



Tauranga Girls' College

930 Cameron Road, Tauranga, New Zealand

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International Student Application Form

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Tauranga Girls' College
empowering tomorrow's women
INTERNATIONAL



Dates for International Students

Term Dates for 2015

Term 1	Thursday 29 January	-	Thursday 03 April
Term 2	Monday 20 April	-	Friday 03 July
Term 3	Monday 20 July	-	Friday 25 September
Term 4	Monday 20 October	-	Friday 11 December

Arrival in New Zealand

Please arrive in the week beginning 19 January 2015. This will allow time for you to recover from your trip, settle into your homestay and have your interview with the Director of International Students before the Orientation Programme on 27 and 28 January.

A representative of the school will meet students at Auckland International Airport and bring them to Tauranga. The trip from Auckland to Tauranga will be by shuttle or car. The \$200 cost is included in the fees invoice. Please notify the school as soon as your travel plans have been finalized.

International Students' Orientation Programme

It is essential that all new students attend this programme to ensure that they can be organized and have some understanding of the school before term begins. Language testing and subject selection is also done at this time, and it is a time during which students can get to know other students at the school.



Tauranga Girls' College

Summary Code of Practice for the Pastoral Care of International Students

When students from other countries come to study in New Zealand, it is important that those students are well informed, safe, and properly cared for.

New Zealand educational providers have an important responsibility for international students' welfare.

This summary provides an overview of the *"Code of Practice for the Pastoral Care of International Students"* (the Code), and provides a procedure that students can follow if they have concerns about their treatment by a New Zealand educational provider or agent of a provider.

What is the Code?

The Code is a document that provides a framework for service delivery by educational providers and their agents to international students. The Code sets out the minimum standards of advice and care that are expected of educational providers with respect to international students. The Code applies to pastoral care and provision of information only, and not to academic standards.

Who does the Code apply to?

The Code applies to all education providers in New Zealand with international students enrolled. The Code is mandatory to these providers and must be signed by them.

How can I get a copy of the Code?

You can download a copy of the Code from the Ministry of Education website at www.minedu.govt.nz/educationSectors/InternationalEducation/

How do I know if an education provider has signed the Code?

The New Zealand Ministry of Education maintains a register of all signatories to the Code. This is available online from www.minedu.govt.nz/educationSectors/InternationalEducation/. If the education provider that you are seeking to enrol with is not a signatory to the Code, you will not be granted a permit from Immigration New Zealand and you will not be able to study at that institution.

A summary of the Code of Practice for the Pastoral Care of International Students

The Code sets standards for education providers to ensure that:

- ♦ high professional standards are maintained
- ♦ the recruitment of international students is undertaken in an ethical and responsible manner
- ♦ information supplied to international students is comprehensive, accurate, and up-to-date
- ♦ students are provided with information prior to entering into any commitments
- ♦ contractual dealings with international students are conducted in an ethical and responsible manner
- ♦ the particular needs of international students are recognised
- ♦ international students are in safe accommodation

- ♦ all providers have fair and equitable internal procedures for the resolution of international student grievances.

Full details of what is covered can be found in the Code itself.

The Code also establishes the IEAA and the Review Panel to receive and adjudicate on student complaints.



Tauranga Girls' College

International Student Fees 2015

(all prices are in NZ\$)

Enrolment Fee

First year only	\$ 500
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Tuition

Tuition Fee	\$ 13,500
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Accommodation

Homestay Placement and Monitoring	\$ 750
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Per half year and returners	\$ 450
-----------------------------	--------

Homestay Fees (\$240 x 46 weeks)	\$ 11,040
----------------------------------	-----------

(N.B. This may vary according to actual arrival and departure dates)

Return Airport Transfer (approx)	\$ 200
----------------------------------	--------

<u>Insurance</u> (approx)	\$ 528
----------------------------------	--------

Activity Fee

To be held in trust for all school related expenses, such as subject fees and equipment, examination fees, stationery, music fees, field trips, school uniform, etc. Any unused money in this account will be refunded at the end of the year, or at the end of the student's period of study with us.	\$ 3,000
--	----------

Per half year: \$2000	Per term: \$1000
-----------------------	------------------

Optional Tourist Fee:

To be held in trust for optional Tours and Tourist Activities operated by outside professional tour companies eg Coromandel, Hot Water Beach, Bay of Islands, Waitomo Caves, White Island (this will not be sufficient to cover major North or South Island tours) \$2000 per year; \$1000 per half year or less.

Tuition Fees include:

- | | |
|---|---|
| <ul style="list-style-type: none"> ♦ Normal school tuition. ♦ Government imposed levy. ♦ Textbooks (on loan). ♦ Director of International Students and Homestay Co-ordinator, who will help with any problems the student may have. | <ul style="list-style-type: none"> ♦ Pastoral care and career guidance. ♦ Goods and Services Tax. ♦ Orientation programme. ♦ Use of all school facilities, including access to computer (including Internet and e-mail) facilities. |
|---|---|

Additional School Expenses:

These vary according to the individual programme chosen by the student. They will be deducted from the student's Activity Fee, and a statement showing these deductions will be available to parents at any time upon request.

Refund of Fees:

International student fees are accounted for separately and funds are held in reserve to meet any refunds required.

If a student decides against coming to New Zealand, the tuition fees, minus an administration fee of \$500, will be refunded.

Once a student has arrived in New Zealand, refunds will be made only in the most exceptional circumstances (e.g. if return home is necessary because of serious illness or death of a close family member), and then only partial refunds may be made, as the school will have incurred costs on the student's behalf for the whole of the year.

If the status of the student's visa changes during the year and permanent residency is obtained, there is no refund of tuition fees.

The Board of Trustees will make no refund to a student who is expelled from the school.

Please refer to the Refund Policy document for further information.



Tauranga Girls' College

Projected Budget 2015

- Living and Study Costs at Tauranga Girls' College

Cost for one year, for study and homestay

Enrolment Fee (first year only)	\$ 500
Tuition Fee	\$ 13,500
Homestay Placement Fee	\$ 750
Homestay Accommodation (46 x \$240 – depending on length of school year)	\$ 11,040
Travel and Medical Insurance	\$ 576.40
Airport Transfers (Return)	\$ 200
School Activity Fee (school related expenses, such as subject fees and equipment, examination fees, stationery, music fees, field trips, school uniform, etc.)	\$ 3,000
Optional Tourist Fee: for tours and tourist activities operated by professional Tour companies (this will not cover major North or South Island trips)	\$ 2,000
Without Optional Tourist Fee	\$ 29,566.40
Including Optional Trips	\$ 31,566.40

N.B. If students are away in the holidays, their board is reduced to a retainer of \$100 per week.

School related expenses will be automatically deducted from the student's School Activity Fee and professional Statements may be requested at any time.

Suggested general living expenses	\$ 2,000
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For the College to be able to offer a Tuition Place and Accommodation Place, we must have received the sum of NZ\$28,318.00 (or \$27,790 if providing own insurance). This should be paid by telegraphic transfer to the College bank account, as follows:

Name of Account:	Tauranga Girls' College
Name of Bank:	ANZ
Branch:	Tauranga, New Zealand
Account No:	01-0475-0055400-00
Swift Code:	ANZ BNZ 22

Please quote the student's full name as a reference.



Tauranga Girls' College

How to Apply

1. Please fill in the Application Form and Student Profile.
2. Read the Policies and Agreements carefully, and sign where appropriate. If you have difficulty understanding them, please get help to read them. Keep copies of these for your records.
3. Make photocopies of the following and submit them with the application:
 - (d) The applicant's most recent school reports (verified).
 - (e) Two references. One should be a testimonial from the Principal or a Teacher of your current school. The other should be a character reference from a person not related to you.
 - (f) The applicant's passport (front pages).
4. Attach the student's photograph to the application.
5. Scan and e-mail or fax the above information to:

The Director of International Students
 Tauranga Girls' College
 930 Cameron Road
 Tauranga
 NEW ZEALAND

E-mail: international@tgc.school.nz
 Fax: 64 7 5788447

6. When the information has been received by the college and your application approved as successful we will confirm your offer of place by letter to you. Upon receiving this please remit the following fees either to the college or direct to its bank account which is as follows:

♦ Enrolment Fee (payable in the first year only)	\$ 500
♦ Tuition Fee (1 year)	\$ 13,500
♦ Homestay Accommodation Placement Fee	\$ 750
♦ Accommodation (\$240 x 46 weeks)	\$ 11,040
♦ Insurance (<i>travel, medical, personal</i>) (12 month cover)	576.40
♦ Return Airport Transfer	\$ 200
♦ Activity Fee (<i>to be held in trust for school expenses</i>)	\$ 3,000
♦ Optional Tourist fee (to be held in trust for Tours and Tourism)	\$ 2,000
<hr/>	
TOTAL FEES payable to Tauranga Girls' College	
a) Without Optional Tourist fee	\$ 29,566.40
b) Including optional Tourist fee	\$ 31,566.40
	<hr/>

7. Once payment has been received you will be forwarded an Offer of Place form, receipt for fees and confirmation of your enrolment at Tauranga Girls' College. All of these are to be included with your application for a Student Visa from the New Zealand Immigration office in your country.
8. When you have completed the New Zealand Immigration Service's requirements and received your Student Visa please advise the college of your arrival date in New Zealand, and also your flight details. You will be met at Auckland Airport by a representative of the college and taken to your homestay family's home.
9. Medical, Travel and Personal Insurance is a condition of enrolment for an International student studying at Tauranga Girls' College. The college will organise this when payment has been received. If you wish to organise your own insurance, copies of the policy documentation must be supplied with the fees. If the insurance policy does not meet code standards a new one may be required.
10. If you have any change of plans, it is helpful if you notify us immediately.

IMPORTANT NOTE:

Enrolment is provisional and is subject to the applicant meeting English language level entry requirements for studying at Tauranga Girls' College. Tauranga Girls' College expects that students have a level of English language ability which will enable them to take part in the school curriculum (level 3 – 4 on the International English Standards' Scale).

Should you require any further assistance regarding your application, please do not hesitate to contact the Director of International Students at the College.



Tauranga Girls' College

Application Form and Student Profile

Photo

PART ONE: Personal Information

Student Name: _____
Family Name *Given Name* *Preferred Name*

Date of Birth: _____ Country of Birth: _____

Ethnicity: _____ Citizenship: _____

First Language: _____ Other languages: _____

Parents' Names:

(Mother): _____ Occupation: _____

(Father): _____ Occupation: _____

Do they speak English? ☐ Yes ☐ A little ☐ No

Email address: _____

Postal Address: _____

Do you live with both parents? *(Please circle)* Yes / No

If not, please state your relationship to the person with whom you live (e.g. mother/father/sister/aunt).

Contacts: *Home Phone* _____ *Work Phone* _____

Mobile _____ *E-mail* _____

Emergency Contact Number if parents not available _____

Who is the emergency contact person? _____

Does he/she speak English? ☐ Yes ☐ A little ☐ No

(If possible, please choose an emergency contact person who does speak English)

Agent Details:

Agency name: _____ Contact person: _____

Address: _____

E-mail address: _____

Phone: _____ Mobile: _____

24 Hour emergency contact number: _____

Passport details:

Passport number: _____ Country of issue: _____

Passport expiry date: _____

PART TWO: Study Information

Starting date at Tauranga Girls' College: _____ Length of stay: _____

Does the student have any specific learning needs or difficulties that could affect her progress?

Estimate of student's level of English? *(Please tick)*

- | | | | | | |
|-----------------|--------------------------|-----------------------|--------------------------|---------------------|--------------------------|
| 1. Beginner | <input type="checkbox"/> | 2. Elementary | <input type="checkbox"/> | 3. Pre-Intermediate | <input type="checkbox"/> |
| 4. Intermediate | <input type="checkbox"/> | 5. Upper Intermediate | <input type="checkbox"/> | | |

Please include any English Language results:

- | | | |
|----------|----------|----------|
| 1. _____ | 2. _____ | 3. _____ |
| 4. _____ | 5. _____ | |

Student to complete

What are your favourite subjects at school? _____

What do you find the most challenging about school? _____

What do you enjoy most about school? _____

What are you hoping for or looking forward to in your New Zealand school?

What are your future study plans? *(e.g. do you intend to do university in New Zealand? Return to your home country after two terms? etc.)* _____

Level of study requested:

- | | |
|----|--------------------------|
| 9 | <input type="checkbox"/> |
| 10 | <input type="checkbox"/> |
| 11 | <input type="checkbox"/> |
| 12 | <input type="checkbox"/> |
| 13 | <input type="checkbox"/> |

Preferred subjects:

- | | |
|----|-------|
| 1. | _____ |
| 2. | _____ |
| 3. | _____ |
| 4. | _____ |
| 5. | _____ |
| 6. | _____ |

Please state where you heard about Tauranga Girls' College. _____

PART THREE: Health Information

Do you have any pre-existing medical conditions, e.g. asthma, diabetes, epilepsy, allergies?

If yes, please state. _____

Please detail any medication you are taking for this condition/s. _____

Have you been immunised against the following? Please give the date.

	Date		Date
Tetanus		Rubella	
Hepatitis A		Measles	
Hepatitis B		Whooping Cough	

Please detail any other immunisations you have had and the date.

Have you ever had any of the following illnesses? Please circle.

Measles Rubella Chicken Pox Mumps

Are you requiring Tauranga Girls' College to provide travel and medical insurance? (Unicare Policy, approx. \$576.40) Yes ☐ No ☐

If so, please complete the following declaration:

1. I have not been hospitalised in the last six months.
2. I do not suffer from any life threatening conditions.
3. I have not received treatment or medication in relation to any condition during the three months prior to this application.
4. I have not been refused travel insurance by any other company, nor am I insuring with the intention of receiving medical treatment or to claim for events which have already occurred.
5. I am not aware of any circumstances likely to lead to cancellation or curtailment of the trip.

Signature: _____ Date: ____/____/____

PART FOUR: Information about you

Do you have any brothers and/or sisters? If yes, please list their names and ages and if they still live at home.

Do you have any other family members living in your home?

Do you play any sport? If yes, please list your sport and how long you have played. What level do you play at?

Do you play any musical instruments or sing? If yes, please list what instruments you play if you are involved with a singing group and what level you have reached.

Do you have any other interests or activities you like to do when you are not studying?

Are there any of the above activities you would like to be involved in while you are in New Zealand?

What places would you like to visit while you are studying in New Zealand?

What are you looking forward to during your time at Tauranga Girls' College?

PART FIVE: Homestay Information

Please tell us what you would like in your homestay.

Would you like brothers or sisters who are

older than you ☐

same age as you ☐

younger than you ☐

no brothers and sisters ☐

Most New Zealand families have pet cats or dogs that live in their homes. Are you allergic to any pet animals? If yes, please state which.

Do you have a fear or phobia of any pet animals? _____

Is there any food that you do not like or cannot eat? _____

Do you have any special dietary requirements, e.g. vegetarian, gluten free?

Have you lived away from your family before? _____

Do you need to attend church or another place of worship on a regular basis?

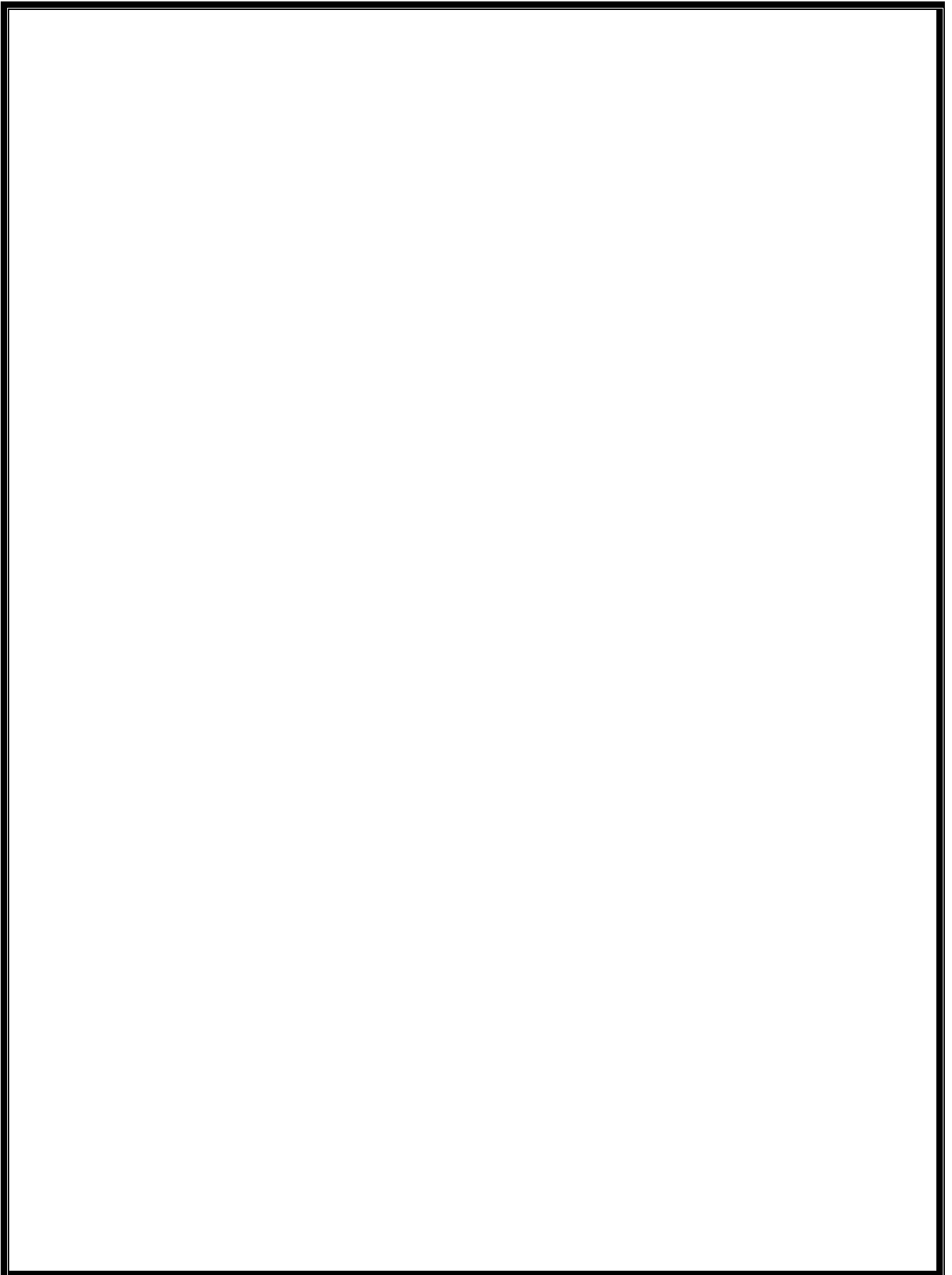
Is there a particular part of your culture that is very important to you that we should know about?

Is there any other information your homestay needs to know?

Please attach a handwritten letter introducing yourself to your host family. Tell them a little about yourself, your family, your interests and so on. Attach a page of photos of you and your family.

[illegible]

Photos



Information about Activities

At Tauranga Girls' College, we want you to gain a sense of New Zealand culture and society, as well as getting a first class academic education.

At no cost to the student are events such as:

- A welcome Barbeque with homestays and staff at the beginning of the year
- An orientation bus tour of the area with kiwi "buddies"
- A mid-winter Christmas celebration with homestay families

Included in your activity fee, in addition to uniform, stationery and subject fees, are the following events. (NB there may be some small changes according to availability of events)

- Cultural trip to Rotorua: see boiling mud pools, geysers, experience a Maori welcome and feast (called a "hangi") and cultural performance
- Weekend trip to Wellington or another New Zealand city, or a day trip to Auckland, including sightseeing and, where possible, a rugby match including our famous All Black rugby team
- Trips to other centres to celebrate cultural festival days as available: Chinese New Year, Japan Day, etc.
- One social event per term with our brother school: Tauranga Boys' College. These may be dinners, sports events (volleyball, ten pin bowling) or simple social gathering and games at either school.
- One day ski trip, weather permitting.

This list may be added to as opportunities arise, and suggestions are always warmly welcomed.

Year 12 Outdoor Education Camp

The Year 12 Physical Education class has a weeklong Outdoor Education camp at the Outdoor Pursuits Centre on the slopes of Mt Tongariro. All students doing this course are expected to go on this camp. If there are additional places available, international students may have the opportunity to do this. The cost is \$350 - \$400, which may be taken from the activity fee. Please look at extra documents (OPC) and complete if interested. Please return this with the application form.

For those here at the end of the year, and not taking part in external examinations, an activity programme is included.

There is no extra charge for this. The programme varies each year according to student requests, but may include:

- A day trip to Hobbiton
- Jet-boating
- Further adventure in Rotorua: luge, sheep show, kiwi watching, geo-thermal activity
- Horse riding
- Visit to gold mine and environs
- Day trip to Auckland: zoo, sky tower, Kelly Tarlton's aquarium.
- Kiwifruit farm
- Kayaking/water activities

Please note that any money remaining at the end of the student's time at school is refunded to the parents, or parents may request that this is given to their daughter before she returns to her home country.

Optional Trips: Tours and Tourism

There are many trips available, run by professional and experienced tour groups who are licensed to undertake such activities. While you are with us, you may like to do some of these trips, we are happy to help you to book and pay for these from your Trust Account. Following please find examples of such trips and some tour companies we book with. We suggest you look at these and discuss them with parents before you travel. (Please note: your Optional Trip fee will not cover the big North and South Island Tours.

- Learning Journeys Tours (<http://www.learningjourneys.co.nz>)
- Flying Kiwi Tours (<http://www.flyingkiwi.com>)
- NZET (New Zealand Educational Tours) (<http://www.nzet.co.nz>)
- NZDirect (www.studenttours.co.nz)

These companies adhere to school guidelines for care, and operate trips such as:

- Coromandel Day Trip
- White Island Trip
- Ski trips
- Waitomo Caves
- Bay of Islands Tour

Please be aware that for tours beginning and ending outside Tauranga, extra travel costs may be incurred. Also, check duration of trips as they vary from company to company.

Parental Permission for Extreme Activities

Parents agree to allow their daughter to take part in adventure activities with the permission of the school and homestay parents.

These may include, but are not limited to:

Kayaking, jet boating, swoop swing, horse riding, bungy jumping, canyon swing, zorbing

NB: Under certain circumstances, travel insurance may not cover:

Canyoning, hang gliding, kite surfing, paragliding, parapenting, parasailing, river boarding, skate surfing.

If parents have any questions about activities, they must contact the school: international@tgc.school.nz.

Note regarding ACC

The medical treatment costs of injuries caused by accidents in New Zealand are covered by The New Zealand Accident Compensation Act (ACC). Any insurance policy in place would be secondary to protection provided by ACC.

Student: _____ (full name) _____ (Sign)

Parent/Caregiver: _____ (name/s) _____ (Sign)

Relationship to student: _____ Date: _____



Tauranga Girls' College

Policies and Agreements

1. Refund Policy
2. Student Code of Conduct
3. Homestay Agreement
4. Tuition Agreement
5. Terms and Conditions

Please read, sign and return the above Policies and Agreements, keeping a copy for your own records.



Tauranga Girls' College

1: Refund Policy

Fees Refund Conditions for International Students

School Fees

1. If you withdraw from your course of study **before** the course completion date, you may be eligible for a refund of school fees.
2. Any application for refund of fees must be made in writing. You must write to the Board of Trustees explaining why you have withdrawn from the course and your reasons for seeking a refund.
3. If your application is made before the start of your course, your fees will be refunded in full, less an administration fee of \$500 to cover costs incurred by the school.
4. If your application is made after the start of your course, you will not receive a refund, except in exceptional circumstances, (e.g. return home is necessary because of serious illness or death of a close family member) and then only partial refunds may be made as the school will have incurred costs on the student's behalf for the whole of the year.
5. If fees have been paid in full and a visa is not granted in time for the student to attend the beginning of her course, then the start date may be extended with no financial penalty incurred.
6. If the status of the student's visa changes during the year and permanent residence is obtained, there is no refund of tuition fees.
7. The Board of Trustees will make no refund to a student who is expelled from the school.

Homestay Fees (based on all homestay fees paid in advance)

1. If you move out of your homestay before the end of your contract, the portion of your homestay fees not already used will be returned to you. The Homestay Placement Fee of \$300 cannot be refunded.
2. To have your homestay fees returned, you must write to the Board of Trustees giving two weeks' notice, or pay two weeks fees in lieu of notice.
3. If you cancel your homestay contract before you move into the homestay, your fees will be refunded in full, less a Homestay Placement Fee of \$300.

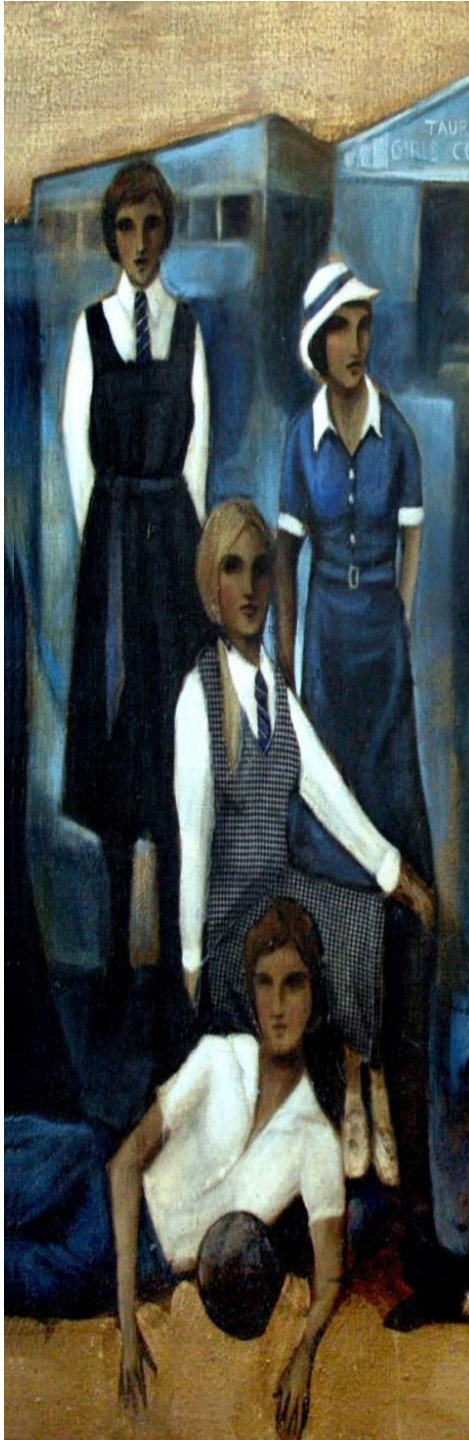
I have read and understood this policy.

Signed: Parent/s

Name (print)

Tauranga Girls' College Values

“empowering tomorrow’s women”



RESPECT (Manaakitanga)

- Be positive, caring and encouraging
- Be accepting of difference
- Respect other people’s right to learn
- Have good manners and act with integrity

PARTICIPATION (Mahi Tahī)

- Aim high and get involved
- Show leadership
- Meet deadlines and commitments
- Be on time and prepared to learn

PRIDE (Mana Motuhake)

- Be the best we can be
- Be proud of ourselves and of our achievements
- Be proud to be problem solvers and innovators
- Be proud to be a member of our diverse school community

“By encouraging individual responsibility, integrity and respect for the rights of others”



Tauranga Girls' College

3: Homestay Agreement

Name: _____

I agree to:

- | | |
|--|---|
| 1. Be polite and friendly to my homestay family and show respect for their property. | 10. Not to lend or borrow money, credit cards or cell phones. |
| 2. Keep my room tidy and make my bed. Put all laundry out to be washed. | 11. Be considerate when using the telephone or internet as other members of the family may need to use them, and to pay for any extra telephone or internet expenses. Discuss with my family an acceptable length of time for you to be on the phone. |
| 3. Assist with the cleaning up after meals and help with the dishes when asked. | 12. Never smoke cigarettes inside the house. |
| 4. Advise my homestay mother at breakfast time if I won't be home for lunch (weekends), or the evening meal that night. | 13. Not to buy or to consume alcohol, as I am under the age of eighteen. |
| 5. Arrive on time for all meals, and advise my homestay family by 4:00pm if I will be late home. | 14. Never use drugs of any kind not prescribed by a Doctor. |
| 6. Obtain permission from my homestay family if I intend to stay at a friend's place for the night/weekend. Inform Mrs Robinson (Homestay Co-ordinator). | 15. Ask permission from my homestay family if I wish to go out after dinner. Students are expected to be at home at night during the week unless they are at a school or family function. |
| 7. Always ask my homestay family for permission before inviting a friend to come to my home to visit. | 16. Inform the Director of International Students or Homestay Co-ordinator if I am going to be away from Tauranga with my host family. |
| 8. Ask my homestay family for permission to invite a friend to stay overnight by lunchtime of that day. | 17. Not purchasing, owning or driving a motor vehicle while enrolled at Tauranga Girls' College. |
| 9. Ask my homestay family for permission before using the telephone, and use a phone card. | |

Host Families must not be expected to:

- ♦ Pay for toll or mobile phone calls.
- ♦ Insure the student's goods or pay for property the student damages or loses.
- ♦ Offer accommodation to visiting friends or relatives, although if this is possible homestay may choose to offer this.

When I sign this document I am aware that there will be consequences should I not keep to this agreement.

I have read and understood these rules for homestay.

Signed: Student _____
 Parents _____
 Homestay Co-ordinator _____



Tauranga Girls' College

4: Tuition Agreement

Please take a copy of this for your records.

If Tauranga Girls' College ("**School**") accepts the student named in the application for tuition ("**Student**") for tuition in New Zealand, the following terms and conditions shall apply:

1. The School shall provide tuition in accordance with the New Zealand Ministry of Education Code of Practice for the recruitment, welfare and support of international students.
2. The School shall arrange homestay in accordance with the homestay agreement. All students are required to live in homestays arranged by the school unless they are living with a parent or a guardian appointed by the parents. Homestay rates are stated in the fee schedule.
3. Students are accepted for enrolment at Tauranga Girls' College, subject to the condition that their English Language proficiency meets the required standards. The school reserves the right to alter courses or year levels as it sees fit, once the student has been tested upon arrival. Students without an adequate level of English may be directed to attend an alternative institution to study a suitable English language programme first. This will incur a further tuition fee to the institution providing the English Language tuition.
4. The parents or guardians of the Student who have signed the application for tuition on behalf of the Student ("**Parents**") 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:
 - 4.1 Receive information from any person, authority or corporate body concerning the Student including, but not limited to, medical, educational or welfare information;
 - 4.2 Provide consents in respect of any activity carried out and authorised by the School;
 - 4.3 Receive financial information relating to the Student including bank accounts, debts or income of the Student while in New Zealand;
 - 4.4 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.
5. The Parents agree to provide the school, and be transparent 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 or that has relevance to her stay in New Zealand. This relevance is at the discretion of the School. These matters may include behavioural, social and medical information relating to the Student. Failure to disclose any relevant matters may result in the Student being returned to her home country and/or any extra costs incurred to be that of the Parents. This will be at the discretion of the School.
6. 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

Education Act 1989 and agree to appoint the homestay hosts as their agents in New Zealand to receive such information in substitution for the Parents.

7. 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.
8. The School shall use its best endeavours to ensure the safety, health and well-being of the Student but shall not be liable for:
 - 8.1 Any damage or harm caused to the Student or the Student's property arising out of the Student's homestay;
 - 8.2 Any damage or harm caused to the Student or the Student's property outside of normal school hours and in the case of the student's property, shall not be responsible for any damage to such property that may occur outside the School's premises.
9. Without restricting clause 7, but subject to clause 9, the School's liability in relation to the supply of 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.
10. Nothing in this Agreement limits any rights the Parents and/or Student may have under the Consumer Guarantees Act 1993.
11. Either party may terminate this agreement at any time upon written notice. If the agreement is terminated the Refund Policy for international students shall apply.
12. It is acknowledged that the suspension, expulsion and exclusion of students provisions as set out in Part 11 of the Education Act 1989 shall apply to the Student in New Zealand. Any decision under these provisions to expel or suspend 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.
13. Neither party shall be in default or in breach of their obligations under this agreement to the extent that the performance of these 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.
14. This agreement shall be construed to 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 Parents irrevocably submit to the jurisdiction of the courts of New Zealand, 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.
15. The Parents agree that the Student will comply with school rules and policies including the Student Code of Conduct.
16. Applications for homestay made on behalf of the student shall be subject to the undertakings and agreements set out in the Homestay Agreement and in the Homestay Provider Agreement.

17. Students are required to return to their home country the day after their final examination at the end of the school year, or the day after school finishes, whichever applies to the student's year level, or at the discretion of the Director of International Students.
18. 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 days after posting.
19. This agreement shall consist of the Application Form and Student Profile, and this Tuition Agreement including the attached Refund Policy, Student Code of Conduct and Homestay Agreement. 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 writing to the Parents and shall continue in force while the Student is enrolled with the School.
20. The Parents 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 at 930 Cameron Road, Tauranga 3112, New Zealand, phone number (64 7) 578- 8114; fax number (64 7) 578-8447;
 - (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.
21. The Student/Parents authorise the School to obtain at any time from any person or entity any information it requires to process and/or accept the application for tuition or to perform or complete any of the other purposes under this Agreement. The Student/Parents authorise any such person to release to the School any personal information that person holds concerning the Student/Parents.

I have read and understood this Tuition Agreement.

Signed: _____
(Parent/Caregiver)

Relationship to Student: _____

Full Name of Parent/Caregiver: _____

Applicant's Name: _____

Date: ____/____/____



Tauranga Girls' College

5: Terms and Conditions

If Tauranga Girls' College accepts the student named in the previous sections, the following terms and conditions shall apply:

1. The School shall

- ♦ Provide tuition in accordance with the New Zealand Ministry of Education Code of Practice for the recruitment, welfare and support of foreign fee paying students.
- ♦ Arrange appropriate homestay accommodation for the student..
- ♦ Advise the student's homestay hosts of all matters and information required to be provided to parents of any student under the Education Act 1989.
- ♦ Provide academic progress reports regularly throughout the year. A copy will be sent to the parent(s), agent and homestay host.
- ♦ Collect, hold and use any personal information for school purposes.

2. The parents or guardians shall:

- ♦ Agree that the student will comply with the college rules and regulations.
- ♦ Agree that the student will attend school regularly.
- ♦ Agree to the refund policy as set by the Board of Trustees.
- ♦ Not request extended student leave from the college which will interrupt the student's academic progress.
- ♦ Accept the requirements of homestay accommodation.
- ♦ Allow the college to arrange the necessary insurance cover for travel, personal effects and medical.

3. The student shall:

- ♦ Comply with the school rules and regulations.
- ♦ Attend school on a regular basis and produce a written note or medical certificate to explain any absences on the day of student returning to school.
- ♦ Wear correct school uniform.
- ♦ Not request extended holiday leave or leave outside the academic school year unless in exceptional circumstances. This will be considered at the discretion of the Director of International Students.
- ♦ Comply with the rules and requirements of the homestay.

Acceptance of Enrolment Terms and Conditions

Before your application can be considered please sign the following acknowledgements (to be signed by a parent or guardian of a student under the age of 20 years):

1. You guarantee the good behaviour of the student in New Zealand.
2. You accept that the student will comply with the school rules and regulations.
3. You 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.
4. You have read, understood and signed the Tuition Agreement which shall apply if your application is successful.
5. You have disclosed any information which may affect the student's ability to study effectively while in New Zealand.
6. You have disclosed all medical information which may have an impact on the student's stay in New Zealand.
7. You accept that the student will attend school regularly and in the case of irregular attendance the school shall contact the parent(s) or agent and the Immigration Service.
8. You guarantee not to request extended student leave from the school which will interrupt the academic progress of the student unless there are exceptional circumstances. This will be considered at the discretion of the Director of International students.
9. You allow the school to arrange the necessary travel, personal effects and medical insurance.
10. You guarantee the student will comply with the rules and requirements of the homestay.

Should your application be successful, you will receive a letter to confirm offer of a place. However, you will need to pay the year's fees before a visa will be granted. If you accept the offer of a place then this Application Form and Student Profile and the attached Tuition Agreement shall be the terms and conditions of agreement by which tuition shall be provided to the student. If the terms are signed by a parent or guardian and the student is under the age of 20 years then the parent or guardian shall be bound by these terms and conditions.

I/We agree:

- (a) That the information provided in this application is true and correct.
- (b) To support and encourage the student in her education at Tauranga Girls' College.
- (c) To consult with the College if at any time the parent or caregiver believes that either the College or the student is not meeting their obligations.
- (d) To allow the school to provide medical assistance to the student as deemed necessary and appropriate.
- (e) To the applicant's photograph being used in Newsletters, Prospectus or school website.

The Board of Trustees has the power to annul an enrolment if it is found to be based on false information.

Execution

I have read and understood the Student Code of Conduct, and have understood and signed the Refund Policy, Tuition Agreement and Homestay Agreement. I agree to these and all enrolment terms and conditions.

The terms of the agreement may be changed by the school in writing to the parents, and shall continue in force while the student is enrolled with the college.

Parental Permission for Extreme Activities

- Parents agree to allow their daughters to take part in adventure activities with the permission of the school and homestay parents.

These may include but are not limited to:

Kayaking, jetboating, swoop swing, horse riding, bungee jumping, canyon swing, zorbing ☐ Yes/No

NB: Under certain circumstances, travel insurance may not cover:

canyoning, hang gliding, kite surfing, paragliding, para panting, parasailing, river surfing, river boarding, skate surfing.

If parents have any queries about activities, they must contact the school:

international@tgc.school.nz

Parental Permission for Out of Town Stays

- Parents agree to allow their daughters to travel out of town to stay in a homestay approved by another institution, if Tauranga Girls' College approves. ☐ Yes/No

Note Regarding ACC

The medical treatment costs of injuries caused by accidents in New Zealand are covered by The New Zealand Accident Compensation Commission (ACC)

Any insurance policy in place would be secondary to the protection provided by ACC.

Student: (sign) _____

Full name of student: _____

Parent/Caregiver: (sign) _____

Full name of parent/caregiver: _____

Relationship to student: _____

Date: ____/____/____



Tauranga Girls' College Checklist

Please ensure that your application is completely filled in ☐ and that you have attached the following to your application:

- ❖ A passport-sized photo ☐
- ❖ A handwritten letter introducing yourself ☐
- ❖ The signed Refund Policy ☐
- ❖ The signed Homestay Agreement ☐
- ❖ The signed Tuition Agreement ☐
- ❖ The signed Terms and Conditions ☐
- ❖ A copy of your latest school report with a certified English translation ☐
- ❖ A Referee's letter ☐
- ❖ A copy of your passport ☐

I look forward to receiving your application and communicating with you shortly.



Julie Sommerville
Director of International Students