



INTERNATIONAL STUDENTS ENROLMENT FORMS



HENDERSON
HIGH SCHOOL

Henderson High School
P O Box 21141, Henderson, Auckland, New Zealand
Email: admin@hhs.school.nz



PART ONE

APPLICATION FORM



HENDERSON

HIGH SCHOOL

APPLICATION FORM

Student Details (Name must be as it appears on your passport)	
Family Name:	
First Name:	Date of Birth:
Preferred Name:	Gender:
Address in Home Country:	
School in Home Country:	
First Language:	Country of Citizenship:
Passport Number:	Expiry Date:

Applying for year level	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12	<input type="checkbox"/> 13
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Father's Details	
Family Name:	
First Name:	Date of Birth:
Street Address (if different from student):	
Home Phone:	Mobile:
Email:	
First Language:	Can Speak English? (Please circle) YES / NO
Occupation:	Country of Citizenship:

Mother's Details	
Family Name:	
First Name:	Date of Birth:
Street Address (if different from student):	
Home Phone:	Mobile:
Email:	
First Language:	Can Speak English? (Please circle) YES / NO
Occupation:	Country of Citizenship:

Emergency Contact (in home country, other than parents)	
Name:	Relationship to the student:
Mobile Phone:	Home Phone:
Email:	

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 P O Box 21141, Henderson, Auckland, New Zealand
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Current Subjects and Year Levels in Home Country	Subject and Year Levels You Wish to Study in New Zealand

* **Subjects requested in this application may require prior learning. The School reserves the right to change subject availability at any time.**

I wish to register for	<input type="checkbox"/> NCEA Level 1	<input type="checkbox"/> NCEA Level 2	<input type="checkbox"/> NCEA Level 3
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Is the main reason for coming to study at Henderson High School to improve your English?	YES / NO
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Do you intend to undertake tertiary study in New Zealand?	YES / NO
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If YES, please state your intended course/career?:	
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Do you require Henderson High School to arrange insurance for you?	YES / NO
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If NO, please attach a copy of and English version of your own Code compliant insurance policy	
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Has the student previously studied at any other NZ School?	YES / NO
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If YES, please state the name of the school:	Dates:
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How many years has the student studied English?	[] Months	[] Years
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Is there anything further that the school needs to be aware of in enrolling and supporting the student as an international student? YES / NO If YES, please provide details (attach additional pages if required)

NOTE: It is important that you include all relevant information about the student in your application. This information is used to ensure that the student is supported properly upon arrival and to match them with suitable homestays, teachers and courses. Where information is included relating to health issues or learning needs, disclosure of this information will not automatically disqualify the student from enrolment. However, failure to disclose information or providing misleading information may result in the withdrawal of an Offer of a Place or termination of a Contract of Enrolment.

New Zealand Accommodation Details (Office Use Only)

Name:	Name:
Address:	
Phone:	Phone:
Email:	Email:

Agent Information

Agent Name:	
Agency Name:	
Street Address:	
Phone:	Mobile:
Email:	

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PART ONE APPLICATION FORM



HENDERSON HIGH SCHOOL

MEDICAL FORM

Student Details	
First Name:	Family Name:
Date of Birth:	Gender:

Medical Details	
Doctor in Home Country:	Phone No:
Address:	
Dentist in Home Country:	Phone No:
Address:	

Has the student had the following vaccinations? Please tick the appropriate boxes.

<input type="checkbox"/> Childhood immunisations	<input type="checkbox"/> Measles, Mumps & Rubella (MMR)	<input type="checkbox"/> Hepatitis B
<input type="checkbox"/> 11yrs Boostrix (Diphtheria, Pertussis, Tetanus)	<input type="checkbox"/> HPV - 12 Year Old Girls Only	

Has the student ever experienced the following? Please tick the appropriate boxes

	Severity (Mild/Moderate/Severe)	Medication	Action Plan
<input type="checkbox"/> Asthma			
<input type="checkbox"/> Allergy (please state)			
<input type="checkbox"/> Any eating disorder			
<input type="checkbox"/> ADHD / ADD			
<input type="checkbox"/> Diabetes			
<input type="checkbox"/> Depression / Anxiety			
<input type="checkbox"/> Epilepsy / Seizures			
<input type="checkbox"/> Hepatitis B			
<input type="checkbox"/> Learning Disorder			
<input type="checkbox"/> Head Injury (state year)			
<input type="checkbox"/> Rheumatic Fever			

Any other previous known medical issues for insurance purposes?

YES / NO	If YES please state details:

If YES to any medical problems please contact the Henderson High School Health Worker to formulate an action plan and discuss appropriate care - phone +64 9 838 9085 extn. 710

In case of illness, accident or emergency (please circle where appropriate)	
i. I give permission for my child to receive appropriate treatment when necessary by the HHS Health Worker and for the Health Worker or delegate to administer non-prescription medicines (Panadol, Titalac, Nurofen) on the rare occasions deemed necessary	YES / NO
ii. If the School is unable to contact caregivers, OR if the accident is serious, I give permission for the Health Worker or delegate to take my child to Accident & Emergency or the School Doctor, and I understand this may involve disclosure to the adult in charge of examination findings, test results and treatment provided for purposes of medical evaluation, follow up and communication with Natural Parents.	YES / NO
iii. I give permission for the school to make arrangements as are deemed necessary for the treatment of my child in an emergency and agree to meet any costs incurred.	YES / NO

Parent Signature: _____ Date: _____

THIS INFORMATION IS CONFIDENTIAL AND WILL BE USED ONLY BY THE HEALTH WORKER TO ASSIST YOUR CHILD



PART TWO

TERMS & CONDITIONS



HENDERSON

HIGH SCHOOL

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

Definitions

1. For the purposes of this agreement the following terms shall have the following meanings;

Accommodation means the residential accommodation provided to the Student.

Accommodation Agreement means the agreement between the Student, the School and the Parents, which governs the Student's accommodation arrangements.

Act means the Education Act 1989.

Agreement means this Agreement including any schedules.

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

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

Designated Caregiver has the meaning set out in the Code.

Disciplinary Action includes termination of this Agreement and suspension, expulsion and exclusion of the Student as those terms are defined in the Act.

Fee means fees payable by the Parents to the School as per the Fee Schedule.

Fee Schedule means the schedule of fees for Tuition, Accommodation and miscellaneous charges, which is available from the School on request and may be updated from time to time.

Homestay has the meaning as set out in the Code.

Legal Guardian means the person or persons who is legally the guardian of the Student in their home country and has the legal right to make decisions about their care, education and well-being. It can include parents, where they have the right to make decisions for the Student.

Offer of Place means a confirmed Offer of Place and does not include any provisional offer.

Parent means the student's biological or legally adoptive parent. Except where the context requires otherwise, references to Parents in this agreement includes Legal Guardians and also includes a single Parent who has the sole right of guardianship in relation to the child.

Residential Caregiver has the meaning as set out in the Code.

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

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

Termination means termination of the Agreement and

includes termination by the School expelling or excluding the Student.

Tuition means the education of the Student at the School.

Period of Study means any period for which Fees are paid and for the purpose of this contract of enrolment the enrolment of the Student begins on the course start date stated in the Student's offer of place and ends on the course end date stated in the Student's offer of place, or on such earlier date as the parties agree or the School terminates the Agreement pursuant to clause 24 or 26 of the Agreement.

Preliminary Provisions

2. the Agreement is declared to be an Enrolment Contract in terms of section 2 of the Act.
3. The School shall provide Tuition to the Student in accordance with school policies, the Code, the Act and any other applicable laws, in return for the payment of the Fee.

Term of Agreement

4. Unless otherwise agreed in writing between the parties, the School's responsibility for the Student commences on the first day of the Period of Enrolment and ends on the last day of the Period of Enrolment, or in the event that the Student's Tuition is terminated, on the date of termination. The parties agree that any period of time in which the Student is in New Zealand before or after the Period of Enrolment will be at the risk of the Student and Parents/Legal Guardians and that the School will have no legal or moral responsibility for what occurs during this period unless otherwise agreed in writing.
5. The conditions in this Agreement apply for the whole time the Student is enrolled at the School during a Period of Enrolment. The Agreement may be renewed on application to the School in writing. Renewal of this Agreement is at the sole and absolute discretion of the School and is subject to satisfactory performance and attendance by the Student, the School making an Offer of Place for a further Period of Enrolment and the payment of Fees. For avoidance of doubt, should this Agreement be renewed the Period of Enrolment for the renewed term shall be that stated in the Offer of Place issued by the School to the Student in respect of the renewed term
6. The School is not responsible for the Student if the Student chooses to leave New Zealand during the Period of Enrolment. Should the Student leave New Zealand during the Period of Enrolment other than as part of a School organised trip the School's responsibility for the Student shall cease upon the Student's departure and resume upon the Student returning to New Zealand.
7. During the Period of Enrolment the Student must keep the School reasonably informed of his or her whereabouts including without limitation if the Student intends to leave New Zealand during the Period of Enrolment.



Accommodation

8. The Parents and Student agree that no changes to accommodation arrangements will be made whatsoever without the prior written agreement of the School.
9. The Parents and the Student agree that this Agreement is subject to and conditional on the School being satisfied that the Student has appropriate accommodation arrangements in place and, where applicable, an Accommodation Agreement or Designated Caregiver Agreement being entered into by all relevant parties.
10. The Parents irrevocably authorise the principal of the School to advise the Residential Caregiver (whether or not arranged through the school) of all matters and information required to be provided to the Parents and agree to appoint the Residential Caregiver in New Zealand to receive such information in substitution for the Parents.

Immigration and Insurance

11. The Parents and Student agree to comply with the immigration requirements as set out in the Immigration Act 2009, and any immigration conditions applicable to the Student's stay in New Zealand. The Parents and Student understand that the School has an obligation to report any breaches of the immigration requirements to the appropriate immigration authority.
12. The Student must maintain an up-to-date visa as stipulated by Immigration New Zealand.
13. The Parents agree that it is a condition of enrolment that the Student has current and comprehensive travel and medical insurance. Where insurance is not arranged by the School, the Parents will provide the School with evidence of the relevant insurance policy. If appropriate evidence is not provided, the School may organise insurance it considers appropriate and pass on this cost to the Student or Parents.

Fees

14. The Fee must be paid to the School in advance of each Period of Enrolment or as otherwise directed by the School. The Parents and the Student agree to comply with school policies regarding the payment of the Fee.
15. If Tuition is terminated by the School during a Period of Enrolment, in accordance with the Act and the Code, any refund of the Fee applicable to that Period of Enrolment will be assessed in accordance with refund policy contained in Schedule Three, as updated by the school from time to time.

Information, Warranties and Acknowledgements

16. The Parents agree to provide the School with educational, medical financial or other information relating to the wellbeing of the Student as may be requested from time to time by the School. If the Parents provide misleading information or fail to disclose information about the Student to the School, such that the School has to change or modify the level of Tuition or Accommodation required by the Student, the School may charge the Parents such fees as required to adequately compensate for such additional requirements. For avoidance of doubt, the obligation to disclose information continues during the term of this Agreement and the Parents and Legal Guardians are obliged to notify the School in.
17. The Student and Parents confirm that:
 - (a) The Student does not suffer from any medical condition or behavioural condition (including mental health conditions and allergies) that may negatively impact on the health, safety or education of the Student or any other student at the School, except as disclosed in writing in the Application Form;

- (b) The Student does not have any medical or other special needs that require additional support, except as disclosed in writing on the Application Form;
- (c) The Student has never been charged with or convicted of any crime, or the subject of other proceedings before any court, except as disclosed in writing on the Application Form;
- (d) All information in the Application Form is true and correct to the best of their knowledge and belief.

18. The Parents and Student acknowledge that:

- (a) The School may obtain at any time from any person or entity any information it requires to process and/or accept the Student for admission to the School or to perform or complete any of the other purposes under this Agreement. The Parents and the Student authorise any such person to release to the School any personal information that person holds concerning the Student and/or Parents.
- (b) If the Student and/or Parents fail to provide any information requested in relation the Students admission to the School, the School may be unable to process the Student's application.
- (c) This Agreement is conditional at all times on the Student having accommodation in New Zealand which complies with the Code. If this condition is unable to remain fulfilled, than this Agreement will be at an end.
- (d) Personal information of the Student and/or Parents collected or held by the School is provided and may be held, used and disclosed to enable the School to process the Student's eligibility to receive Tuition at the School and Accommodation.
- (e) The Parents agree that where the Student lives in a School approved Homestay, this Agreement is subject to an Accommodation Agreement being entered into by the School and the Parents. Where the Student lives with a Designated Caregiver, this Agreement is subject to a Designated Caregiver Agreement being entered into by the School, the Parents and the Designated Caregiver. In either case, a breach by the Student of the Accommodation Agreement or of the Designated Caregiver Agreement will be deemed to be a breach of this Agreement.
- (f) All personal information provided to the School is collected and will be held by the School.
- (g) The Student and 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.
- (h) Under the Privacy Act 1993, any information collected may be provided to education authorities.
- (i) Information relating to the education, health, welfare or safety of the Student, may be released to relevant parties outside the School, at the discretion of the School.
- (j) Photographs and videos of the Student may be used for the Student's records and in any publicity material for the School unless otherwise agreed in writing by the parties.

Consent

19. The Parents and Student, who have signed this Agreement irrevocably appoint and authorise the Principal of the School (or other such person as may be appointed by the School to carry out the Principal's duties) to:
 - (a) Receive information from any person, authority, or corporate body concerning the Student including, but



not limited to, medical, financial, educational or welfare information;

- (b) Provide consents that may be necessary to be given on the Student's behalf in the event of a medical emergency where it is not reasonably practicable to contact the Parents.
20. The School shall seek specific written consent of the Parents before the Student, being a student of any age, participates in any activity either organised by the School or by another party which are considered to be adventure activities or extreme sports or are activities that are organised by the School and require the Student to stay away from their regular accommodation overnight.
21. Except in the circumstances described in clause 20, this agreement is deemed to be written consent of the Parents for any activity organised and/or supervised by the School, including trips and physical activities, regardless of whether consent is sought from domestic students in relation to the same activity.
22. Unless otherwise agreed in writing by the parties, this Agreement is deemed to be written consent for leisure travel or stays organised and/or supervised by the Student's Homestay or Residential Caregiver (where applicable) where the travel is within New Zealand for a period of not more than seven days and does not result in the Student missing any scheduled school days.
23. The Student will comply at all times with school policies, the Code and the Act, and the Parents shall work with the School to ensure such compliance. This includes, without limitation, compliance with the Code of Student Conduct which is annexed to this Agreement as Schedule One, including any amendments made by the School during the Period of Enrolment.
24. In the event of any breach of this agreement by the Student or the Parents, the School may take any disciplinary step it considers appropriate, including terminating this Agreement, and/or suspending, excluding or expelling the Student and (if applicable) notify Immigration New Zealand of its decision to terminate the Agreement or to exclude or expel the Student.
25. Without limitation, the following actions shall be deemed to be breaches of this Agreement which may warrant disciplinary action:
- (a) Refusal by the Student to obey any reasonable instruction given by any employee or officer of the School during the Period of Enrolment;
 - (b) Any breach of the Code of Student Conduct by the Student;
 - (c) Any breach of the Accommodation Agreement or Designated Caregiver Agreement by the Student or Parent;
 - (d) Any act by the Student during the Period of Enrolment that creates a risk to the safety of any person;
 - (e) Any act by the Student during the Period of Enrolment that jeopardises the education of any other Student;
 - (f) Any breach of clauses 12 or 13 of this Agreement or of the warranties contained in clause 17 of this Agreement;
 - (g) Failure to make payments pursuant to the Fee Schedule; and
 - (h) Any other breach of this Agreement.
26. Where appropriate, the School will follow the process set out in the Disciplinary Policy which is annexed to this Agreement as Schedule Two when exercising its disciplinary powers pursuant to clause 24 of this Agreement, but nothing in this Agreement shall limit the power of the School to

summarily terminate this Agreement or expel or exclude the Student for serious misconduct or to suspend the Student pending investigation if the School concludes that this step is necessary for the purpose of protecting the safety of any person, including the Student.

General Matters

27. No party to this Agreement is liable to the other for failing to meet its obligations under this Agreement to the extent that the failure was caused by an act of God or other circumstances beyond its reasonable control.
28. This Agreement shall be construed and take effect in accordance with the non-exclusive laws of New Zealand. In relation to any legal action or proceedings arising out of or in connection with this Agreement the Parents irrevocably:
- (a) Submit to the non-exclusive jurisdiction of the Courts of New Zealand; and
 - (b) Agree that proceedings may be brought before any Court including any forum constituted under the Arbitration Act 1908 within New Zealand, and waive any objection to proceedings in any such Court or forum on the grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.
29. Notices given under this Agreement must be in writing and given to the addresses set out in the Application Form. Those notices sent by post will be deemed to have been received ten (10) days after posting.
30. Notices may also be given by sending an email to the email addresses specified on the first page of this agreement and will be deemed to have been received 12 hours after it has been sent.
31. This Agreement contains the entire understanding of the parties and overrides any prior promises, representations, understandings or agreements. The terms of the Agreement may be changed by the School in consultation with the Student, and Parents, except where such change is required by New Zealand legislation or the Code. This Agreement shall continue in force during the Period of Enrolment with the School.
32. The School shall at all times comply with the Health and Safety at Work Act 2015.
33. Nothing in this Agreement limits any rights that the Parents or Student may have under the Consumer Guarantees Act 1993.
34. The parties acknowledge that prior to signing this Agreement, they have had the opportunity to seek independent legal advice in respect of its content and effect.
35. This Agreement may be executed in one or more counterparts, each of which when so executed and all of which together shall constitute one and the same Agreement. Delivery of executed counterparts may be delivered by email, facsimile transmission or through an internet service set up for that purpose.
36. The parties agree that any dispute in relation to this Agreement will be resolved in accordance with the Code and the School Policies.



PARENTS/LEGAL GUARDIANS AND STUDENTS' DECLARATION AND AUTHORISATION

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

Key Terms: This Contract of Enrolment includes provisions: (i) that allow the School to discipline the Student, including by expulsion; (ii) that control and limit the Student's rights of refund when Enrolment ends early; (iii) that require the Student and Parents to make full disclosure of all relevant information and (iv) that provide consent for the School to permit certain activities without further comment from the Parents.

This is an important legal document, please read all clauses carefully.

By signing this agreement you confirm that all of the information in the application form is true and complete.

SIGNING

Parents/Legal Guardians

By signing below, the Parents (as applicable) confirm that they have read the Agreement and agree to be bound by it in all respects: (please also initial each page of the Agreement, including the schedules)

Name(s): _____

Signature(s): _____

Date: _____

School

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

Name: _____

Signature: _____

Date: _____

Student

By signing below, the Student confirms he/she has read and understood the Agreement and agrees to abide by the Code, School Policies and (to the extent applicable) the Agreement: (please also initial each page of the Agreement, including the schedules)

Name: _____

Signature: _____

Date: _____



SCHEDULE ONE – CODE OF CONDUCT

Attendance

Regular attendance and punctuality are essential for academic and personal development

1. Students must attend all timetabled classes and activities.
2. Absences must be followed by a phone call or note from the caregiver or will be considered as truancy. Unexplained absences may have consequences when trying to renew a study visa.
3. Be on school grounds by 8.40am. If you are not at class by the second bell at 8.45am you should get a late pass from the Attendance Officer and see a Dean at the start of lunchtime.
4. Students are not allowed to leave the school grounds until 3.05pm without proper authority and written pass.
5. Attend all classes punctually as not to disrupt the class.

Uniform

6. Wear the uniform with pride, neatly and correctly, from home to school and home again. You should go home and change out of uniform if you are going to the mall.

Behaviour

7. Bullying of any kind will not be tolerated.
8. Swearing, name calling or any form of verbal abuse will not be tolerated.
9. Cell phones must not be used in class for personal purposes. All electronic devices must only be used in class for approved educational purposes.
10. Avoid noisy behaviour inside.
11. Students should comply with teachers instructions, complete work assigned, work quietly so as not to disturb others, and not copy or plagiarise others work.
12. Students should behave and speak respectfully to others.

Road Safety

13. International students are not allowed to own or drive any motorised vehicle.
14. Cyclists must wear a cycle helmet, use pedestrian crossing and rail over-bridges.
15. No cycling is allowed on school grounds or on pedestrian crossings.

Smoking, Alcohol Drugs

16. Smoking, drinking alcohol or consuming non-prescription drugs, including "legal highs" or the possession of any related items is strictly forbidden and may give cause for cancellation of international students enrolment for breach of contract.

Weapons

17. Weapons and dangerous substances are not permitted on school grounds or at homestay at any time. These include knives, firearms, spray cans, fireworks and anything which may cause injury to self or others.

Property

18. Students must use school equipment safely to avoid injury to themselves, other students, staff or public.
19. Chewing gum is banned because of the damage it may cause to property.
20. Move quietly between classrooms following keep left rule in busy corridors.
21. Do not interfere with school heaters, alarms or safety equipment.
22. Any damage should be reported immediately to a teacher or the main office.
23. Visitors to school should sign in at the main office.
24. Do not bring non-essential items to school which may cause damage or disruption.
25. Avoid construction areas.
26. No student may steal or borrow without asking, anyone else's belongings.
27. No student may litter or damage school property.
28. Graffiti and vandalism is anti-social and against school rules. Cost of any wilful or accidental damage will be assessed and students held responsible to pay for repair or replacement.
29. Valuables, passports, musical instruments, laptops and cash may be given to the school office or international office for safe-keeping during the day. The school accepts no responsibility for loss of these items at school.
30. International Students must also follow the homestay rules as provided on arrival by the homestay company, and as agreed in the enrolment contact.

Homestay



SCHEDULE TWO – DISCIPLINE POLICY

1. The following is Henderson High School's current disciplinary policy for dealing with breaches of the Contract of Enrolment. This is not intended to restrict the School's general power of discipline and this policy may be changed from time to time at the discretion of the School.

Overview

2. Except in serious situations where immediate termination of the Contract of Enrolment is necessary, or where the breach does not warrant any formal response other than a warning, the School will endeavour, where appropriate, to follow a two-stage disciplinary process.
3. In Stage One, the School will investigate and determine the facts, and will reach a conclusion on what happened and whether it amounts to a breach of the Contract of Enrolment.
4. In Stage Two, if the School has determined that a breach has occurred, the School will consider the appropriate response to that breach, up to and including termination of the Contract of Enrolment.
5. The Student will have an opportunity to provide a response to the alleged breach that the School is investigating (the Allegation) and any proposed disciplinary action that the School is considering taking (the Proposed Action).
6. This policy does not limit the School's power to take appropriate disciplinary action urgently and without following this process if this is necessary having regard to the seriousness of the breach.
7. This policy also does not limit the School's power to suspend the student for the duration of the disciplinary process where suspension is considered necessary for the safety or education of any person.

General Policy

8. When the School is conducting a disciplinary process involving the Student it will endeavour to provide the Student with the following:
 - (a) a written summary of the Allegation or the Proposed Action;
 - (b) an opportunity to respond to the Allegation or the Proposed Action, either in person or in writing or both, at the choice of the Student;
 - (c) an opportunity to consider the Allegation or the Proposed Action for a reasonable period of time (having regard to the seriousness of the Allegation or the Proposed Action) before giving a response;
 - (d) an opportunity to contact his or her Parent before giving a response, unless the delay caused by contacting that person is unreasonable having regard to the seriousness of the Allegation or Proposed Action;
 - (e) an opportunity to have an independent support person of his or her choice present at any meeting relating to the disciplinary process;
 - (f) an opportunity to meet with that support person in private at any stage during the disciplinary process;
 - (g) an opportunity to have a translator present (or otherwise facilitate the student participating in the process in his or her own language) during any meeting or process if the School or the Student considers that a language barrier means that a translator is required; and
 - (h) a copy of this policy setting out the rights which the Student has when engaging in the disciplinary process.

Disciplinary Procedure

Stage One: Incident Investigation

9. When the School learns of any incident or any other thing that may be a breach of the Contract of Enrolment or might otherwise warrant a disciplinary response, the School will notify the Student of the Allegation and will provide the Student with an opportunity to give a response.
10. Where appropriate, having regard to the seriousness of the Allegation, the Student will have the opportunity to respond either in person or in writing or both, at the choice of the Student. The School will receive this response and give it genuine consideration before making a decision about the Allegation.
11. When the School makes a decision about the Allegation it will advise the Student and parent, in writing if possible, about its conclusion as to what happened and whether it amounts to a breach of the Agreement.

Stage Two: Outcome Discussion

12. If the School determines that a breach of the Contract of Enrolment has occurred, it will advise the Student and parent of the possible disciplinary actions that it will consider taking in response to the breach and will provide the Student and parents with an opportunity to give a response.
13. Where appropriate, having regard to the seriousness of the breach, the Student and parent will have the opportunity to respond either in person or in writing or both, at the choice of the Student. The School will receive this response and give it genuine consideration before making a decision about the disciplinary action to be taken. Visitors to school should sign in at the main office.
14. When the School makes a decision about the disciplinary action that it will take in response to the breach it will advise the Student and parents of its decision, in writing if possible. The disciplinary action will not take effect, and no actions will be taken to put it into place, until the Student and parents have been advised of the decision.



Refund Conditions for International Student Fees

All tuition fees are to be paid prior to commencement of a course at Henderson High School. Payment of fees is confirmation and acceptance of a contract at Henderson High School.

Henderson High School will only refund fees in the following circumstances:

- Refunded (less Registration fees) if the application is withdrawn before the starting date on the Offer of Place.
- Refunded (less any costs incurred) if the student is unable to obtain a study visa.
- Refunded (pro-rata, less costs incurred) if the student has to return home on medical grounds or due to the death or serious medical condition of a family member (evidence required).
- Refunded (pro-rata) if the school is unable to continue to deliver the programme and transfer to another suitable school is not possible.
- Refunded (pro-rata) if the school is no longer a signatory to the Code of Practice or ceases to be an education provider.

No refunds will be made if:

- The student wishes to change school after commencement.
- The student's visa/immigration status changes after commencement.
- The student chooses to leave before completing the course.
- The student is asked to leave because of misbehaviour, poor attendance, failure to comply with the school or homestay contract, school or homestay rules and New Zealand law.

Any application for refund of tuition fees may be considered and should be made in writing to the Board of Trustees with an explanation of the circumstances. Refunds will be granted in accordance with the relevant legislation, including; The Education Act 1989, The Fair Trading Act 1986, The Consumer Guarantees Act 1993 and the Human Rights Act 1993.

Registration Fee

Not refundable.

Homestay Fees

Refunded on departure if overpayment has occurred, after a minimum of two weeks notice given, less deduction of any unpaid costs.

Refunds

- Except by written request from parents, prepaid fees unused at the end of enrolment amounting to less than NZD\$500.00 will be refunded to the Student in cash. Sums of NZD\$500.00 or greater will be refunded into a nominated bank account.
- Any activity or other fees incurred by the Student during enrolment and owed to the school at the time of withdrawal, will be deducted from any eligible refund.
- Unless otherwise agreed in writing, all eligible refunds of fees of NZD\$1,000.00 or more received from outside of New Zealand will be refunded to a nominated bank account in the source country.
- A decision by the School relating to a request for a refund of International Student fees will be provided to the Student or family in writing and will set out the following information:
 - (a) Factors considered when making the refund decision
 - (b) The total amount to be refunded
 - (c) Details of non-refundable fees
- The Student and their family has the right to take a grievance to the Code Administrator or Disputes Resolution Scheme in the event they are dissatisfied with a refund decision made by the school.



FEE SCHEDULE



HENDERSON HIGH SCHOOL

Henderson High School International Fees 2020

	NZD
Tuition Fee - Full Year	\$14,000
Tuition Fee - Per Term	\$3,500
Registration and Homestay Placement	\$350
Residential Caregiver Monitoring if not in Homestay	\$500
Homestay per Week Age 14+	\$315
Homestay per Week Extra Care Rate for 13 year olds	\$325
Insurance - One Year Estimate	\$585
Contingency Fund for Unexpected Costs - Refundable	\$500

Other Costs Not Included in Fees

	NZD
NCEA Exam Fee (Each Year for Years 11, 12 and 13)	\$384
Airport Transfer Each Way	\$85
Uniform (Required if Attending for more than One Term)	\$300-\$400

All students require a digital device to access Google Classroom in class and for homework.

Sports team fees, school trip, workbook and stationery and material costs vary according to the subjects chosen by the student.

A New Zealand cell phone is required and a Vodafone SIM card preloaded with \$5.00 credit will be provided to the student on arrival.

An AT Hop Card for public transport can be bought for \$10.00.

High internet usage is not included in the homestay fee.

A hold fee of \$75 per week applies to reserve placement and store belongings during the New Zealand summer holiday.



PART THREE ACCOMODATION APPLICATION



HENDERSON HIGH SCHOOL

HOMESTAY PREFERENCES

Student Details	
Name:	Gender:
Age:	Date of Birth:

Please read the questions below and list your answers in the second column	
What career are you planning?	
What is your religion?	
Do you plan to return home in the holidays?	
What are your interests, hobbies or sports?	
Do you play any musical instruments? Which ones?	
What work do your parents do?	Mother
	Father
Is it alright if your host family has pets? Is an outside pet okay?	
Are there any foods that you like a lot?	
Do you have any food allergies? Please note that if an Epipen is required for serious allergies the student MUST be able to self administer.	
Have you travelled to other countries before? Which ones?	
Have you lived away from home before? In which countries?	

Henderson High School
P O Box 21141, Henderson, Auckland, New Zealand
Email: admin@hhs.school.nz



Please circle the answer that applies to you and/or give details where requested		
Do you smoke?		YES / NO
Do you mind living in a house with smokers?		YES / NO
Do you have any brothers and sisters?		YES / NO
If YES, please fill in their details below		
Name:	Age:	Male / Female
Name:	Age:	Male / Female
Name:	Age:	Male / Female
Name:	Age:	Male / Female

Is there anything special you would like in a homestay?

Please tick the appropriate box that describes your level of English language		
<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced

Do you require pick up from Auckland Airport?	YES / NO
Please attach a copy of your flight booking or email a copy to the International Director.	



PART THREE INTERNATIONAL STUDENT ACCOMMODATION AGREEMENT



HENDERSON HIGH SCHOOL

International Student Accommodation Agreement (when placing a student in a School Approved Homestay)

Terms and Conditions

1. For the purposes of this agreement the following terms shall have the following meanings;
Accommodation means the residential accommodation provided to the Student pursuant to this Agreement.
Accommodation Requirements means the rules and requirements of the Accommodation as set out in Schedule One.
Agreement means this Accommodation Agreement between the Student, School and Parents, which governs the Student's accommodation arrangements.
Application Form means the standard enrolment application form.
Code means the Education (Pastoral Care of International Students) Code of Practice 2016 as updated from time to time and available online at www.legislation.govt.nz under Education (Pastoral Care of International Students) Code of Practice 2016.
Contract of Enrolment means the agreement between the Student, the School and the Parents which governs the Student's tuition.
Homestay has the meaning as set out in the Code.
Parents means the Parents referred to in the Application Form.
Residential Caregiver means the person responsible for the Student at the Accommodation.
Residential Caregiver Agreement means an agreement between the School and the Residential Caregiver.
School means the school referred to in the Application Form.
Student means the International Student residing at the Accommodation as referred to in the Application Form.
Tuition means the education of the Student at the School.
All other terms have the same meaning as in the Contract of Enrolment.
2. The School is a signatory to and complies with the Code. Unless living with a parent, every international student is required to reside at an Accommodation approved by the School using the process set out in the Code.
3. The Parents and Student agree to adhere to the following terms and conditions of the Accommodation:
 - a. The School agrees that all information regarding the Residential Caregiver, the Parents and the Student relating to the Accommodation will be kept confidential, except disclosure:
 - i. To the Student, the Parents or Residential Caregiver (as the case may be);
 - ii. To any professional consultant or such person where it is in the interests of the Student to provide the information;
 - iii. Pursuant to any statutory or other legal duty.
 - b. The Parents agree that if behaviours or conditions of the Student emerge after placement with a Residential Caregiver such that the Residential Caregiver is unable to provide the level of accommodation or care required for the safety and wellbeing of the Student, the School may terminate this Agreement.
 - c. The Parents or the Student 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 in relation to the Student's placement with a Residential Caregiver.
 - d. Under the Privacy Act 1993, any information collected may be provided to education authorities.
 - e. These terms and conditions may be varied by the School (acting reasonably) upon reasonable notification from time to time and will continue to apply until notified otherwise.
4. If the Parents provide misleading information or fail to disclose information about the Student prior to placement with the Residential Caregiver and during the term of the Homestay the School may (in its sole discretion):
 - a. Charge the Parent such fees as required to adequately compensate for additional requirements due to providing misleading information or the lack of disclosure; or
 - b. Terminate this Agreement.
5. The initial appointment and ongoing engagement of the Residential Caregiver is subject at all times to:
 - a. the Residential Caregiver and the School entering into a Residential Caregiver Agreement; and
 - b. the School's usual requirements and policies in relation to the Accommodation.
6. The School will ensure that to the best of its ability:
 - a. The Accommodation provides a safe, positive and healthy environment for the Student and complies with the Code;
 - b. The Residential Caregiver's appointment has not involved any form of gift (financial or otherwise) to or from a third party;
 - c. The appointment of the Residential Caregiver does not represent any actual or perceived conflict of interest, and that any possible conflict of interest has been notified to the School;
 - d. The Residential Caregiver will take all reasonable steps to ensure the Student's compliance with New Zealand laws (including, where appropriate, informing the Student of such laws), and will immediately report any possible legal breach to the School; and



- e. The Student only engages in lawful, responsible and positive recreational activities outside of School.
7. Unless otherwise agreed in writing by the parties, the Parents provide consent to the Student's Homestay or Residential Caregiver (where applicable) for the Student to undertake supervised leisure travel and overnight stays within New Zealand for a period of not more than seven days where the leisure travel or stay does not involve the Student participating in any adventure activities or extreme sports or result in the Student missing any scheduled school days.
8. The School will seek specific written consent from the Parents for leisure travel or overnight stays of more than seven days or results in the Student missing any scheduled school days.
9. The Student shall seek specific written consent from the School before the Student, being a Student of any age, participates in any activities while in the care of the Student's Homestay or Residential Caregiver (where applicable) which are considered to be adventure activities or extreme sports. The School shall only give such Consent where approved by the Parents in terms of the Contract of Enrolment.
10. The School may take such measures as it considers appropriate (acting reasonably) to monitor compliance with the Code. This may include, without limitation, regular checkins with both the Student and the Residential Caregiver.
11. Unless otherwise agreed in writing, the Student will be entitled to commence their Homestay at the Accommodation 5 days prior to the Period of Enrolment (as that term is defined in the Contract of Enrolment) commencing and 5 days following the end date of the Period of Enrolment (as that term is defined in the Contract of Enrolment). Should this Agreement be terminated prior to the expiry of the Period of Enrolment the Student will be required to vacate the Accommodation immediately. The School may, at its sole discretion, and without any obligation on it to do so, extend the time for the Student to vacate the Accommodation. Any such extension shall be given in writing and shall be without prejudice to the School's right to later insist that the Student immediately vacate the Accommodation.

Expectations

12. The Student will comply at all times with the Accommodation Requirements and the Parents shall work with the School to ensure such compliance.
13. In the event that the Student is removed from a Residential Caregiver for any reason, the School will take all reasonable steps to source, over a reasonable period of time (as determined by the School in its absolute discretion), appropriate alternative approved Accommodation for the Student.
14. The Student will treat the Accommodation with due care and respect and the Student is liable for costs associated with repairing any damage caused to the Accommodation by the Student. For avoidance of doubt, the School is not responsible for any damage caused to the Accommodation by the Student.

Fees

15. The Parents must pay all accommodation fees to the School in accordance with the School's fee schedule as defined in the applicable Contract of Enrolment.

Termination

16. The School reserves the right to terminate this Agreement if the Student is in breach of the Accommodation Requirements.
17. If the Student is suspended, expelled or excluded from the School, the parties agree that this shall constitute a breach of the Accommodation Requirements and this Agreement may be terminated as a consequence.
18. Where this Agreement is terminated, Fees may be refunded in accordance with School policies.

General

19. This Agreement shall be construed and take effect in accordance with the non-exclusive laws of New Zealand. In relation to any legal action or proceedings arising out of or in connection with this Agreement, the Parents irrevocably;
 - a. Submit to the non-exclusive jurisdiction of the Courts of New Zealand; and
 - b. Agree that proceedings may be brought before any court including any forum constituted under the Arbitration Act 1908 within New Zealand, and waive any objection to proceedings in any such Court or forum on the grounds of venue or on the grounds that the proceedings have been brought in an inconvenient form.
20. Notices given under this Agreement must be in writing and given to the addressees set out in the Application Form. Those sent by post will be deemed to have been received ten (10) days after posting. The Parties agree that email correspondence is a suitable means of communication and emails will be deemed to have been received when acknowledged by the party or by return email.
21. This Agreement contains the entire understanding of the parties and overrides any prior promises, representations, understandings or agreements.
22. The parties acknowledge that prior to signing this Agreement they have had the opportunity to seek independent legal advice in respect of its content and effect.

Disputes

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

Signing

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



SCHEDULE ONE – ACCOMMODATION REQUIREMENTS

When living with a School approved Homestay, the Student agrees:

1. To comply with all laws of New Zealand.
2. Not to engage in any social or leisure activities that may place them, other persons, in undue danger or risk of harm. This includes the Student putting himself / herself in a position which may give rise to suspicions or allegations of such activities.
3. To obtain written permission from Parents and the School prior to obtaining any tattoo, piercing or other bodily embellishments.
4. To comply with all Homestay rules, expectations and curfews set by the School and Homestay parents, including without limitation, any policies of the School which apply.
5. To not use or do anything which may cause damage to the Accommodation, including without limitation, applying hair dyes, or smoking cigarettes, bringing weapons or dangerous items or engaging in any other activity that may cause damage to the Accommodation.
6. To keep the Homestay parents informed of their whereabouts at all times.
7. To stay at the Homestay address daily and not to travel overnight outside of the town or city (as defined by the School) where the student is living without prior written permission of the Homestay or the School. This clause shall not prevent the Student travelling between the Homestay and the School.
8. To respect the privacy, values and property of the Homestay.
9. To not own or drive a motor vehicle.

Execution

Parents

By signing below, the Parents confirm that they have read the Agreement and agree to be bound by it in all respects.
(initial each page)

Name(s): _____

Signatures(s): _____

Date: _____

School

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

Name: _____

Signature: _____

Date: _____

Student

By signing below, the Student confirms he/she has read and understood the Agreement and agree to abide by the Code, the School Policies and (to the extent applicable) the Agreement:

Name: _____

Signature: _____

Date: _____



PART FOUR DESIGNATED CAREGIVER AGREEMENT



HENDERSON HIGH SCHOOL

PLEASE COMPLETE THE DESIGNATED CAREGIVER AGREEMENT ONLY IF THE STUDENT WILL BE LIVING WITH A DESIGNATED CAREGIVER WHILE ENROLLED AT THE SCHOOL.

This is an agreement between the Parents, the Designated Caregiver and the School (the **Agreement**)

School Name: _____ (the **School**)

Student's Name: _____ (the **Student**)

Mother's Name: _____

Father's Name: _____ (together the **Parents**, each a **Parent**)

Name of Relative or
Close Family Friend: _____ (the **Designated Caregiver**)

Address: _____
_____ (the **Residence**)

Agreements

1. The Student and the Parents are parties to a Contract of Enrolment with the School. All definitions contained in that Contract of Enrolment are deemed to form part of this Agreement so far as they are relevant.
2. The Parents agree that the Designated Caregiver will provide residential care for the Student while enrolled as an international student at the School.
3. The School has provided, and the Designated Caregiver has read and understood, the sections of the Education (Pastoral Care of International Students) Code of Practice 2016 (the Code) relevant to residential caregivers and the School's Information for Designated Caregivers and agrees to act as Designated Caregiver to the Student in accordance with these requirements.
4. The School agrees that all information regarding the Designated Caregiver relating to the Agreement will be kept confidential, except disclosure to the Student or their parents or their legal guardians, to any professional consultant or such person where it is in the interests of the Student to provide the information or pursuant to any statutory or other legal duty.
5. Approval is required from the School prior to the Student's placement with the Designated Caregiver.
6. The Designated Caregiver agrees that approval will be provided only after appropriate safety and other checks have been completed by the School in accordance with the Code and school policies.
7. Failure by the Designated Caregiver to provide the residential care required by the School and the Code may result in the school's approval of the Designated Caregiver being withdrawn.
8. In the event the school withdraws its approval of the Designated Caregiver, the Agreement is terminated and the Student will be placed in alternative accommodation approved by the School at the full cost and expense of the Parents.
9. The School may take such measures as it considers appropriate (acting reasonably) to monitor and review the quality of residential care by the Designated Caregiver and this may include, without limitation, regular visits to the Designated Caregiver and meetings with both the Student and the Designated Caregiver.
10. The Designated Caregiver will provide the School with fourteen days (14) days prior notice of any change in circumstances that may affect the Agreement. This includes any change of Residence or any change to the number of adults over eighteen (18) years of age living at the Residence.
11. The Parent/s agree that the School is not responsible for the Student's care while in the care of the Designated Caregiver.
12. The Student will treat the accommodation provided by the Designated Caregiver ("Accommodation") with due care and respect and the Student is liable for costs associated with repairing any damage caused to the Accommodation by the Student. For avoidance of doubt, the School is not responsible for any damage caused to the Accommodation by the Student.
13. The parties agree that any dispute in relation to this Agreement will be resolved in accordance with the Code and the school policies.
14. This Agreement may be executed in one or more counterparts, each of which when so executed and all of which together shall constitute one and the same Agreement. Delivery of executed counterparts may be delivered by email or facsimile transmission.



SIGNING

By signing this agreement the Student, the Parent/s and the Designated Caregiver declare that the Designated Caregiver is eligible to be a Designated Caregiver under the Code (being someone who is personally known to the Student and/or Parent(s) as a relative or close friend and meets the other requirements of the Act and the Code).

Natural Parents

By signing below, the Parent/s confirm that they have read the Agreement and agree to be bound by it in all respects: (please initial each page)

Name: _____ Signature: _____

Name: _____ Signature: _____

Date: _____

Designated Caregiver

By signing below, the Designated Caregiver confirms that they have read the Agreement and agree to be bound by it in all respects:

Name: _____ Signature: _____

Date: _____

School

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

Name: _____ Signature: _____

Date: _____



CONFIRMATION OF ARRANGEMENTS FOR HANDOVER OF CARE OF A STUDENT AT THE END OF ENROLMENT



HENDERSON HIGH SCHOOL

Parent and Student Details		
Student Name:		
Parent Name:		
Phone:	Email:	
School Details		
School Name:		
Enrolment End Date:	Homestay Placement End Date:	
Please provide the following information to confirm the handover arrangements		
1. The Student will depart from New Zealand within one week of the last day of school.		
Date of Departure:	Airline and Flight Number:	
If the date of departure is after the end date of the homestay placement for this student, the following arrangements have been made for the students care from the end date of the homestay placement until the date of departure from New Zealand.		
OR		
2. The student will remain in New Zealand under the care of the following:		
Name:	Relationship to Student:	
New Zealand Address		
Phone:	Email:	
OR		
3. The following arrangements have been made for the handover care of the student:		
Confirmation		
I/We confirm that the information provided above is true and correct, and that all arrangements have been made for the safe handover of the student. I/We agree to notify the school in writing if the arrangements stated in this confirmation change at any time prior to the students departure from New Zealand.		
Name:	Signature:	Date:

Henderson High School
P O Box 21141, Henderson, Auckland, New Zealand
Email: admin@hhs.school.nz



DOCUMENT CHECKLIST



HENDERSON HIGH SCHOOL

Office Use Only	Form	Section & Page No.	Check Box
	Application	Part One Pages 1 & 2	
	Medical Form	Part One Page 3 (Signed)	
	Terms and Conditions	Part Two Pages 4,5 & 6 (Initialed)	
	Contract of Enrolment	Part Two Page 7 (Signed)	
	Code of Conduct	Part Two Schedule One Page 8 (Initialed)	
	Disciplinary Process and Procedure	Part Two Schedule Two Page 9 (Initialed)	
	Refund Conditions and Fee Schedule	Part Two Pages 10 & 11 (Initialed)	
	Accommodation Application	Part Three Pages 12 & 13	
	Accommodation Agreement	Part Three Pages 14 & 15 (Initialed)	
	Accommodation Requirements	Part Three Schedule One Page 16 (Initialed)	
	Designated Caregiver Agreement	Part Four Pages 17 & 18 (Initialed)	
	Handover Document	Part Four Page 19 (Signed)	
	School Transcript		
	Letter of Recommendation		
	Self Introduction Letter		
	Passport ID Page		
	Insurance Certificate		
	Visa		

Henderson High School
P O Box 21141, Henderson, Auckland, New Zealand
Email: admin@hhs.school.nz





If you have any questions regarding enrolment at Henderson High School please telephone Mrs Paula Hart on +64 9 838 9085 ext 737 or email phart@hhs.school.nz



HENDERSON
HIGH SCHOOL

Henderson High School

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