



**St Heliers School**

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# International Students' Programme

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NEW ZEALAND

## **CONTRACTUAL AGREEMENT BETWEEN ST HELIERS SCHOOL AND THE NAMED INTERNATIONAL STUDENT APPLICANT AND PARENTS TO PROVIDE TUITION SERVICES**

Student's Name: \_\_\_\_\_

Name of parent: \_\_\_\_\_

Duration of Contract: From: \_\_\_\_\_ to: \_\_\_\_\_

### **ST HELIERS SCHOOL OBLIGATIONS**

- The school will observe and be bound by the Ministry of Education's Code of Practice for the Pastoral Care of International Students.
- The school will only accept international students who live with their parents/legal guardians, who are with designated caregivers appointed by the parents, or who are in homestay situations.
- The school will endeavour to ensure the safety, health and well-being of the student, but will not be liable for:
  - Any damage or harm caused to the student or the student's property while attending the school
  - Any damage or harm caused to the student or the student's property arising out of the student's accommodation.
  - Any damage or harm caused to the student or the student's property outside of normal school hours or outside the school premises.

### **STUDENT AND PARENT OBLIGATIONS**

#### **The applicant will:**

- Provide all information requested on the Application Form.
- Pay the tuition fees within two weeks of receiving the invoice.
- Agree to provide the school with academic, medical or other information that may be requested.
- Ensure that the student has Travel and Medical Insurance to cover the full length of time they are studying in New Zealand. Evidence of this insurance cover must be produced when the student arrives at the school.
- Provide all relevant documentation if the student is not living with parents.
- All young international students (Years 1 to 6) enrolled at St Heliers School must live with and continue to live with a parent in New Zealand.

**The student will:**

- Accept and abide by the school rules and all instructions given by members of staff.
- Adhere to the school’s Internet User Contract for Students.
- Attend school on all occasions when it is open unless prevented by illness or other urgent causes.
- Complete all school tasks to the best of their ability.
- Wear the uniform correctly at all times.
- Hold the relevant current Visa/Student Visa/Permit and adhere to the conditions of this document.

It is acknowledged that the stand-down, suspension and exclusion of students provisions set out in Part II of the Education Act 1989 will apply to the student while at St Heliers School. Any decision under these provisions to stand-down, suspend or exclude the student shall terminate this agreement and the refund policy will apply. The parent will have no claim for damages for any compensation if this agreement is terminated in these circumstances.

St Heliers School has Refund and Fee Protection Policies for International Students. These must be read, understood and accepted as part of this agreement.

**DECLARATION**

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

I have read and understood the Refund and Fee Protection Policies, and agree to them.

I understand that all young international students (Years 1 to 6) enrolled at St Heliers School, must live with and continue to live with a parent.

I give consent for the Principal of St Heliers School or the International Student Managers, to make a decision about hospital or medical treatment, on the advice of a medical practitioner in a medical emergency.

**ACCEPTED AND SIGNED BY:**

St Heliers School representative – Manager of International Students

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student’s Name \_\_\_\_\_

Signature of Parent \_\_\_\_\_ Date: \_\_\_\_\_