



International Student Enrolment Application

This application pack has 4 Sections.

- | | |
|-------------|--|
| Section 1 - | General student personal information
Pages 2 - 7 |
| Section 2 - | Residential Care agreement and indemnity
Pages 8- 11 |
| Section 3 - | Tuition agreement and refunds policy |
| Section 4 - | Learning culture at ASHS
EOTC Consent
Visa View permission
eLearning
Subject selection forms |

Please read carefully through all sections. Complete and sign the forms where indicated. It is important that the forms are completed as much as possible before you come for your interview.

At the interview we will also need to see the following **ORIGINAL** documents

1. Passports with appropriate entry visas for the student
2. Passport of parent and/or Passport of residential caregiver
3. Proof of eligibility for residential caregiver to reside in NZ
4. School reports for the previous 2 years - in English or translated
5. One personal character references - in English or translated
6. Proof of residence for where the student is staying in NZ
7. Medical and travel insurance for the period the student will be studying

SECTION 1

Name of Student: _____
(Family Name) (First Name)
(the same name as shown on your Birth Certificate or Passport)

Preferred / English Name: _____

Academic year the student wishes to enrol for:

20__ Full Academic Year

Students are only accepted for a full academic year unless there are exceptional circumstances.

If you wish to study for less than one full academic year please state reasons :

Date of Birth: _____ Gender: Male / Female

Country of Birth : _____ Passport Number: _____

Students mobile phone number : _____

Date of First Entry into New Zealand: ____/____/____

Do you have any siblings enrolled at ASHS Yes / No

Name(s) of previous school(s) in New Zealand:

Dates of Attendance at those schools:

Learning Information - do you require English Language Support?

ESOL: Yes / No Level: High / Moderate / Low

ESOL support received previously Yes / No

Contact details of parent / next of kin in home country:

Parents name: _____
(Family Name) (First Name)
(the same name as shown on your Birth Certificate or Passport)

Mother / Father / Relative _____
(if relative please detail eg Aunt / Grandparent)

Physical address: _____

Phone home: _____ Phone work: _____

Mobile: _____

Email: _____@_____

Accommodation

Will the student (named above) be living with a parent whilst in NZ? Yes / No

If Yes -

Details of the Parent the International Student (named above) will reside with while attending Albany Senior High School.

Name of Parent: _____
(Family Name) (First Name)
(the same name as shown on your Birth Certificate or Passport)

Preferred / English name: _____

New Zealand Address: _____

_____ Post Code _____

Phone home: _____ Phone work: _____

Mobile: _____

Email: _____@_____

If No -

Will the student be living with a Designated Caregiver or a Homestay family

A “**Designated Caregiver**” means a relative or close family friend designated in writing by a parent or legal guardian of an international student under 18 years as the caregiver and accommodation provider for that student.

Homestay means accommodation provided to an international student in the residence of a family or household in which no more than 4 international students are accommodated.

Homestay Family / Designated Caregiver

Please circle the appropriate type of accommodation.

Details of the Residential Caregiver the International Student (named above) will reside with while attending Albany Senior High School.

Name of Caregiver:

(Family Name) (First Name)
(the same name as shown on your Birth Certificate or Passport)

Preferred / English name: _____

New Zealand Address: _____

Phone home: _____ Phone work: _____

Mobile: _____

Email: _____@_____

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>

International Students enrolled at Albany Senior High School must be in good health.

Does the International Student (named above) suffer from any of the following:
(Please tick **ALL** that apply)

- ☐ Migraine ☐ Epilepsy ☐ Asthma ☐ Diabetes
- ☐ Heart Condition ☐ Allergies - details _____
- ☐ Regular nose bleeds ☐ Other prescribed medicine - details _____
- ☐ Other - details _____

Has the student named above had a Tetanus vaccination: Yes / No

You give the school permission to provide Panadol if needed: Yes / No

Are there any health concerns that the school should be aware of:

Medical and Travel Insurance:

International Students **must** have appropriate and current medical and travel insurance for the entire time they are studying in New Zealand.

Please provide a copy of the student's policy which shows:

- ☐ Name of the company
- ☐ Type of policy
- ☐ Policy Number
- ☐ Students name and date of birth
- ☐ Start date of the policy
- ☐ Term of the policy

Albany Senior High School expects to be able to meet the learning needs of students enrolled at the school.

Does the International Student (named above) have any special learning or behavioural needs?

Yes / No

Details if applicable: _____

DECLARATION

- I have been informed about and know how to access a copy of the "Education (Pastoral Care of International Students) Code of Practice 2016.
- I have been informed about all costs involved with enrolment and the school's policy regarding fee protection and refunds.
- I have read, understood and accept the policies, rules and procedures regarding International Students at Albany Senior High School and agree to abide by them.
- I agree that all disputes will be dealt with in accordance with New Zealand law.
- I confirm all the information contained in this application is true and correct to the best of my knowledge and belief.
- I acknowledge that the provision of false information or the withholding of relevant information may result in termination of enrolment.

I will inform the school if there are any changes to the details of this application.

Privacy Act 1993

The information requested is retained by the school and will be used for the following purposes:

- To facilitate the operation and administration of the school
- To enable contact and appropriate treatment in the event of an emergency or student illness

I/We authorise Albany Senior High School to use the information set out in the enrolment form for the purposes stated.

Student's signature:

_____ **Date** _____

Parent's Signature

_____ **Date** _____

Parent's Name:

Note

Address and phone number details are collected at the time of enrolment and during the student's time at school so that the school can contact the parent or student as necessary. These contact details may also be passed onto the Ministry of Education and Ministry of Social Development (MSD). This is so young people who may have difficulty finding future employment, training or further education can be identified and offered support by organisations contracted by MSD to help re-engage young people in education or training when they leave school.

Publication Information Permissions:

Student Name: _____

In compliance with the Privacy Act 1993, Albany Senior High School requires consent from parents / caregivers to publish the name, photographs or work (including video/audio) of their son/ daughter in any of the school's publications, on OurTube or on the website, should the need arise.

The school publishes:

- A school newsletter
- Albany Senior High School has a web site, which is kept current with news and events:
www.ashs.school.nz
- Press releases

TO CONSENT to all of the above please enter a **TICK** in each box below, sign and date at the bottom of the page.

TO REFUSE permission in any of the areas listed below place a **CROSS** in the box where permission is **NOT** granted

IF BOXES ARE LEFT BLANK - or there is no signature below - **WE WILL ASSUME CONSENT NOT GRANTED**

<input type="checkbox"/>	PHOTO PUBLISHED IN PRINT MEDIA?
<input type="checkbox"/>	PHOTO PUBLISHED ON SCHOOL WEBSITE?
<input type="checkbox"/>	PRESS RELEASE?

Parent / Caregiver signature

Date

SECTION 2

RESIDENTIAL CAREGIVER'S AGREEMENT

PARENTS' SECTION

I acknowledge that I have decided to place my child in the care of a caregiver vetted and monitored by myself, in order for them to attend Albany Senior High School as an International Fee Paying Student. Accordingly, I take full responsibility and accept the decisions made by my designated caregiver about the homestay placement and day to day requirements of my child. I agree with the caregiver that students under the age of 18 will **neither** own nor drive a car while enrolled as a student at Albany Senior High School. Students over the age of 18 **MUST** apply for permission with the Deputy Principal who looks after international students BEFORE they undertake the process of obtaining a NZ drivers licence. Should this arrangement change, I undertake to inform Albany Senior High School immediately. I understand that, should Albany Senior High School have any concerns regarding the welfare of my child that they may relocate the child to a home approved by Albany Senior High School or they may refer the matter to the relevant child welfare authorities or any other appropriate agency in New Zealand. Albany Senior High School will advise me immediately if such a situation occurs.

Please note: Albany Senior High School advises parents that they should not pay homestay fees more than two weeks in advance to caregivers.

I agree to have:

Name : _____

Address : _____

being responsible for my son/daughter as in the above agreement.

Mother's Name _____

Address : _____

Email address: _____

Telephone: (Home) (mobile)

Mother's Signature _____

Father's Name _____

Address : _____

Email address: _____

Telephone: (Home) (mobile)

Father's Signature _____

Witness Name: _____

NB - The witness must NOT be a family member

Address : _____

Email address: _____

Telephone: _____ Witness Signature _____

INDEMNITY DOCUMENTS FOR STUDENTS LIVING WITH A RESIDENTIAL CAREGIVER

PARENTS TO COMPLETE

I/We designate _____
Name of Residential Caregiver

to provide accommodation for my/our son/daughter, to attend Albany Senior High School as an international student from _____ to _____ subject to the approval of Albany Senior High School prior to enrolment.

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

Student's preferred name: _____

Print residential caregiver's name: _____

Relationship to Student (please tick the appropriate option):

☐ Designated Caregiver (Uncle/Aunt/Grandparent/close family friend) _____
(Please indicate)

OR

☐ Homestay family

Address of Residential Caregiver: _____

Phone: _____ Mobile: _____

Email: _____

I / we understand that the school will:

- Visit the home of the residential caregiver to determine that the living conditions are of an acceptable standard
- Assess whether the residential caregiver will provide a safe physical and emotional environment for the student
- Determine that the accommodation is not a boarding establishment (i.e. does not have 4 or more international students staying in the home)
- If the accommodation designated by the parents is a boarding establishment, the school will follow the provisions relating to boarding establishments as set out in the Code of Practice
- Meet with the residential caregiver/s and establish communication with the caregiver
- Meet the student at least twice a year to ensure the accommodation remains suitable
- Will require a Police vet to be undertaken for all persons over the age of 18 years living at the same address.

Should this arrangement change I/we undertake to inform Albany Senior High School immediately.

I / we understand that Albany Senior High School will make every endeavour to ensure the safety and welfare of my / our son / daughter while studying in their school. Should there be a concern about the welfare of the student, the school will consult the pastoral care staff within the school and will discuss the concern with the residential caregivers and parents of the student.

Further, I / we understand that should Albany Senior High School have any concerns regarding the welfare of my / our son / daughter, the school may relocate the student in an approved School Homestay. If necessary, the school will also refer the matter to the relevant welfare authorities or any other appropriate outside agencies.

Handover of Care:

Handover of care will be to the student's parent, legal guardian or another person approved by the parent or legal guardian. This enables the student to move back and forth between residential caregivers and their parents or other approved caregivers during the period of enrolment. The transfer plan between all parties ensures continuity of care for the duration of the enrolment period (which includes school holidays) and identifies who is responsible for the pastoral care of the student.

I/we understand that **ALL** Handover of Care Plans will be arranged between the student's parent, legal guardian or another person approved by the parent or legal guardian and the residential caregiver. This plan is for the entire period of enrolment at Albany Senior High School, including school holidays, as well as transition arrangements at the end of the enrolment period.

If a transfer of care is required for persons not included in the original documented approvals the following criteria must be met:

- must be 18 years or over and/or
- must be known to the student and the parent/legal guardian
- must agree to take responsibility for day-to-day pastoral care during agreed period
- must agree to communicate regularly with the residential caregiver and/or the school during the agreed period

DECLARATION:

I / we confirm that the person/s nominated as the designated caregiver/s is/are a 'bona fide' relative or close family friend. *(Proof of this relationship may be required)*

OR

I / we confirm that the person/s nominated as the Homestay family have been vetted and will be monitored by myself whilst my son / daughter is enrolled at Albany Senior High School.

Signed: _____ *(Must be signed by student's Parent)*

Date: _____

Print Name: _____
(Mother / Father) - please circle

Albany Senior High School has agreed to observe and be bound by the Education (Pastoral Care of International Students) Code of Practice 2016. Copies of the Code are available from NZQA website the link is [here](#)

RESIDENTIAL CAREGIVER'S SECTION

I am willing to be responsible for
for the length of time that he/she is a student at Albany Senior High School.

I undertake to be responsible for his/her attendance while at school, to ensure that the school is informed of any absence from school, to make any special requests on his/her behalf and to be generally responsible for him/her as a student of the school, including during school holidays, for the entire period of enrolment or until such time as a handover of care arrangement has been formally requested by the parents, legal guardian another person approved by the parent or legal guardian.

Handover of Care:

Handover of care may be to the student's parent, legal guardian or another person approved by the parent or legal guardian. This enables the student to move back and forth between residential caregivers and their parents or other approved caregivers during the period of enrolment. The transfer plan between all parties ensures continuity of care for the duration of the enrolment period and identifies who is responsible for the pastoral care of the student . **ALL** handover of care plans will be arranged between the student's parent, legal guardian or another person approved by the parent or legal guardian and the residential caregiver. This plan is for the entire period of enrolment at Albany Senior High School, including school holidays, as well as transition arrangements at the end of the enrolment period.

All transfer of care arrangements will be communicated to the school by the residential caregiver. If a transfer of care is required for persons not included in the original documented approvals the following criteria must be met:

- must be 18 years or over and/or
- must be known to the student and the parent/legal guardian
- must agree to take responsibility for day-to-day pastoral care during agreed period
- must agree to communicate regularly with the residential caregiver and/or the school during the agreed period

I agree to notify the Director of Student Welfare immediately if the student is admitted to hospital or involved in a medical emergency. I agree with the parent that students under the age of 18 will **neither** own nor drive a car while enrolled as a student at Albany Senior High School. Students over the age of 18 **MUST** apply for permission from the Deputy Principal who looks after international students BEFORE they undertake the process of obtaining a NZ drivers licence.

Should any circumstances arise that necessitate a change, I undertake to inform the school and find a family that is suitable to the student and the school who will assume these responsibilities.

Name: _____

Address: _____

Email address: _____

Telephone: (Home) (mobile)

Signature _____

Witness Name: _____

NB - The witness must NOT be a family member

Address : _____

Email address: _____ Mobile phone: _____

Witness Signature _____

SECTION 3

Tuition Agreement - see attached

Please make sure you have signed the tuition agreement

Refunds Policy - see attached

Please make sure you have signed the refunds policy

International Student TUITION AGREEMENT



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

School: **Albany Senior High School** ("the School")

Student: _____ ("the Student")

1. The school shall provide tuition to the student in accordance with the Education (Pastoral Care of International Students) Code of Practice 2016 and the laws of New Zealand in return for an annual fee.
2. The student shall comply with the rules and policies of the school and with the reasonable instructions of the staff of the school.
3. The parents or guardians of the student (the "Parents") authorise staff of the school to:
 - 3.1 receive information from any person, authority or corporate body concerning the student including, but not limited to, medical, educational and welfare information;
 - 3.2 receive financial information relating to the student including bank account details, debt and/or income of the student;
 - 3.3 provide consents in respect of any activity carried out and authorised by the school;
 - 3.4 provide necessary consents on the student's behalf in the event of a medical emergency where it is not reasonably practicable to contact the parents.
4. The parents irrevocably authorise the principal of the school to advise the student's homestay hosts of all matters and information required to be provided to parents of any student under the laws of New Zealand. The parents irrevocably authorise the school to obtain information regarding the student from the homestay hosts. The parents agree to appoint the homestay hosts as their agents in New Zealand to receive such information in substitution for the parents.
5. The parents agree to provide the school with academic, medical or other information relating to the well being of the student as may be requested from time to time by the school.
6. The school shall use its best endeavours to ensure the safety, health and well being of the student but shall not be liable for any damage or harm caused to the student or the student's property.
7. In any event, the school's liability in relation to the supply of tuition services to the student is limited to the amount of fees paid by the student for the provision of the services in respect of which liability arises.
8. Nothing in this agreement limits any rights the parents and/or student may have under the Consumer Guarantees Act 1993.
9. Either party may terminate this agreement at any time upon two weeks' written notice being given to the other party. If the agreement is terminated the refunds policy for international students as outlined in Appendix 2 ("refunds policy") shall apply.

10. It is acknowledged that all relevant provisions of the Education Act 1989 shall apply to the student in New Zealand. **Any disciplinary action taken for international students shall be undertaken in accordance with Appendix 1** and any decision under these provisions to expel or suspend¹ the student for a specified period shall terminate this agreement and the refunds policy shall apply. The parents shall have no claim in damages or for any compensation if this agreement is terminated in these circumstances.
11. Neither party is liable to the other for failing to meet its obligations under this agreement to the extent that the failure was caused by an act of God or other circumstances beyond its reasonable control.
12. Notices given under this agreement must be in writing and given to the addresses set out in the application forms. Those sent by post shall be deemed to have been received five working days after posting.
13. This agreement contains all of the terms, representations and warranties made between the parties and supersedes all prior discussions and agreements covering the subject matter of this agreement.
14. This agreement shall be construed and take effect as a contract made in New Zealand and will be governed by New Zealand law, and the student and parents submit to the exclusive jurisdiction of the New Zealand courts.
15. The parents and the student acknowledge that:
 - (a) personal information of the parents and/or student collected or held by the school is provided and may be held, used and disclosed to enable the school to process the application for tuition, provide tuition and homestay services to the student, provide to the student and/or parents advice or information concerning products and services the school believes may be of interest to the student and/or parents and to enable the school to communicate with the student and/or parents for any purpose;
 - (b) all personal information provided to the school is collected and will be held by the school.
 - (c) if the student/parents fail to provide any information requested in the application for tuition, the school may be unable to process the application;
 - (d) the student/parents have the right under the Privacy Act 1993 to obtain access to and request corrections of any personal information held by the school concerning them.
16. The student's level of english (assessed on arrival in NZ) and academic record will be taken into account when determining acceptance and course placement. The parents accept the right of the school to effect a change of course if this is seen to be in the best interests of the student.
17. **It is understood that the student will attend regularly.** The parents and residential caregiver guarantee the good behaviour and regular attendance of the student. Albany Senior High School reserves the right to terminate this agreement and inform NZ Immigration Service if the student fails to comply with Ministry of Education attendance requirements.
18. It is understood that this contract is current until the end of the school year in which the student enrolls and may be renewed yearly subject to the satisfactory performance and attendance of the student.
19. The student and parents will accept and abide by the school's decision regarding accommodation suitability, and rules regarding accommodation.

¹ The school will follow the Ministry of Education's guidance for school stand-downs, suspensions and terminations of enrolment - details available on this [link](#)

- 20 In the event that the student's behaviour in the homestay is considered unacceptable by the host family and the school, and if another suitable homestay cannot be found, the school reserves the right to terminate this agreement.
21. We agree that we have disclosed to the school all special educational and health needs of the student prior to the signing of this agreement. We give the school permission to make a decision on the advice of a medical practitioner, in a medical emergency.

Please outline any further relevant information that we should be aware of.

- 22 We acknowledge that this agreement may be terminated by the school if the enrolment of the student is based upon any false declaration or information provided by the student or their caregivers. We have read and understood the terms set out in this agreement including the attached schedules and agree to them.

EXECUTION AND ACCEPTANCE OF TERMS

Parent

Signed Date

Full Name of Parent

Residential Caregiver

Signed: Date:

Full Name of Residential Caregiver

Student

Signed Date

Full Name of student

Albany Senior High School has agreed to observe and be bound by "Education (Code of Practice for the Pastoral Care of International Students) Code of Practice 2016" Copies of the Code are available on the NZQA Website at <http://www.nzqa.govt.nz/providers-partners/caring-for-international-students/> If there are concerns about a student's treatment then, under the terms of The Code of Practice, the school's Deputy Principal who looks after international students, should be contacted in the first instance so that the school's internal grievance procedures can be implemented.

Appendix 1 (refer clause 10)

Disciplinary action for International Students

The school may take appropriate disciplinary action:

1. The Principal may take appropriate disciplinary action in response to the conduct or behaviour of the student.
2. Appropriate disciplinary action includes standing down, suspending or excluding the student and terminating their tuition agreement.
3. The Principal of the school may take appropriate disciplinary action, whether or not the conduct or behaviour occurred while the student was under the supervision or control of the school, if satisfied on reasonable grounds that:
 - a. the student's gross misconduct or continual disobedience is a harmful or dangerous example to other students at the school;
 - b. because of the student's conduct or behaviour, it is likely that the student, or other students at the school, will be seriously harmed if the student is not stood-down or suspended or excluded as the case may require
 - c. the student's conduct or behaviour is in breach of the school rules (including the school's vision and values), the accommodation agreement or designated caregiver agreement, or this tuition agreement, and one or more of the following applies:
 - i. the breach or breaches would constitute an ongoing risk to the student's education, health, safety, well-being or personal welfare for which the school is responsible under the Education (Pastoral Care of International Students) Code of Practice 2016;
 - ii. the breach or breaches would constitute an ongoing risk to another person's education, health, safety, well-being or personal welfare.
4. The provisions in Schedule 1 below (relating to stand-down), or Schedule 2 below (relating to suspension) will apply if the student has been stood-down or suspended, as the case may be.

School's obligations when taking disciplinary action

5. A Principal who wants a student to absent himself or herself from school for disciplinary reasons, or who wants a parent to remove a student from school for disciplinary reasons may bring about the absence or the removal only by standing-down or suspending the student under this tuition agreement.
6. In making decisions on appropriate disciplinary action the Principal and the board will as far as practicable ensure that any such disciplinary action:-
 - a. is proportionate to the seriousness of the behaviour of the student; and
 - b. minimises the disruption to a student's attendance at school and facilitates the return of the student to school when that is appropriate; and
 - c. is dealt with in accordance with the principles of natural justice.

7. If the student is stood-down or suspended, the Principal will take all reasonable steps to ensure that the student has the guidance and counselling that are reasonable and practicable in all the circumstances of the stand-down or suspension.
8. If a student's suspension is subject to conditions, the Principal will take all reasonable steps to ensure that an appropriate educational programme is provided to the student.
9. The programme referred to in clause 8 will as far as practicable be designed to facilitate the student's return to school and to minimise the educational disadvantages that occur from absence from school.

Schedule 1 – Provisions for stand-down

Notice requirements

1. Immediately after a student is stood-down, the principal will tell a parent or legal guardian and the residential caregiver of the student:
 - (a) that the student has been stood-down; and
 - (b) the reasons for the principal's decision; and
 - (c) the period for which the student has been stood-down.

Stand-down period

2. A stand-down may be for 1 or more specified periods, and the principal may lift the stand-down at any time before it is due to expire.

Student attendance while student on stand-down

3. If a student has been stood-down, then the student does not have to, and is not permitted to, attend the school while stood-down, however:
 - (a) the principal may require the student to attend the school if the principal reasonably considers the student's attendance is appropriate;
 - (b) the principal may allow the student to attend the school if the student's parents request that the student be permitted to attend the school and the principal considers the request is reasonable;

Board meeting concerning stand-down

4. A Principal who has stood-down a student may arrange a stand-down meeting.
5. A Principal who, having stood-down a student, is asked by the student or a parent or legal guardian of the student for a stand-down meeting:
 - (a) will arrange a meeting; and
 - (b) be available for the meeting as soon as is practicable for the student, the parent or legal guardian, and the principal.
6. As a consequence of a stand-down meeting, if the principal is satisfied that there are no reasonable grounds for the stand-down the principal will:
 - (a) ensure that the stand-down is withdrawn; and
 - (b) ensure that the student, and anyone told of the stand-down under paragraph 1, is told that the stand-down has been withdrawn.

Schedule 2 - Provisions for suspension

Notice requirements for suspending a student

1. If the student has been suspended then the principal will, immediately after the student is suspended, tell the board, a parent or legal guardian and the residential caregiver (if any) of the student:
 - (a) that the student has been suspended; and
 - (b) the reasons for the principal's decision.

Student attendance while on suspension

2. If the student has been suspended, then the student does not have to, and is not permitted to, attend the school while suspended, however:
 - (a) the principal may allow the student to attend the school if the principal reasonably considers the student's attendance is appropriate;
 - (b) the principal may allow the student to attend the school if the student's parents request that the student be permitted to attend the school and the principal considers the request is reasonable.

Board meeting concerning suspension

3. If the student has been suspended, the student, the student's parents or legal guardian, and their representatives are entitled to attend a meeting of the board and speak at that meeting, and to have their views considered by the board before it decides whether to lift or extend the suspension or exclude the student and terminate the tuition agreement.
4. The board will ensure that a student who has been suspended, and the student's parents or legal guardians are given the following as soon as practicable after the suspension:
 - (a) written notice of the time and place of the suspension meeting; and
 - (b) written information about the options available to the board under paragraph 3 to deal with the suspension at the suspension meeting.
5. The board will ensure that the following material is given (in writing) to the student and the student's parents or legal guardian within the time specified in paragraph 6:
 - (a) information on the procedures the board follows at suspension meetings; and
 - (b) advice that the student and the student's parents, legal guardians or representative may attend the meeting and speak at it about the suspension; and
 - (c) information contained in the following material that, in the board's opinion, it would have no ground to withhold if the student made a request under the Privacy Act 1993 for:
 - (i) the principal's report to the board on the suspension; and
 - (ii) any other material about the suspension to be presented by the principal or the board at the meeting.
6. The material referred to in paragraph 5 must be given to the student and the student's parents, legal guardian or representatives in time to reach them at least 48 hours before the meeting (or within a shorter time agreed by all the parties).

Adjournments to consider new information

7. The board will adjourn a suspension meeting if the student, a parent or legal guardian of the student, or any member of the board asks the board to do so if the person making the request needs time to consider new information, being any information:
 - (a) that is referred to at the suspension meeting; and
 - (b) that is either—
 - (i) information that was not given, under paragraph 5, to the person making the request; or
 - (ii) information that is new to the person making the request for some other reason.
8. In deciding on the period of the adjournment, the board must have regard to the amount of time that the person making the request needs, in that person's particular circumstances, to consider the information.

Board's decision at suspension meeting

9. Before deciding at a suspension meeting whether to lift or extend the suspension or exclude the student and terminate the tuition agreement, the board must:
 - (a) have due regard for all of the circumstance relevant to the suspension; and
 - (b) consider each option available to it.
10. The board may:
 - (a) require the principal, the student, the student's parents or legal guardian, any representative of the student, and any representative of the parents or legal guardian to withdraw from the meeting while the board makes its decision; or
 - (b) ask the principal, the student, the student's parents or legal guardian, and any representatives of the student and the parents or legal guardian to stay at the meeting while the board makes its decision.
11. Before making its decision, the board may try to get all the parties at the meeting to agree on what the decision should be.
12. The board must record its decision, and the reasons for it, in writing.

Board's powers when student suspended

13. If a student has been suspended, the board may:
 - (a) lift the suspension at any time before it expires, either unconditionally or subject to any reasonable conditions the board wants to make;
 - (b) extend the suspension conditionally for a reasonable period determined by the board when extending the suspension, in which case paragraph 14 applies;
 - (c) if the circumstances of the case justify the most serious response, exclude the student from the school and terminate the tuition agreement.
14. If the board extends a suspension conditionally, the board may impose reasonable conditions aimed at facilitating the return of the student to school and will take appropriate steps to facilitate the return of the student to school.
15. If a student fails to comply with any condition imposed under this paragraph in respect of the lifting or extension of the suspension, the principal may request the board to reconsider the matter and the board may confirm or reverse its earlier decisions or may modify its earlier decisions by taking any action specified in paragraph 13 (a) to (c).

16. If the board has not sooner lifted or extended the suspension or excluded the student under paragraph 13(c) and terminated the tuition agreement, the suspension ceases to have effect:
- (a) at the close of the 7th school day after the day of the suspension; or
 - (b) if the suspension occurs within 7 school days before the end of a term, at the close of the 10th calendar day after the day of the suspension.

Extended suspension

17. The board will monitor the progress of the suspended student by ensuring that it receives, at each regular board meeting after the suspension, a written report on whether the student is meeting the conditions imposed and progressing with any educational programme provided.
18. The Principal must ensure that the student and a parent of the student are given a copy of any such report as soon as practicable.

Student failing to comply with conditions

19. If the board agrees to a request made by the Principal under paragraph 15, the board must hold a reconsideration meeting about the student's case.
20. The meeting must be held:
- (a) within 7 school days of the request; or
 - (b) if the request is made within 7 school days of the end of term, within 10 calendar days of the request.

Information about reconsideration meeting

21. If the principal makes a request under paragraph 15 that the board reconsider the suspension then the board will ensure that the student, and a parent or legal guardian of the student is given written notice of the time and place of the reconsideration meeting as soon as practicable after the board decides to hold the meeting.
22. The board will ensure that the following material is given, in writing, to the student and the parent within the time described in paragraph 23:
- (a) information on the procedures the board follows at reconsideration meetings; and
 - (b) advice that the student, a parent or guardian or representative may attend the meeting and speak at it about the reconsideration of the suspension; and
 - (c) information that, in the board's opinion, it would have no ground to withhold if the student made a request under the Privacy Act 1993 for:
 - (i) the principal's report to the board on the reconsideration of the suspension; and
 - (ii) any other material about the reconsideration of the suspension to be presented by the principal or the board at the meeting.
23. The material must be given to the student and the parent at a time that enables it to reach them at least 48 hours before the meeting (or within a shorter time agreed by all the parties).

Refund Policy for International Student Tuition Fees



Rationale

Albany Senior High School has a fee protection policy to safeguard international students' fees in the unlikely event of the school being unable to deliver the programme due to insolvency.

On enrolment, Albany Senior High School only accepts students who have paid their fees in full for the period they are enrolled.

Policy

1. If the student needs to withdraw prior to coming to New Zealand the tuition fees paid will be refunded in full. The administration fee is non-refundable.
2. If the student wishes to withdraw after arriving in New Zealand and commencing the subject, course or programme, **no refund** will be made **except** where:

- > The student fails to obtain a study visa, or;
- > the student returns home due to serious illness of the student (a medical certificate will be required as supporting evidence) or;
- > because of a death or serious illness of a close family member (a medical certificate will be required as supporting evidence) or;
- > The school ceases to provide a course of educational instruction as contracted with the student, whether it stops of its own accord or as required by an education quality assurance agency, or;
- > The school ceases to be a signatory to the Code of Practice or;
- > The school ceases to be a provider.

In all events under paragraph 2 the refund will be calculated in accordance with paragraphs 4 and 5.

3. If the student gains a visa where it states "Holder may undertake primary or secondary school study as a domestic student at any school in NZ" - a refund of the tuition fee will be provided as follows:

- > Where the school has been notified **before** the student has commenced the subject, course or programme a full refund will be made.
- > Where the school is notified **after** the student has commenced the subject, course or programme a refund of the tuition fee will be made as follows:
 - o No refund for the current school term
 - o No refund for the next school term
 - o Full refund of all following terms

4. In order to be eligible for any refund under paragraph 2 the parent or designated caregiver **must** apply in writing to the Board of Trustees setting out the special circumstances of the claim. Any refund will be based on the date that the letter of application for a refund is received.

5. Where the student withdraws from a subject, course or any programme at the school and is eligible to receive a refund, the board of trustees may refund, to the person who paid the fees, in respect of the subject, course or programme any amount of the fees it thinks appropriate but any such amount will not exceed the sum of the following amounts:

- the board's best estimate of the cost to the School of providing tuition in the subject, course or programme for one student up to that time;
- an amount that in the board's opinion reflects the use made by one student in the subject, course or programme of the school's capital facilities;
- the appropriate proportion of the amounts paid by the board in respect of fee paying students; and
- all other fees prescribed by the board.

6. No refund will be made

- where students are asked to leave the school because of misbehaviour, poor attendance or violation of the rules regarding motor vehicles;
- where students wish to transfer to another school for whatever reason;
- where students return home for any reason other than the student's serious illness or death or serious illness of a close member of the family;
- where fees have **NOT** been paid for the full period they are enrolled.

I have read and understood the Refund Policy

☐

Or

I have had the refund policy explained to me by a person I trust, and I fully understand the policy.

☐

Please tick the option that applies to you

.....
Signature (Parent / Guardian)

.....
Full Name (Parent / Guardian)

Date:/...../20.....

Policy Approved by the Board of Trustee:

Signed

Chairperson Board of Trustees

Date

SECTION 4

Learning culture at ASHS - see attached

Please make sure you have signed this document

EOTC Consent - see attached

Please make sure you have signed this document

Permission to use Visa View

Please make sure you have signed this document

Subject selection forms - attached for your information

eLearning - attached for your information

Building Respect for our Learning Culture@ASHS



Welcome to Albany Senior High School

We are excited that you have chosen to come to ASHS and we look forward to working with you.

We have high expectations for you. We want you to experience success in your learning. For that reason we would like you to sign the following contract with us.

I, _____ agree to:
Write your full name

- fully participate in each strand of the curriculum – Tutorials, Specialist Subjects and Impact Projects;
- attend and participate in every class while I am at school;
- keep my overall attendance to 90% and above;
- complete and hand in all my assignments;
- use a device for my learning only and not as a distraction to my learning

All of the above contribute to the respectful and positive culture of learning that we value at Albany Senior High School and will support you to find your own learning success.

Signed: _____ Date: _____
Student

in the presence of

Signed: _____ Name: _____
Parent / Caregiver Parent / Caregiver full name

The Deputy Principal responsible for you will monitor this contract. If any part of the contract is broken, then your parents / caregivers will be called to a meeting with you, your Tutor and your Deputy Principal to negotiate next steps.

Blanket Consent for EOTC (EDUCATION OUTSIDE THE CLASSROOM)



Education Outside The Classroom (EOTC) is the name given to all events/activities that occur outside the classroom, both on and off the school site. This includes sport.

At ASHS, we believe in using a range of environments and experiences to enhance our students' learning. We have ready access to the beach and the bush in our area and beyond. There are also many urban locations of interest in our community. These areas are rich learning environments for our students both in and out of school. They need to learn how to be safe. Our school also values the concept of providing students with opportunities. Thus some of the learning for students occurs beyond the school site and this document is seeking your consent for your child/ren to participate in such learning.

The Ministry of Education's **EOTC guidelines** identify low and high risk EOTC activity types, each with recommended types of parental/caregiver consent. The following types of events are considered low risk activities (risks assessed as being no greater than that associated with the average family activity) which happen in low risk environments.

- On site- in the school grounds
- Off-site events in the local community occurring in school time.
- Off-site events - finishing after school finishes

All EOTC activity categories require staff to undertake an analysis of the risks, and identify the management strategies required to eliminate, isolate and minimise the risks. Emergency procedures are also in place.

BLANKET CONSENT FOR LOWER RISK ACTIVITIES AND EVENTS

I/we agree to the participation of _____ in lower risk category EOTC events while a student at Albany Senior High School.

I/ we have provided the school with up to date medical, supervision and learning information through the enrolment form and will make every endeavour to keep this information current.

Name: _____ Signature: _____

Date: _____

Permission to use VisaView



VisaView for education providers

This service allows registered New Zealand education providers to check whether a person who is not a New Zealand citizen is allowed to study with the education provider in New Zealand. Albany Senior High School has been given access to the VisaView software by Immigration NZ

In order for us to check your students details we must gain permission from the parent / caregiver.

I

Parent / Caregiver (please circle)

Signature

give permission for Albany Senior High School to use the VisaView system to access information about :

Family Name of student

First name of student

Passport nationality

Passport Number

E-learning: using technology to enhance and enable learning



We recognise the potential for e-learning to extend and support learners and to open up new and different ways of learning. The New Zealand Curriculum states that e-learning has the potential to:

- assist the making of connections by enabling students to enter and explore new learning environments, overcoming barriers of distance and time
- facilitate shared learning by enabling students to join or create communities of learners that extend beyond the classroom
- assist in the creation of supportive learning environments by offering resources that take account of individual, cultural, or developmental differences
- enhance opportunities to learn by offering students virtual experiences and tools that allow them to take their learning further

BYOD

Albany Senior High School uses google apps for learning and collaboration between students and teachers as well as many other types of software across different subjects and areas of the curriculum. We have a robust wireless network built around Ruckus APs and wireless controllers. It regularly handles close to a 1000 concurrent users and can handle even more users if the need arises.

All students should 'Bring Your Own Device' to integrate their learning both inside and outside of school and to take advantage of the information and collaborative opportunities the internet and networking technology provides. The device might be a laptop, a netbook, a chromebook or a tablet – any Internet capable device that can assist learning.



The following table gives you an idea of the benefits and limitations of the various types of devices available. While smart phones do provide some useful functionality, we recommend students also carry at least a tablet with a keyboard or a more powerful device than their smart phone.

	Battery life (during use)	App/software power	Hardware power	Local storage (hard drive)	Relative weight
Laptop	3 - 5 hours	High	High	Large	Heavy (1-2.5 kgs)
Netbook (ie: very lightweight laptop)	4-8 hours	Medium	Medium	Less	Light - <i>need to add weights below too.</i>
Chromebook	8 - 12 hours	Lower	Lower	Limited (depends on model)	Lighter
Tablet	8 - 15 hours	Lowest	Lowest	Limited	Lightest

Further information about software on these devices

Traditionally software was designed for 'full-fledged' computers like desktops and laptops that have powerful CPUs, lots of fast memory (RAM) and lots of local storage (ie: not on the internet but on the computer itself). These days, laptops have most of the functionality of an average desktop computer and can run applications that need to be installed on a local hard drive for productivity, photo editing, video editing, video playback, music playback and a browser (for using the internet). More recently browsers and computer hardware has become powerful enough so that many of these applications are starting to become available on chromebooks (through the google chrome browser) and tablets though apps written specifically for I pads and Android tablets. While apps for tablets and chromebooks aren't generally as powerful as those that can be run on desktop and laptop computers, these days, they do provide some useful functionality. This is the case even in video editing and photo editing which used to be areas that were solely the domain of laptops and desktops.

What does all this mean for devices at ASHS?

Generally-speaking if you are looking to do digital design, digital technology, photography, media studies or want to edit and/or create music, video, photos and 2d and 3d graphics, you should purchase a laptop. If you are buying a new laptop, all models will run the software required for these tasks although more expensive laptops will tend to carry out tasks more quickly. This is particularly true when rendering 3d graphics or video editing.

If you want a device to collaborate with your teachers, other students, to carry out internet research and use google apps for storing your work in the cloud (which makes it available from any device with an internet connection) but *don't* necessarily require powerful software, a tablet or chromebook might be the choice for you. While laptops can also carry out the above tasks, tablets and chromebooks tend to be lighter and have longer battery life than laptops. One thing to keep in mind about Chromebooks is that, depending on which model you are using, most require an active internet connection to access all their functions.

With any device, battery life will degrade noticeably after the first year and significantly after two years. Some users purchase multiple batteries and cycle them to alleviate this problem. While we have a good number of powerpoints at ASHS, it is worth keeping the practicalities of charging your device in mind when making a purchase.

And finally...

Please be careful with any device! Don't leave them unattended unless you are using one of the lockable charging lockers provided by the school.

If you want any further advice on devices, please contact the school.