Te Kura Tuarua o Horomaka Hillmorton High School	INTERNATIONAL STUDENT ACCOMMODATION AGREEMENT
Hillmorton High School International Department 31 Tankerville Road, P O Box 33-115 Christchurch New Zealand 8025	Telephone: +64 3 338 5119 Email: international@hillmorton.school.nz Web: www.hillmorton.school.nz

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 under 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 Tertiary and International Learners) Code of Practice 2021 as updated from time to time and available online at www.legislation.govt.nz under Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.

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 Contract of Enrolment.

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 or, in appropriate circumstances, education provided to the Student by the School through online, remote or distance learning.

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 live at an Accommodation approved by the School in line with the requirements of the Code.

3. The Parents and Student agree 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) According 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 2020 to see 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 2020, any information collected may be provided to education authorities.

(e) These terms and conditions may be changed 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 pay for extra 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 or a Designated Caregiver Agreement; and

(b) the School's usual requirements and policies relating to the Accommodation.

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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 agree for the Student to travel and stay overnight within New Zealand in the care of their Residential Caregiver for not more than seven (7) days where the travel 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 agreement from the Parents for leisure travel or overnight stays of more than seven (7) days or that results in the Student missing any scheduled school days.

9. The Student shall seek specific written agreement from the School before the Student, being a Student of any age, participates in any activities which are considered to be adventure activities or extreme sports. The School willl only give such Agreement where approved by the Parents.

10. The School may take such measures as it considers appropriate (acting reasonably) to monitor compliance with the Code. This may include regular check-ins with both the Student and the Residential Caregiver.

11. Unless otherwise agreed in writing, the Student will be entitled to start their Homestay at the Accommodation five (5) days before the Period of Enrolment (as that term is defined in the Contract of Enrolment) starts and five (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 before the expiry of the Period of Enrolment the Student will be required to move out of the Accommodation immediately. The School may, at its sole discretion, and without being required to do so, extend the time for the Student to move out of 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 move out of 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 find, 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 according to 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 line with School Policies.

General

19 This Agreement shall be construed and take effect according to 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:

   (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 1996 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.

20 Notices given under this Agreement must be in writing and given to the addresses set out in the Application Form. Those sent by post will be considered 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 considered 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 about its content and effect.

Disputes

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

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Accommodation Requirements

(Schedule One)

While living in 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 any policies of the School which apply.

5 To not use or do anything which may cause damage to the Accommodation, including applying hair dyes, or smoking cigarettes 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 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.

SIGNING

Parents
By signing the Declaration, the Parents confirm that they have read the Agreement and agree to be bound by it in all respects.

School
By signing the Declaration, 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.

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

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Te Kura Tuarua o Horomaka Hillmorton High School	**INTERNATIONAL STUDENT APPLICATION FORM AND CONTRACT OF ENROLMENT SECONDARY SCHOOL**
Hillmorton High School International Department 31 Tankerville Road, P O Box 33-115 Christchurch New Zealand 8025	Telephone: +64 3 338 5119 Email: international@hillmorton.school.nz Web: hillmorton.school.nz

THE TERMS AND CONDITIONS ATTACHED TO THIS APPLICATION, FORM AND GOVERN THE STUDENT'S 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.

Terms and Conditions:

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, the Parents, which governs the Student's accommodation arrangements.

   Act means the Education and Training Act 2020.

   Agreement means this Agreement including these terms and conditions and any schedules.

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

   Code means the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.

   Designated Caregiver has the meaning as 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 other 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.

   Period of Enrolment means any period for which Fees are paid and for the purpose of this Agreement 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 according to clause 28 or 30 of the Agreement.

   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, or in appropriate circumstances, education provided to the Student by the School though online, remote or distance learning.

   Welfare Issue means any situation where the School holds a concern about the Student's safety or wellbeing, or where the School considers it cannot meet its obligations under the Code and/or the Act with respect to the Student's health and safety for any reason.

Preliminary Provisions

2. The Agreement is declared to be a contract of enrolment in terms of section 10 of the Act.

3. The School shall provide Tuition to the Student in line with school policies, the Code, the Act and any other applicable laws, in return for the payment of the Fee.

Terms of Agreement

4. Unless otherwise agreed in writing between the parties, the School's responsibility for the Student starts 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 and that the School will have no legal or moral responsibility for what occurs during this period unless otherwise agreed in writing.

5. Except in the circumstances described in clauses 6, 7 and 8, 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 for the renewed term.

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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 end upon the Student's departure and resume upon the Student returning to New Zealand.

7. This Agreement is considered to be written agreement from the Parent that the School is not responsible for the Student's day-to-day care where the student is in the custody of a Residential Caregiver who is a supervisor for the Student while the Student is in temporary accommodation and that supervisor is not a resident of New Zealand and is travelling with or accompanying the Student for the purpose of supervising them during the Period of Enrolment.

8. The School is not responsible for the Student's day-to-day care where the Student is in the custody of a person approved by the Parent as part of a transfer-of-care arrangement during enrolment made in accordance with the Code.

9. During the Period of Enrolment the Student must keep the School reasonably informed of his or her whereabouts including if the Student intends to leave New Zealand during the Period of Enrolment.

Accommodation

10. The Parents and Student agree that no changes to accommodation arrangements will be made without the prior written agreement of the School.

11. 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.

12. The Parents authorise the principal of the School to inform 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 place of the Parents.

Immigration and Insurance

13. The Parents and Student agree to comply with the visa requirements as set out in the Immigration Act 2009, and any visa 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 visa requirements to the appropriate immigration authority.

14. The Student must maintain an up-to-date visa as stipulated by Immigration New Zealand.

15. 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.

16. The Parents agree they have read the policy details for the Student's travel insurance policy and any other relevant information provided by the insurer from time to time and:
    (a) accepts all exclusions that apply to the insurance policy and
    (b) agrees that where the school arranges insurance on behalf of the Parents, the Parents have disclosed all medical conditions to the School that may affect insurance cover.

17. The Parents agree to cover any costs for the Students that are excluded by the Student's travel insurance policy and are not otherwise covered by publicly funded medical services in New Zealand. For the avoidance of doubt, the Parents agree that the School is not responsible for any costs incurred on behalf of the Student that are excluded by the Student's travel insurance policy and not covered by publicly funded medical services in New Zealand.

Fees

18. 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.

19. If Tuition is terminated by the School during a Period of Enrolment, any refund of the Fee applicable to that Period of Enrolment will be assessed in accordance with the refund policy which is annexed to this Agreement as Schedule Three, as updated by the school from time to time..

Information, Warranties and Acknowledgements

20. 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 extra requirements. For avoidance of doubt, the obligation to disclose information continues during the term of this Agreement and the Parents must notify the School of any changing conditions in relation to the Student.

21. The Student and the 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 the Application Form;

    (b) The Student does not have any medical or other special needs that require extra support, except as disclosed in the Application Form;

    (c) The Student has never been charged with or convicted of any crime, and is not the subject of other proceedings before any court, except as disclosed in writing in the Application Form;

    (d) All information in the Application Form is true and correct to the best of their knowledge and belief.

22. The Parents and Student acknowledge that:

    (a) The School may obtain at any time from any person or organisation 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 to the Students admission to the School, the School may be unable to process the Student's application.

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(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, then 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 considered 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 2020 to obtain access to and request corrections of any personal information held by the School concerning them.

(h) Under the Privacy Act 2020, 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 people outside the School, at the discretion of the School.

(j) Where necessary to carry out any process under this Agreement, or to make any decision concerning the Student, the School may disclose personal information to any person, including immigration authorities, airlines, and travel agents.

(k) Photographs and videos of the Student may be used for the Student's records and in any publicity material for the School, including social media posts by school staff, unless otherwise agreed in writing by the parties.

Consent

23. The Parents and the Student, who have signed this Agreement 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:

    (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 agreements on the Student's behalf in the event of a medical emergency where it is not reasonably possible to contact the Parents.

24. The School shall seek specific written agreement 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 is considered to be an adventure activity or extreme sport or an activity that is organised by the School and requires the Student to stay away from their regular accommodation overnight.

25. Except in the circumstances described in clause 24, this Agreement is considered to be written agreement of the Parents for any activity organised and/or supervised by the School, including trips and physical activities, regardless of whether agreement is sought from domestic students in relation to the same activity.

26. Unless otherwise agreed in writing by the parties, this Agreement is considered to be written agreement for leisure travel or stays organised and supervised by the Student's Homestay or Residential Caregiver where the travel is within New Zealand for a period of not more than seven days (7) and does not result in the Student missing any scheduled school days.

Conduct, Discipline and Termination

27. 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, compliance with the School Code of Conduct and International Student Code of Conduct in Schedule One, including any amendments made by the School during the Period of Enrolment.

28. In the event of any breach of this agreement by the Student or the Parents, the School may take any Disciplinary Action it considers appropriate, including terminating this Agreement, and/or suspending, excluding or expelling the Student and (if applicable) notifying Immigration New Zealand of its decision to terminate the Agreement or to exclude or expel the Student.

29. Without limitations, the following actions shall be considered 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 School Code of Conduct or the International Student Code of 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 threatens the education of any other Student;

    (f) Any breach of clauses 14 or 15 of this Agreement or of the warranties contained in clause 21 of this Agreement;

    (g) Failure to make payments invoiced according to the Fee Schedule; and

    (h) Any other breach of this Agreement

30. Where appropriate, the School will follow the process set out in the Investigation Policy which is annexed to this Agreement as Schedule Two when exercising its disciplinary powers as stated in clause 28 of this Agreement, but nothing in this Agreement shall limit the power of the School to immediately 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.

31. The School may terminate this Agreement if there is a Welfare Issue and the School forms the view that it cannot reasonably continue to meet its obligations under the Code or the Act with respect the health and wellbeing of the Student within the School.

32. Where appropriate, the School will follow the process set out in the Investigation Policy which is annexed to this Agreement as Schedule Two when exercising the power in clause 31 of this Agreement, but nothing in this Agreement shall limit the power

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of the School to take urgent action, including terminating this Agreement or sending the Student home, where it considers that it is necessary to do so.

General Matters

33. 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.

34. This Agreement shall be construed and take effect according to 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:

    (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 1996 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.

35. Notices given under this Agreement must be in writing and given to the addresses specified in the Application Form. Those notices sent by post will be considered to have been received ten (10) days after posting.

36. Notices may also be given by sending an email to the email addresses specified in this Agreement and will be considered to have been received twelve (12) hours after it has been sent.

37. This Agreement contains the entire understanding between the parties. The terms of the Agreement may only 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.

38. The School shall at all times comply with the Health and Safety at Work Act 2015.

39. Nothing in this Agreement limits any rights that the Parents or Student may have under the Consumer Guarantees Act 1993.

40. The parties acknowledge that prior to signing this Agreement, they have had the opportunity to seek independent legal advice about its content and effect.

41. This Agreement may be signed in one or more counterparts, each of which when so signed and all of which together shall constitute one and the same Agreement. Delivery of signed counterparts may be delivered by email, facsimile transmission or through an internet service set up for that purpose.

42. The parties agree that any dispute in relation to this Agreement will be resolved in line with the Code and the School Policies.

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School Code of Conduct

(Schedule One)

All students at Hillmorton High School are required to follow the School Code of Conduct.

In addition, international students at the School are required to comply with the International Student Code of Conduct. The International Student Code of Conduct serves to ensure the welfare, care and protection of international students while enrolled at the School. Failure to obey with the International Student Code of Conduct may lead to disciplinary action as listed in the Investigation Policy (see Schedule Two).

International Student Code of Conduct

Accommodation

This agreement is subject to the Student living in accommodation approved by the School. The School will make every reasonable attempt to provide approved accommodation for the Student and the Student agrees to comply with all expectations and conditions for living in School approved accommodation.

- International students are required to live in homestay accommodation approved by the School, irrespective of their age.
- Permission for alternative arrangements can only be given on receipt of a Designated Caregiver Agreement signed by the Student's parent(s) or legal guardian(s), stating the parent(s) or legal guardian(s) take full responsibility for the placement of the Student with another family member or close family friend, OR, when the Student is living with a parent.
- If the Student is living with a parent(s), School must be informed if the parent(s) leave New Zealand at any time, so satisfactory alternative accommodation arrangements can be made.
- The Student is required to inform the School of any changes in circumstances of their parent(s), such as a change of contact details.

Adventure Activities / Extreme Sports

The Student is required to obtain written agreement from their parent/caregiver for participation in all adventure activities / extreme sports outside of school hours. This includes all air, and most motorised, snow and water sports, along with other potentially dangerous activities. The Student also needs to check the conditions of their insurance policy as well as any other regulating factors such as school rules from their home country as appropriate prior to participating in adventure activities / extreme sports.

Attendance

The Student is required to attend all classes and curriculum-based activities. A medical certificate is required for any absences of more than three days, or if the Student has frequent absences, or if the Student misses an NCEA assessment. Absence for any other reason must be applied for and approved by the International Director.

Curfews

The Student is required to be home by 6:00 pm Sunday to Thursday, unless they are participating in recognised activities such as sports clubs, music groups. Friday and Saturday nights, if they wish to participate in social activities, the Student below 14 years of age is expected to be home by 6:00 pm, the Student below 16 years of age is expected to be home by 8:00 pm and the Student 16 years and over is expected to be home by 10:00 pm. The Student must have permission from their host family to go out and must carry a charged cell phone with credit on it at all times.

Driving / Motor Vehicle Ownership / Riding Bicycles and Electric Scooters

The Student is not permitted to obtain their New Zealand driver's license, or to drive or own a motor vehicle (such as a car, motor bike, scooter) while they are enrolled at the School. If, in exceptional circumstances, a Student 18 years of age or older wishes to drive, or learn to drive, and / or to own a motor vehicle, they must apply in writing to the International Director and the Principal stating their case. The school's decision will be final. The Student is expected to obey all New Zealand laws with regards to riding bicycles and electric scooters such as Lime Scooters.

Drugs and Illegal Substances

The Student is not permitted to use or possess drugs or illegal substances. Students found to be in breach of this will be subject to the Investigation Policy (see Schedule Two).

Education Outside the Classroom (EOTC)

Education outside the classroom (EOTC) is the name given to all events and activities that occur outside the classroom, both on the School grounds and off-site. The School uses a process, which is monitored by the Principal and Board of Trustees, to identify and manage risk for all activity types. The Ministry of Education EOTC Guidelines identify four activity types, each with recommended parent/caregiver agreement.

Lower-risk on-site and off-site trips require either blanket agreement or host family agreement. Higher-risk off-site trips involving potentially dangerous activities and multi-day off-site trips require parent/caregiver agreement.

General Conduct

The Student is expected to conduct themselves in a sensible and responsible manner while enrolled at the School, and

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- Show respect, care, concern and consideration for others
- Show respect for the School's property, along with the property of other students.

Serious misbehaviour such as bullying, theft, violence, deliberate absenteeism, offensive language, racist remarks and actions, and sexual harassment will not be tolerated, and will be dealt with according to the Investigation Policy (see Schedule Two).

Homestay
The Student needs to sign and agree to the Homestay Code of Conduct. In addition, they need to respect and obey any rules of the homestay. The Student is expected to keep their room tidy and assist with general household chores such as setting / clearing the table, washing dishes. The Student is expected to be home for all evening meals and will not stay away from the home unless they have specific permission from their host parents (and School as appropriate).

Every effort is made to place the Student with a compatible host family. Requests to move homestays will be considered individually by the School and typically two weeks' notice needs to be provided.

Insurance and Liability
The Student must have insurance during their stay in New Zealand, in accordance with the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.

The School will not be responsible for any loss or damage to property.

The School reserves the right to place the Student in the most appropriate level / course of study and to change the course of study of the Student if it is considered to be in the best interest of the Student.

The School reserves the right to decline a Student application to the School, without explanation, at the discretion of the School.

Internet and Cybersafety
The Student will read and agree to the School Internet and Cybersafety Use Agreement. The Student will also comply with the Homestay Code of Conduct with regards to internet use and will act in a responsible manner at all times when using the internet.

Leave and Holidays
In accordance with their Student Visa, the Student must attend the School every day during term time; they must arrive in Christchurch in time for the first day of their course of study and stay until the last day of their course of study. If the Student wishes to return to their home country, they are expected to do so during the formal school holiday times. If the Student returns to their home country for a holiday during term time the absence is unjustified according to the Ministry of Education and will impact on the Student's attendance statistics.

Photographs and Marketing Material
Photographs taken of the Student during their enrolment when participating in school-based activities may be used for marketing purposes and appear on the School website and in print material such as the School newsletter and magazine, and newspaper articles and advertorials.

Smoking, Vaping and Alcohol
The Student is not permitted to smoke, vape or drink alcohol while enrolled at the School.

Subject Selection
The Student may not always be able to select the subjects they wish due to the classes being full or their English level not meeting entry requirements. The School will endeavor to provide a course of study appropriate to the Student's ability and education goals. All subject selection will be done in discussion with the Student.

Travel within New Zealand
The Student is encouraged to travel within New Zealand during holiday periods:

- With their host family
- With School organised groups
- With trips organised by school-approved travel companies
- With their parents, guardians or agents.

All travel must be approved by the School at least two weeks prior to departure using the School Permission to Travel Form.

The Student is NOT permitted to travel independently, alone or with other students while in New Zealand.

Uniform and Dress Code
The Student is expected to wear the School uniform correctly. Year 13 students must follow the Year 13 dress code.

Work
According to Immigration New Zealand regulations, the Student in Year 12 and 13 may apply for a Variation of Conditions to their Student Visa to enable them to work up to 20 hours per week during the academic year and 40 hours over the summer holiday period. Written permission is required from the School and the Student's parent. Permission from the School will only be provided when the Student is maintaining regular attendance and making satisfactory academic progress.

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Expectations, School Rules, Rights and Responsibilities

The School has the following Expectations, School Rules, and Rights and Responsibilities that all students are expected to adhere to.

EXPECTATIONS	
Respect yourself	**Respect others**
Wear the uniform correctly	Be honest
Attend school and be in class on time	Pay attention and avoid interrupting
Bring appropriate equipment to class	Follow instructions
Be on task and complete home learning	Physical or verbal abuse is unacceptable
Water is the only refreshment allowed in class	Put-downs and bullying will not be tolerated
No eating in class	Respect other people's property
Be honest	Electronic devices are used as appropriate, as directed by teachers (including headphones)
Respect the environment	
No vandalism	No litter / No spitting

SCHOOL RULES
1. Follow staff instructions.
2. Respect others' rights to teach and learn by not interrupting.
3. Speak respectfully to others – do not use 'put-downs' or offensive language.
4. Respect others and their property.
5. Bring the correct equipment to class.

RIGHTS & RESPONSIBILITIES	
If a school or any group is to operate effectively and peacefully, there needs to be an understanding that each person has rights, and with these rights each person also has responsibilities. When an individual's rights are respected and they carry out their responsibilities, our school will run smoothly. This will create an environment of self-discipline and self-respect so that each student will then be able to develop to his or her full potential. All students and teachers have the responsibility to respect the rights of others, students to learn and teachers to teach.	
I have a right to:	**It is my responsibility to:**
• Get a good education at my school	• Attend school regularly and arrive at school and my classes on time. • Be well-behaved in class and not to disturb others. • Be prepared for learning by bringing the right equipment to class. • Get my work in class completed and do all my home learning.
• Be happy and safe at school and to be treated with understanding	• Treat others with respect and understanding. I will show this by not laughing at others, teasing people or trying to hurt their feelings.
• Be treated fairly and respectfully	• Treat others politely and with respect. • Respect the authority of the school staff. • Respect others' property. • Be truthful and treat others fairly.
• Make decisions for myself	• Make sensible decisions. • Face the consequences of my decisions.

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Investigation Policy

(Schedule Two)

1. The following is the School's current policy for dealing with Disciplinary Actions and Welfare Issues. This is not intended to restrict the School's general powers relating to 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 Agreement is necessary, or where the breach does not call for any formal response other than a warning, the School will endeavour, where appropriate, to follow a two-stage investigation process (the Investigation Process).

3. In Stage One, the School will investigate and determine the facts of the situation being considered (**the Situation**), and will reach a conclusion on what happened and whether there is a Welfare Issue or an incident that requires Disciplinary Action or the termination of the Agreement.

4. During Stage One of the Investigation Process, the Parent and the Student will have an opportunity to provide a response to any subject matter being investigated or to any allegation made concerning the Situation.

5. In Stage Two, if the School has determined some response is required, the School will consider the appropriate outcome for the Situation, up to and including termination of the Agreement.

6. During Stage Two of the Investigation Process, the Parent and the Student will have an opportunity to provide a response to the Situation and any proposed outcome that the School is consider taking (**the Proposed Action**).

7. This policy does not limit the School's power to take appropriate action urgently and without following the Investigation Process if this is necessary having regard to the seriousness of the Situation. Such a determination may be made at any point during the Investigation Process.

8. This policy also does not limit the School's power to require the Student not to attend School for the duration of the Investigation Process where this is considered necessary for the safety or education of any person.

General Policy

9. When the School is conducting an investigation involving the Student it will endeavour to provide the Parent and the Student (where appropriate) with the following:

   (a) a written summary of the Situation (as it understands it) or the Proposed Action;

   (b) an opportunity to respond to the Situation or the Proposed Action, either in person or in writing or both, at the choice of the Parent and / or the Student (where appropriate);

   (c) an opportunity to consider the Situation or the Proposed Action for a reasonable period of time (having regard to the seriousness of the Situation or the Proposed Action) before giving a response;

   (d) an opportunity to have an independent support person of his or her choice present at any meeting relating to the Investigation Process;

   (e) an opportunity to have an independent support person of the Parents' choice present at any meeting relating to the Investigation Process;

   (f) an opportunity to meet with that support person in private at any stage during the Investigation Process;

   (g) an opportunity to have a translator present (or otherwise facilitate the Parent and the Student to participating in the Investigation Process in his or her own language) during any meeting or process if the School or the Psrent and the Student (where appropriate) 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 Investigation Process.

Stage One: Incident Investigation

10. When the School learns of any incident or any other thing that may be a breach of the Agreement or might otherwise require a Disciplinary Action or which may constitute a Welfare Issue, the School will notify the Parent of the Situation and will provide the Parent and the Student with an opportunity to give a response.

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11. Where appropriate, keeping in mind the seriousness of the Situation, the Parent and the Student will have the opportunity to respond either in person or in writing or both, at the choice of the Parent and the Student. The School will receive this response and give it genuine consideration before making a decision about the Situation.

12. When the School makes a decision about the Situation it will advise the Parent, in writing if possible, about its conclusion as to what happened and whether it considers that it requires some kind of formal response – whether Disciplinary Action, Termination or other intervention.

Stage Two: Outcome Discussion

13. If the School determines that a formal response is required, it will inform the Parent of the possible actions that it will consider taking in response to the Situation and will provide the Parents and the Student with an opportunity to give a response.

14. Where appropriate, having regard to the seriousness of the Situation, the Parent and the Student (where appropriate) will have the opportunity to respond either in person or in writing or both, at the choice of the Parent. The School will receive this response and give it genuine consideration before deciding the disciplinary action to be taken.

15. When the School makes a decision about the action that it will take in response to the Situation, it will inform the Parents of its decision, in writing if possible. The action will not take effect, and no actions will be taken to put it into place, until the Student and Parent have been advised of the decision.

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Refund Policy

(Schedule Three)

Request for a refund of international student fees

1. The School will consider all requests for a refund of international student fees. Requests should be made in writing to the School as soon as possible after the circumstances leading to a request. All refunds will be settled under the terms of this policy unless otherwise agreed by the School.

2. A request for a refund should provide the following information to the School:

   a) The name of the Student;
   b) The circumstances of the request;
   c) The amount of refund requested;
   d) The name of the person requesting the refund;
   e) The name of the person who paid the fees;
   f) The bank account details to receive any eligible refund, including bank address and swift code where relevant; and
   g) Any relevant supporting documentation such as receipts or invoice.

Non-refundable fees

3. The School is unable to refund some fees. The following fees relate to expenses that the School may have paid or will incur as a result of receiving an application for enrolment and cannot be refunded:

   a) **Administration Fee:** Administration fees meet the cost of processing an international student application. Administration fees exist whether an application is accepted or not or whether a Student remains enrolled after an application is accepted.
   b) **Insurance:** Once insurance is purchased, the School is unable to refund insurance premiums paid on behalf of the Student. Students and Parents may apply directly to an insurance company for a refund of premiums paid.
   c) **Homestay Placement Fee:** Homestay placement fees meet the cost of processing a request for Homestay accommodation by the Student. Costs incurred for arranging Homestay accommodation for the Student prior to the refund request, cannot be refunded.
   d) **Used Homestay Fees:** Homestay fees paid for time the Student has already spent in a Homestay cannot be refunded. Used Homestay fees may also include a notice period of two (2) weeks.
   e) **Portion of Unused Tuition Fees:** The School may retain a portion of unused tuition fees. Amounts retained will relate to costs that have been incurred or committed by the School and may vary.

Requests for a refund for failure to obtain a study visa

4. If the Student fails to obtain an appropriate visa, a refund of international student tuition fees will be provided less any non-refundable eee that has been paid. Evidence must be provided to the School of Immigration New Zealand declining to grant a visa.

Requests for a refund for enrolment of one term or less

5. Where the Student is enrolled for one (1) term or less and withdraws early, either before or after the start date of enrolment, other than where they have failed to obtain an appropriate visa and have provided evidence of this, there will be no refund of tuition fees or other relevant non-refundable fees.

6. Where the School terminates the enrolment of a Student enrolled for one term or less, there will be no refund of tuition fees, or other relevant non-refundable fees.

Requests for a refund for voluntary withdrawal from enrolment of more than one term

7. If the Student voluntarily withdraws **21 days or more before the start date of enrolment,** a refund will be provided less any non-refundable fees as outlined in this policy. The 21 days will be counted from the day after the School receives written notice of the Student's intention to withdraw from enrolment.

8. If the Student voluntarily withdraws **less than 21 days before the start date of enrolment,** other than where they have failed to obtain an appropriate visa and have produced evidence of this, a refund will be provided less a minimum of ten (10) weeks' tuition fees and any other relevant non-refundable fees as outlined in this policy. The 21 days will be counted from the day the School receives written notice of the Student's intention to withdraw from enrolment.

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9. If the Student voluntarily withdraws enrolment has commenced, a minimum of ten (10) tuition weeks' notice is required. The notice period will begin the day after the School receives written notice of the Student's intention to withdraw from enrolment and the Student may continue to attend school during the period.

Requests for a refund where the School fails to provide a course, ceases as a signatory or ceases to be a provider

10. If the School fails to provide the agreed course of education or is no longer a signatory to the Code or no longer operates as an international education provider, the School will negotiate with the Student or their family to either:

    a) Refund the unused portion of international student tuition fees or other fees paid for services not delivered or

    b) Transfer the amount of any eligible refund to another provider, or

    c) Make other arrangements agreed to by the Student or their family and the School.

11. For the avoidance of doubt, this clause does not apply where the format of the education provided by the School changes (for example delivery by remote learning), but where the School does not continue to offer education for international students.

<u>Other circumstances where a refund request might be considered</u>

Where the Student's enrolment is ended by the School

12. In the event the Student's enrolment is ended by the School for a breach of the Contract of Enrolment, or as a consequence of a Welfare Issue, the School will consider a request for a refund less:

    a) Any non-refundable fees set out in this policy;

    b) A minimum of ten (10) weeks tuition fees from the date of termination; and

    c) Any other reasonable costs that the School has incurred in ending the Student's enrolment.

Where the Student changes to a domestic student during the period of enrolment

13. If the Student changes to a domestic student after enrolment has commenced, a minimum of ten (10) tuition weeks' notice is required. The notice period will begin the day after the School receives written notice that the Student has obtained a visa permitting them to change to domestic-student status.

Where the Student voluntarily requests to transfer to another signatory

14. If the Student requests to transfer to another signatory after the commencement of their enrolment, a minimum of ten (10) tuition weeks of prior notice is required. The notice period will begin the day after the School receives written notice that the Student requests to transfer to another signatory.

<u>Refund of other fees</u>

Request for a refund of Homestay fees

15. If for any reason, the Student withdraws after the start date of their stay in a School Homestay, any unused Homestay fees will be refunded, less any relevant non-refundable fees set out in this policy.
16. Where the Student moves from a School Homestay and requests a refund of any unused homestay fees, these will be refunded less any non-refundable fees set out in this policy.

Requests for a refund of fees unused at the end of enrolment

17. Except by written request from the Student or their Parent, prepaid fees unused at the end of enrolment amounting to less than NZD$100.00 will be refunded to the Student in cash. Sums of NZD$100.00 or greater will be refunded into a nominated bank account.

Outstanding activity fees or other fees

18. 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.

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Refunds to be made to the country of receipt

19. 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.

Rights of families after a decision regarding a refund has been made by the School

20. A decision by the School relating to a request for a refund of fees will be provided to the Student or Parent in writing and will set out the following information:

    a) Factors considered when making the refund decision;

    b) The total amount to be refunded; and

    c) Details of non-refundable fees.

21. In the event the Student or the Parent is dissatisfied with a refund decision made by the School or is dissatisfied with the process the School followed when making the refund decision, they have the right to have the refund decision reviewed by the International Student Disputes Resolution Scheme or to make a complaint to the Code Administrator.

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