



# New Plymouth Girls' High School

## International Student Application

### CODE

New Plymouth Girls' High 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>



## TERM DATES 2012

Term 1	31 <sup>st</sup> January – 5 <sup>th</sup> April
Term 2	23 <sup>rd</sup> April – 29 <sup>th</sup> June
Term 3	16 <sup>th</sup> July – 28 <sup>th</sup> September
Term 4	15 <sup>th</sup> October – 11 <sup>th</sup> December

## English Entry Standard

The school does not require a minimum standard of English. Students will be assessed on arrival and appropriate English classes provided. The school has a full range of ESOL classes from Beginners to Advanced levels. Students wishing to study for senior NCEA qualifications will need to demonstrate the required level of English language proficiency.

## Full International Student Fees for one year

Tuition Fee	\$12,250.00
Administration / Placement Fee	\$ 750.00
Accommodation	\$10,465.00
(\$227.50 p/wk x 46 weeks) Hostel or Home Stay	
Medical & Travel Insurance	\$ 450.00
Advance on expenses	\$ 1,000.00
NZQA examination fees	\$ 385.00 ( Years 11, 12, 13)

**Total fees** **NZ\$25,300.00 G.S.T inclusive**

### Note:

Advance on expenses covers the costs of school uniform, stationery, additional course fees, school trips etc.

Fees are set by the Board of Trustees of New Plymouth Girls' High School who may make changes to fees at their discretion. Current fees reflect an increase in the NZ G.S.T. rate.

## Goods and Services Tax

All fees are quoted in New Zealand dollars and include Goods and Services Tax (GST) where applicable.



## Payment of Fees

Payment should be made by Telegraphic Transfer or Bank Draft in New Zealand dollars to:

TSB Bank Ltd, Centre Branch, New Plymouth  
Account name: NPGHS Board of Trustees, Scotlands Account  
Account No: 15 3953 0478250 00  
Swift Code No: HSBCNZ2A  
Particulars: Name and Invoice Number

Please fax the school with the student's name, date and amount of the transfer. All tuition and administration fees must be paid for the full year and are payable in advance. The school reserves the right to amend its fees. For the most up-to-date fees, please refer to our International School Website <http://www.npghs.com>.

## Application Requirements and Procedures

With this completed application and student declaration you should enclose:

- A signed Tuition Contractual Agreement
- Certified copies in English of your most recent school reports
- A certified copy in English of a testimonial from your Principal of your present school or school previously attended
- Four (4) copies of your passport photo

Enrolment is subject to availability of places within the school. Places can only be confirmed by full payment of fees.

Should your application be successful, you will receive a letter of offer ('Offer of Place'). You will need to pay the year's fees before a visa will be granted. If you accept the 'Offer of Place' then this application form together with the tuition agreement shall be the terms and conditions of agreement by which your tuition shall be provided.



## Health Services

### Eligibility for Health Services

Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on their website at <http://www.moh.govt.nz>.

### Accident Insurance

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://www.acc.co.nz>.

### Medical and Travel Insurance

International students must have appropriate and current medical and travel insurance while studying in New Zealand.

Unicare Medical and Travel Insurance will be completed by the New Plymouth Girls' High School prior to the student arriving in New Zealand. For policy information, please visit <http://www.unicare.org>.

New Plymouth Girls' High School will keep a record of the student's policy number and type.

## Conditions of Enrolment

During the time my daughter attends New Plymouth Girls' High School I agree to the following terms:

1. My daughter will obey the laws of New Zealand, attend school regularly, abide by the uniform code and accept the rules and discipline of the school, hostel, and host family. If my child were to breach this agreement, the school has the right to ask me to repatriate my daughter immediately, at my cost.
2. My daughter will hold the appropriate student visa or permit acknowledged for her study at New Plymouth Girls' High School.
3. I will pay all fees required by the school on time. I understand that my daughter will only be accepted into the school when all fees have been paid.
4. I accept the Principal, the Director of International Students, the Hostel Manager and the Home Stay Hosts as the people who oversee the welfare of my daughter while she is in New Zealand. Should any problems arise, my daughter will obey the decision of the Principal or the School's Board of Trustees.



5. I take full responsibility for all debts incurred by my daughter, including telephone accounts.
6. I understand that all fees are for the school year, February to December and that my daughter is expected to return home for the Christmas/summer holidays.
7. I undertake to provide an air ticket for my daughter's return home no less than 6 weeks before departure.
8. I accept that if my daughter does not meet the course completion or attendance requirements I will be informed. If her attendance or work completion does not improve, she will be in breach of this contract and the school will have the right to repatriate her at my expense.
9. I consent to the school authorising medical treatment in the event of an emergency.
10. I have read and understood the Tuition Agreement and Refunds Policy which will apply if my daughter's application is successful.

## **Refund Policy for International Students**

### **School Fees**

1. If the student withdraws from her course of study before the course completion date, she may be eligible for a refund or partial refund of school fees as set out below.
2. An application for refund fees must be made in writing. The student must write to the Board of Trustees explaining why she has withdrawn from the course and her reason for seeking a refund.
3. The Board of Trustees will make no refund to a student who:
  - a) Is expelled or excluded from the school
  - b) Wishes to transfer to another school – except in exceptional circumstances
  - c) Has been granted Permanent Residence but did not notify the school in writing when she applied for Permanent Residence
  - d) Returns home for any reason other than the student's verified serious illness or death or the verified serious illness of a close member of the family – except in exceptional circumstances
4. If the student's application is made before the start of her course, her fees will be refunded in full less an administration charge to cover costs incurred by the school.
5. If the student's application is made after the start of her course, but before the second half of her course, her fees will be refunded less:
  - a) The administration fee
  - b) Costs to the school already incurred for tuition
  - c) Components of the fee already committed for the duration of the course, including appropriate proportions of salaries of teachers and support staff
  - d) Costs already incurred for the use of facilities and resources
  - e) The proportion of the Government Levy the school is required to pay
  - f) Any other costs already incurred



If the student's application is made after the second half of her course, she will not receive a refund except in exceptional circumstances.

If the student has been granted permanent residence and notified the school as above, the Board of Trustees will refund her tuition fees for any term she has not started minus the Administration Fee.

Applications for refunds must be made within 30 days of the student's last day at school.

**Home Stay Fees** (Based on all home stay fees paid in advance)

If the student moves out of her home stay before the end of her contract, the portion of her home stay fees not already used will be returned to her. The Home stay Arrangement, Placement or Coordination fee cannot be refunded.

**Fee Protection Policy**

The school separately records fees received from international students as "Fees Paid in Advance". These funds are held in the school's main bank account until such time as they have been earned. They are then recorded as revenue and are available for spending. The Board guarantees to keep sufficient funds in reserves to enable the refund of the unearned portion of fees, should the school be unable to continue the course.



## Contractual Agreement

### AGREEMENT TO PROVIDE TUITION SERVICES BETWEEN

### NEW PLYMOUTH GIRLS' HIGH SCHOOL AND THE PARENTS OF:

Name of Student:

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Name of Parent:

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Address of Parent:

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1. The Parent has made application for tuition of the Student in New Zealand and wishes the Student to attend New Plymouth Girls' High School (the 'School').
2. The School has agreed to enroll the Student upon and subject to the terms and conditions hereinafter set out.

#### The School's Obligations

3. The School will observe and be bound by the Ministry of Education's *Code of Practice for the Pastoral Care of International Students* ("Code"). Copies of the Code are available on request from the school or from the Ministry of Education website at <http://www.minedu.govt.nz/goto/international>
  - 3.1. The school shall provide tuition in accordance with that accorded to domestic students
4. The School shall use its best endeavors to ensure the safety, health and well-being of the student but shall not be liable for:
  - 4.1. Any damage or harm caused to the Student or the Student's property while attending the School
  - 4.2. Any damage or harm caused to the Student or the Student's property arising out of the Student's accommodation
  - 4.3. Any damage or harm caused to the Student or the Student's property outside normal school hours. In the case of the Student's property, shall not be responsible for any damage to such property that may occur outside the school premises.

#### The Parent's Obligations

5. The Parent shall:
  - 5.1. Pay to the School the tuition fees in the manner agreed to by both parties.
  - 5.2. 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.
  - 5.3. The student will accept and abide by the school's rules and all instructions given by



members of staff.

- 5.4. The students will attend school on all occasions when it is open unless prevented by illness or other urgent cause.

### **Authorisations**

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

### **Limitations of Liability**

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

### **Termination**

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

### **Miscellaneous**

10. Nothing in this agreement limits any rights the Applicant and/or the Student may have under the Consumer Guarantee Act 1993
11. It is acknowledged that the stand-down, suspension and exclusion of student's provisions as set out in Part II of the Education Act 1989 shall apply to the Student in New Zealand. Any decision under these provisions to stand-down, suspend or exclude the Student shall terminate this agreement and the refunds policy will apply. The parents will have no claim for damages for any compensation if this agreement is terminated in these circumstances.
12. Force majeure: Neither party shall be in default or in breach of their obligations under this



agreement to the extent that the performance of those obligations is prevented by an event of force majeure. Force majeure means an event beyond the reasonable control of the party seeking to rely on force majeure.

13. Governing Law: This agreement shall be construed and take effect in accordance with the domestic laws of New Zealand. In relation to any legal action or proceedings arising out of or in connection with this agreement the Applicant irrevocably submits to the exclusive jurisdiction of the Courts of New Zealand, and agrees that proceedings may be brought before any court including any forum constituted under the Arbitration Act 1908 within New Zealand and waive any objection to proceedings in any such court or forum constituted under the Arbitration Act 1908 within New Zealand on the grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.

### **Entire Agreement**

14. This agreement shall consist of:

14.1. The application for tuition in New Zealand;

14.2. The Tuition Agreement including any Schedules annexed thereto (including the refund and fee protection policies and the International Student Information Booklet).

15. This agreement contains the entire understanding of the parties and overrides any prior promises, representations, understandings or agreements.

16. The terms of this agreement may be changed at any time by the School in writing to the applicant and any such change in terms shall be notified to the Applicant in writing.

16.1. Notices given in writing will be given to the addresses set out in the application forms. Those sent by post shall be deemed to have been received 5 (five) days after posting

### **The Privacy Act**

17. The Parent acknowledges that:

17.1. Personal information of the Parent and/or Student collected by the School and may be held, used and disclosed to third parties to enable the School to:

17.1.1. Process the application for tuition

17.1.2. Provide tuition to the Student

17.1.3. Provide the Student and/or Parent with advice or information concerning products and services the School believes may be of interest to the Student and/or Parent; and

17.1.4. To enable the School to communicate with the Student and/or Parent for any purpose.



17.2. All personal information provided to the School will be held by the School at New Plymouth Girls' High School, 60 Northgate, Private Bag 2049, New Plymouth, New Zealand Phone: +64 (6) 757 3899 Fax: +64 (6) 757 3882. Failure to provide any information in the application for tuition may mean the School is unable to process the application.

17.3. The Student and Parent/s 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.

**Execution (please sign)**

I have read and understood that terms set out in this agreement, including the attached schedule and agree to them.

Signature of Student:

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Signature of Parent:

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(If Student is under 18 years of age)

Signature for:

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(School)

Designation:

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Date:

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



### International Student Application

#### YEAR LEVEL: (PLEASE TICK THE YEAR LEVEL WHICH APPLIES)

Year 9     Year 10     Year 11     Year 12     Year 13

#### START DATE:

Term 1     Term 2     Term 3     Term 4    Year: [       ]

Length of course: [       ] Terms (See confirmed Term Dates and Holidays at [www.npghs.school.nz](http://www.npghs.school.nz))

#### DETAILS OF STUDENT

Date of Birth: /       /

Last Name (as on passport):

First Name (as on passport):

Known As:

Country of Birth:

Religion:

First Language:

Student Email:

Student Mobile Number:

#### PASSPORT / VISA DETAILS

Passport Number:

Passport Expiry Date:

Date of Entry into New Zealand:

Student Visa / Permit Issue Date:

Student Visa / Permit Expiry Date:

#### PARENTS DETAILS

Mother's Last Name:

Fathers Last Name:

Mothers First Name:

Fathers First Name:

Address:

Address:

Occupation:

Occupation:

Telephone Number: (    )

Telephone Number: (    )

Work Phone Number: (    )

Work Phone Number: (    )

Mobile Number:

Mobile Number:

Fax Number:

Fax Number:

Email Address:

Email Address:



**AGENTS DETAILS**  
**(Only applicable if you are using an agent)**

**NEW ZEALAND CONTACT**  
**(If applicable)**

Name of Agency: \_\_\_\_\_ Name of Contact Person: \_\_\_\_\_

Agent Address: \_\_\_\_\_ Address (in NZ): \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Email of Agent: \_\_\_\_\_ Email: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Relationship to you:  Relative ( \_\_\_\_\_ )

Family Friend

Parent

**GENERAL DETAILS**

Have you applied for New Plymouth Girls' High School before:  Yes  No

If yes, when: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Have you studied at a New Zealand school before:  Yes  No

If yes, please state the school you last attended in New Zealand: \_\_\_\_\_

Have you had a sister enrolled at New Plymouth Girls' High School before:  Yes  No

Name: \_\_\_\_\_ Year Attended: \_\_\_\_\_

How many years have you studied English: \_\_\_\_\_ months \_\_\_\_\_ years

Do your parents speak or read English: Speak:  Yes  No Read:  Yes  No

What is your planned future career: \_\_\_\_\_

**ACCOMMODATION REQUIREMENTS**

I would like to apply for a place at the New Plymouth Girls' High School

Boarding Accommodation (Hostel):  Yes  No

I wish to have a home stay organised by New Plymouth Girls' High School:  Yes  No

I wish to organise my own accommodation (Designated Care Giver or Parents):  Yes  No

(Please provide a copy of your full birth certificate stating your parent's names and copy of their passport and visa)

Food Preferences (please state if any): \_\_\_\_\_



Interests:  Outdoor Activities     Music     Movies / TV     Reading     Water Sports

Travel                       Other (Please state):

**DESIGNATED CARE GIVER (DCG) DETAILS**

(If staying in accommodation NOT organised by New Plymouth Girls' High School)

Name of Caregiver: \_\_\_\_\_ Name of Caregiver: \_\_\_\_\_

Address (in NZ) \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Email: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Relationship to you:  Relative (please state: \_\_\_\_\_ )     Family Friend

Please note: a DCG must be a relative or close family friend of the family. This accommodation must be approved by New Plymouth Girls' High School prior to the student's arrival. Please provide a copy of the passport (and visa if applicable).

**INSURANCE DETAILS**

Do you wish to purchase insurance through New Plymouth Girls' High School? We provide Unicare insurance. Please see insurance policy requirements section of the policies and procedures document.

Yes     No

Insurance Policy Provider (if not from NZ): \_\_\_\_\_ Copy:  Yes     No

Insurance Policy Number: \_\_\_\_\_ Insurance Expiry Date:    /    /

**MEDICAL DETAILS**

Any special medical or learning needs: \_\_\_\_\_

Name of Family Doctor: \_\_\_\_\_

Phone Number: (    )                      Fax Number: (    )

Please tick the following boxes if you suffer from any of the following medical conditions:

Asthma                       Back / Neck Problems                       Glandular Fever                       Bee / Wasp Stings

Migraines                       Hepatitis A or B                       Diabetes                       Heart Conditions

Allergies                       Food Allergies                       Epilepsy                       Other (please state below)

Details of other medical conditions or medication: \_\_\_\_\_

Please note: If you suffer from any of the above conditions, it is advisable to bring your own medication to NZ. As part of signing this application, I give permission for New Plymouth Girls' High



School to contact my doctor if further information is required or in the case of emergency. Please note this includes calling an ambulance in an emergency situation and being prescribed over the counter medications (which are suitable) by the certified school nurse when needed i.e. Panadol etc.

**SPORT / CULTURAL ACTIVITIES**

Please indicate what level of any of sports or activities you have played in the past, i.e 1<sup>st</sup> XI hockey / soccer or musical instrument / band for school, club and / or representative level:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

Please note that these are available at various times of the year.

Do you wish to partake in the sports High Performance Programme:     Yes    No

If yes, please indicate sports choice: \_\_\_\_\_

Please note that you have to be enrolled at New Plymouth Girls' High School for a minimum of 3 months to be eligible to trial.

**SUBJECT CHOICES**

Please list your subject choices below. For more specific information, please read the Student Handbook at [www.npghs.school.nz/mainpages/prospectus/curriculum.htm](http://www.npghs.school.nz/mainpages/prospectus/curriculum.htm).

<b>Subject</b>	<b>Year Level 9, 10, 11, 12, 13</b>
1. English / Eng. Intermediate / ESOL	
2.	
3.	
4.	
5.	
6.	

Please note that you might not get your preferred options as some classes fill up very fast.



**PLEASE INCLUDE WITH THIS APPLICATION FORM:**

- Passport copy
  - School report (latest)
  - Recommendation letter from principal or head teacher
  - 4 Passport Sized Photos
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I \_\_\_\_\_ (student) have read and understood the conditions of being an international student at New Plymouth Girls' High School and agree to abide by the rules of the school (refer to the Procedures and Guidelines Document and the Student Behaviour sheet in the back of the school prospectus.)

Signed: \_\_\_\_\_ Date:            /            /

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We (parents) accept authority of New Plymouth Girls' High School and all the provisions as set out in the Policies and Guidelines Document and are aware the New Plymouth Girls' High School will act according to the code of practice ([www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international)).

**Father's Name:**

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Signed: \_\_\_\_\_ Date:            /            /

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**Mother's Name:**

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Signed: \_\_\_\_\_ Date:            /            /

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If I am living in a home stay organised by New Plymouth Girls' High School, I agree to abide by the home stay rules and guidelines and to do my best to fit in with the lifestyle of my home stay family.

**Student's Name:**

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Signed: \_\_\_\_\_ Date:            /            /

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Note: Failure to disclose relevant information or the provision of false information may result in termination of enrolment.

Make sure all details on these forms are completed and signatures from the correct people are included.





## New Plymouth Girls' High School

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First choice in educating young women

60 Northgate  
Private Bag 2049  
New Plymouth 4312  
New Zealand

Phone: +64 6 757 3899  
Fax: +64 6 757 3882

**[www.npghs.com](http://www.npghs.com)**