand.	
Name of Insurer	
Policy number:	
Insurance cover start date:	Insurance cover expiry date:
<input type="checkbox"/> A copy of the policy details in English has been provided with this application form	



# INTERNATIONAL STUDENT APPLICATION FORM + CONTRACT OF ENROLMENT

## School Permissions

### NEWSLETTER COMMUNICATIONS

Do you wish to receive the school newsletter via email?

☐

Yes

☐

No

If yes, my email address is: *(you may use more than one email address)*

Email 1:

Email 2:

Email 3:

### EDUCATION OUTSIDE THE CLASSROOM PERMISSION

I give permission for the student to attend all Education Outside the Classroom (EOTC) trips within the Wellington area:

☐

Yes

☐

No

*(Please note: you will be informed of all trips and trip requirements, transportation details and whether parental assistance is required)*

### STUDENT IMAGE AND WORK PUBLICATION

I give permission for images of the student, and the student's work, to be present on the school website and school blogs:

☐

Yes

☐

No

## Enrolment Checklist

Please check that you have supplied the following with your enrolment:

- ☐ The fully completed Application Form (Part One of this document)
- ☐ A signed and dated copy of the Terms + Conditions (Part Two of this document)
- ☐ A copy of the student's Birth Certificate
- ☐ A copy of the student's passport
- ☐ A copy of the caregiving parent's passport
- ☐ Evidence of the student and parents visa status
- ☐ Evidence of legal guardianship (if applicable)
- ☐ A copy of the student's travel and medical insurance policy in English
- ☐ A copy of the student's most recent school report
- ☐ A copy of the student's immunisation record in English and certified by a medical professional

**Please send these documents to [international@churtonpark.school.nz](mailto:international@churtonpark.school.nz).**



# INTERNATIONAL STUDENT APPLICATION FORM + CONTRACT OF ENROLMENT

## PART TWO: CONTRACT OF ENROLMENT

THE TERMS AND CONDITIONS APPENDED TO THIS APPLICATION, FORM AND GOVERN THE STUDENT'S TUITION AT THE SCHOOL. BY SIGNING BELOW, THE SCHOOL AND THE PARENTS OR LEGAL GUARDIAN AGREE TO THOSE TERMS AND CONDITIONS. PLEASE ENSURE THE TERMS AND CONDITIONS ARE READ CAREFULLY.

### TERMS AND CONDITIONS:

1. For the purposes of this Agreement the following terms shall have the following meanings:

Act means the Education Act 1989.

Agreement means this Agreement including any schedules.

Application Form means the standard enrolment form which forms the cover page of the Agreement.

Code means the Education (Pastoral Care of International Students) Code of Practice 2016.

Fee means fees payable by the Parents or Legal Guardians to the School as per the Fee Schedule (Schedule One).

Fee Schedule means the schedule of fees for Tuition, Accommodation and miscellaneous charges (Schedule One).

Parents or Legal Guardians means the parents or legal guardians referred to in the annexed Application Form.

School means the school referred to in the annexed Application Form.

Student means the student referred to in the annexed Application Form.

Tuition means the education of the Student at the School.

Period of Study means any period for which Fees are paid and for the purpose of this Agreement the enrolment of the Student begins on the course start date stated in the Student's offer of place and ends on the course end date stated in the Student's offer of place.

2. The School shall provide Tuition to the Student in accordance with school policies, the Code, the Act and any other applicable laws, in return for the payment of the Fee.

3. The Parents or Legal Guardians and Student agree that no changes to accommodation arrangements will be made whatsoever without the prior written agreement of the School.

4. The Parents or Legal Guardians and Student agree to comply with the immigration requirements as set out in the Immigration Act 2009, and any immigration conditions applicable to the Student's stay in New Zealand. The Parents or Legal Guardians and Student understand that the School has an obligation to report any breaches of the immigration requirements to the appropriate immigration authority.

5. The Parents or Legal Guardians agree that while studying at the School, the Student will live with one or both Parents or Legal Guardian at all times during the Period of Study at the School.

6. The Fee must be paid to the School in advance of each Period of Study or as otherwise directed by the School. The Parents or Legal Guardians and the Student agree to comply with school policies regarding the payment of the Fee.

7. If Tuition is terminated by the School during a Period of Study, in accordance with the Act and the Code, any refund of the Fee applicable to that Period of Study will be assessed in accordance with school policies.

8. The Parents or Legal Guardians and the Student, who have signed this Agreement irrevocably appoint and authorise the principal of the School (or such other person as may be appointed by the School to carry out the principal's duties) to:

- a. Receive information from any person, authority, or corporate body concerning the Student including, but not limited to, medical, educational or welfare information;
- b. 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 Parents or Legal Guardians.

9. The Parents or Legal Guardians agree to provide the School with academic, medical or other information relating to the wellbeing of the Student as may be requested from time to time by the School. If the Parents or Legal Guardians provide misleading information, fail to disclose information about the Student to the School, or the student develops higher needs while at the School, such that the School has to change or modify the level of Tuition required by the Student, the School may charge the Parent or Legal Guardians such fees as required to adequately compensate for such additional requirements.

10. The Parents or Legal Guardians agree that it is a condition of enrolment that the Student has current and comprehensive travel and medical insurance. If requested, the Parents or Legal Guardians will provide the School with evidence of the relevant insurance policy.

11. The School shall at all times comply with the Health and Safety at Work Act 2015.

12. Nothing in this Agreement limits any rights that the Parents, Legal Guardians or Student may have under the Consumer Guarantees Act 1993.

13. It is acknowledged that provisions in the Act relating to the suspension, expulsion or exclusion of students will apply to the Student while in New Zealand. Any decision to expel or exclude the Student shall terminate this Agreement and the School's refund policy will apply.

14. The Student will comply at all times with school policies, the Code and the Act, and the Parents or Legal Guardians shall work with the School to ensure such compliance.



# INTERNATIONAL STUDENT APPLICATION FORM + CONTRACT OF ENROLMENT

15. No party to this Agreement is liable to the other for failing to meet its obligations under this Agreement to the extent that the failure was caused by an act of God or other circumstances beyond its reasonable control.

16. This Agreement shall be construed and take effect in accordance with the non-exclusive laws of New Zealand. In relation to any legal action or proceedings arising out of or in connection with this Agreement the Parents or Legal Guardians irrevocably:

- a. Submit to the non-exclusive jurisdiction of the Courts of New Zealand; and
- b. Agree 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 on the grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.

17. Notices given under this Agreement must be in writing and given to the addresses set out in the Application Form. Those notices sent by post will be deemed to have been received ten (10) days after posting. The Parties also agree that email correspondence is a suitable means of communication and emails will be deemed to have been received when acknowledged by the party or by return email.

18. This Agreement contains the entire understanding of the parties and overrides any prior promises, representations, understandings or agreements. The terms of the Agreement may be changed by the School in consultation with the Student, and Parents or Legal Guardians, except where such change is required by New Zealand legislation or the Code. This Agreement shall continue in force during the Period of Study with the School.

19. The Parents or Legal Guardians and Student acknowledge that:

- a. The School may obtain at any time from any person or entity any information it requires to process and/or accept the Student for admission to the School or to perform or complete any of the other purposes under this Agreement. The Parents or Legal Guardians and the Student authorise any such person to release to the School any personal information that person holds concerning the Student and/or Parents or Legal Guardians.
- b. If the Student and/or Parents or Legal Guardians fail to provide any information requested in relation to the Student's admission to the School, the School may be unable to process the Student's application.
- c. This Agreement is conditional at all times on the Student having accommodation in New Zealand which complies with the Code. If this condition is unable to remain fulfilled, then this agreement will be at an end.

d. Personal information of the Student and/or Parents or Legal Guardians collected or held by the School is provided and may be held, used and disclosed to enable the School to process the Student's eligibility to receive Tuition at the School and Accommodation.

e. All personal information provided to the School is collected and will be held by the School.

f. The Student and Parents or Legal Guardians 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.

g. Under the Privacy Act 1993, any information collected may be provided to education authorities.

h. Information relating to the education, health, welfare or safety of the Student, may be released to relevant parties outside the School, at the discretion of the School.

20. Photographs and videos of the Student may be used for the Student's records and in any publicity material for the School, unless otherwise indicated on the Application Form.

21. The School's responsibility for the Student ends on the last day of the Period of Study, or in the event that the Student's Tuition is terminated, on the date of termination.

22. The conditions in this Agreement apply for the whole time the Student is enrolled at the School during a Period of Study. The Agreement may be renewed on application to the School in writing. Renewal of this Agreement is at the sole and absolute discretion of the School and is subject to satisfactory performance and attendance by the Student, the issue of an offer of place for a further Period of Study and the payment of Fees.

23. Without limiting any obligations set out in school policies, the Parents or Legal Guardians and Student agree that the Student:

- a. Must comply with school policies; and
- b. Must maintain an up-to-date visa as stipulated by Immigration New Zealand.

24. The parties acknowledge that prior to signing this Agreement, they have had the opportunity to seek independent legal advice in respect of its content and effect.

25. This Agreement may be executed in one or more counterparts, each of which when so executed and all of which together shall constitute one and the same Agreement. Delivery of executed counterparts may be delivered by email or facsimile transmission.

26. The parties agree that any dispute in relation to this Agreement will be resolved in accordance with the Code and the School Policies.





# INTERNATIONAL STUDENT APPLICATION FORM + CONTRACT OF ENROLMENT

## PARENTS/LEGAL GUARDIANS' DECLARATION AND AUTHORISATION

We declare that the information contained in this application is true and complete. We understand that any false or incomplete information submitted in support of this application may invalidate this application and may result in the withdrawal of an offer of enrolment. We agree that we have received sufficient information to make an informed decision about enrolment at the School.

## EXECUTION

### PARENTS/LEGAL GUARDIANS

By signing below, the Parents or Legal Guardians (as applicable) confirm that they have read the Agreement and agree to be bound by it in all respects:

Name(s):

Signature(s):

Date:

### SCHOOL

By signing below, the authorised signatory of the School confirms that they are authorised to sign on behalf of the School, and confirms that the School will be bound by the Agreement in all respects:

Name:

Designation:

Signature:

Date:



Copyright © SIEBA. All rights reserved.



# INTERNATIONAL STUDENT APPLICATION FORM + CONTRACT OF ENROLMENT

## SCHEDULE ONE

### 2019 CHURTON PARK SCHOOL INTERNATIONAL STUDENT FEES SCHEDULE

APPLICATION PROCESSING FEE	\$500 (non-refundable fee)
TUITION FEES	
Full Year Student	\$15,500 + GST per annum
Per Term Student	\$4,200 + GST per term
Weekly Student	\$500 + GST per week



Copyright © SIEBA. All rights reserved.