



CAMPBELLS BAY SCHOOL

Not self, but service.
Ko te ratonga te tuatahi, ko koe te tuarua
Est. 1925

International Student Application Pack

Thank you for choosing Campbells Bay School.

Please find below:

- An overview of our school
- Terms and Conditions and International Student Contract
- Immigration requirements, fee structure and protection policy
- International Fees Refund Policy
- International Student Application Form

The School

In accordance with the Education and Training Act 2020, the Board of Trustees controls the school, except to the extent that any enactment or the general law of New Zealand provides otherwise. Campbells Bay is a state, co-educational contributing school covering Years 0 – 6. The school was established in 1925 with a roll of 16 students. The roll is around 800 students currently.

Education: A Partnership

We place great emphasis on the partnership that exists between the home and the school in the education of your child. We believe that education is a co-operative effort. Communication is of vital importance in developing this partnership. We have a variety of ways of communicating with one another. These include:

- Parent/Teacher interviews in April and August to discuss progress.
- Mid-year written statements are issued in conjunction with the parent/teacher interviews in Term 2 and Term 3.
- Written reports in December summarising the year's work.
- Meetings with the Director of International students and our international parent families

Should you wish to see your child's teacher about a matter relating to school, please arrange for an appointment by either writing a note or email to the teacher or contacting the school office to leave a message for the teacher, please indicate when you require an interpreter to assist you at the meeting and the school will provide one. Appointments can also be made at the office to meet with Melissa Grant, Director of International Student and Bevan Verryt, the Principal.

Terms and Conditions of Enrolment at Campbells Bay School

Enrolments

1. All enrolments are subject to the following conditions, which become legally binding on confirmation of acceptance by the School.
2. All students must live with at least one biological parent while studying at Campbells Bay School. The parent that is living with the student in New Zealand must have a Guardian Visa for the duration of the student's study at Campbells Bay School. Students are not to live with designated caregivers or guardians. Should a student be found not to be living with a parent, the school is required to notify the Immigration Department and the student visa may be revoked.
3. Parents must inform the school of any sickness, behavioural problems, disability or special education needs before enrolment.
4. Parents must inform the school if any contact details change, i.e. parents address, telephone number etc.
5. All enrolments are subject to a one month probation period from the first day of attendance at Campbells Bay School. The school reserves the right to terminate the contract at the end of this period after assessing the academic progress, the general wellbeing and happiness of the student.
6. All enrolments are subject to the student holding a current Student Visa to study at Campbells Bay School and the travelling parent holding a Guardian Visa.

Academic Programme

1. The school shall provide tuition in accordance with the New Zealand Ministry of Education Code of Practice for the recruitment, welfare and support of international students.
2. The suitability of the academic programme offered and level will be reviewed one month after commencement. The school reserves the right to make appropriate changes at this time.

Fees

1. ***There is an administration fee of \$500 + GST which is non-refundable. This amount is required to be paid when submitting an enrolment application for an international student. Once this has been received, we will process your application.***
2. The full fee for tuition for 2024 is \$300 + GST per school week. 2025 tuition fees will be \$350 +GST per week. This money is payable in advance.
3. The tuition fee includes the following:
 - Tuition as specified in the school timetable and as per clause 1 of Academic Programme
 - All text books and supplementary teaching materials
 - Stationery requirements
 - ESOL programme
 - Annual family trips
 - Swimming lessons
4. Additional costs will be:
 - Uniform costs
 - Extra-curricular activities, e.g. sports teams, music lessons.
 - Year 4-6 Camps

- Year 6 End of year Activities Contribution
- Travel and Medical Insurance

Refunds

1. Once a student has commenced study at Campbells Bay School, refunds will only be made in exceptional circumstances and according to the school Refund Policy on Page 5.
2. Student fees are protected in the unlikely event of the school being unable to fulfill its commitment under this agreement.

School Rules and Attendance

1. Acceptance and compliance with school rules is a contractual obligation on the part of the student. Should the student not adhere to the school rules their continued enrolment at the school is subject to review, with possible exclusion. Please make yourself familiar with our school policies which you can access by following the instructions [here](#) on our website.
2. The school day starts at 8.55am until 3.00pm and it is an obligation of the student to attend on all school days and be on time.
3. Absence or late attendance requires the parent of the student to notify us through the Hero App.
4. Continued unexplained absences will lead to a warning and if absences persist this contract will be terminated and the student visa withdrawn.
5. Students are obliged to comply with the laws of New Zealand. Failure to do so, or to comply with the school rules may lead to termination of the student's contract.
6. In such circumstances a report would be made to New Zealand Immigration and could result in the withdrawal of the student visa.

Liability and Insurance

1. The School is not liable for any loss, damage, illness or injury to persons or property however caused, except where such liability is imposed by statute.
2. The student must prove that he/she has adequate medical, personal loss and travel insurance throughout his/her stay in New Zealand.

Immigration Requirements for International Students

International student enrolments for more than three calendar months are subject to the student obtaining a current student visa which is endorsed with Campbells Bay School as place of study. The biological parent that is to live with the student to study at Campbells Bay School must obtain a Guardian Visa and visa for the duration of the student's time at Campbells Bay School. As signatories of the Code of Practice, Campbells Bay School will comply with section 40(1) of the Immigration Act 1987 which provides that every person conducting any course of study of training commits an offence who allows or continues to allow any other person to undertake the course knowing that other person does not have the required visa. Campbells Bay School will follow the procedures set out in the New Zealand Immigration Service (NZIS) guidelines and advise NZIS immediately if an international student's enrolment has been terminated. Full details of visa and visa requirements can be viewed on their website at www.immigration.govt.nz.

International Student Fees

The annual fee for international students is \$300 + GST per school week. In 2025, tuition fees will be

\$350 +GST per school week. In order to confirm your place as an international student at Campbells Bay School you are required to pay the full amount of the annual tuition fees. The enrolment is subject to this amount being paid to Campbells Bay School, payment details will be on the invoice.

International Fees Protection Policy

The School has a fee protection policy which ensures that should there be any reason why tuition is not able to continue to be provided for an enrolled student, the remaining student tuition fees for the academic year will be refunded. This protection policy is in compliance with Part 4 (Section 11) of the Code of Practice for the Pastoral Care of International Students.

International Fees Refund Policy

Rationale

That the Board of Trustees is required to comply with the current Code of Practice for the Pastoral Care of International Students.

Purpose

To maintain a suitable management information system to record all financial transactions accurately that relate to the termination of the International Student's Contract and the application for a refund of fees.

If a student wants to voluntarily withdraw from his/her enrolment before the completion date, he/she may be eligible for a refund of tuition fees less any relevant non-refundable fees set out in this policy depending on the individual circumstances. However, please note that the School is unable to refund some fees that relate to expenses that the School may have paid or will incur as a result of accepting an enrolment and cannot be refunded.

If a refund is requested, the following procedures and guidelines will apply:

- Parents must apply in writing to the Board of Trustees setting out the special circumstances of the request at least one month prior to the last day of attendance.
This application must include the following information:
 - 1) Name of student
 - 2) The circumstance of the request
 - 3) The amount of refund requested
 - 4) The name of person requesting the refund and their relationship to the student
 - 5) Confirmation of bank details to receive eligible refund.

In every case, the school undertakes to look fairly and without prejudice at applications for a refund of fees or part-fees.

If the application is made before the contract commencement date:

- Fees will be refunded in full, less an Administration Fee of \$500.00 plus GST. This applies if a student is not granted a student visa to attend Campbells Bay School.

If the application is made after the start date of the enrolment period, refunds may be considered less:

- An Administration Fee of \$500.00 plus GST.
- Costs to the school already incurred for tuition, resources and programme registrations
- Components of the fee already committed for the duration of the accepted term, including retaining a portion of unused tuition fees. Amounts retained will relate to costs that have been incurred or committed by the School and may vary.

If an international fee-paying student gains a change of immigration status during their enrolment period:

- The new resident will then need to meet the requirements of the School's enrolment scheme and provide all relevant documentation. An application may be made to the Board of Trustees for consideration of a partial International Fees Refund.

The Board of Trustees will make no refund:

- When a student is required to leave the school for a breach of the rules and conditions of enrolment at the school or has broken a New Zealand law.
- Where a student has been stood-down, suspended or excluded
- If the enrolment application is found to be inaccurate in any way and the contract is terminated

Payment of Refunds:

- All refunds will be paid to the parents of the student, by way of a refund which must be to the same bank account that the International Student Fees were initially paid to Campbells Bay School, in accordance with the laws of New Zealand. No refunds will be given directly to the agent.

Additional Refund; cease of services:

- If the school ceases to provide the agreed educational programme, ceases being a signatory to the Code of Practice, or ceases being an education provider, the School and family of the student will negotiate a refund for the amount of unused tuition fees less any non-refundable fees as outlined in this policy.

Please Note: The New Zealand Immigration Service will be notified if any student ceases to attend Campbells Bay School for whatever reason.

New Zealand Code of Practice

The School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. You can find a copy of this [here](#) which you can also find on the New Zealand Ministry of Education website at www.minedu.govt.nz

For the enrolment of They are subject to the laws of New Zealand and the English language version is legally binding in all cases.

I have read, understood and accepted the above Terms and Conditions of Enrolment and understand that failure to comply with any of the above terms could result in this contract being revoked. I have read and understand the refund and fee protection policies.

Signed (Father / Mother) Dated.....

Signed (School Representative) Dated.....

Position: Director of International Students



CAMPBELLS BAY SCHOOL

APPLICATION FOR ENROLMENT AS AN INTERNATIONAL STUDENT

STUDENT DETAILS:

FAMILY NAME:	FIRST NAME/S:
PREFERRED NAME: <i>Will be known by this name at school:</i>	
DATE OF BIRTH:	GENDER: MALE / FEMALE
ETHNICITY:	LANGUAGE SPOKEN AT HOME:
LENGTH OF TIME INTERNATIONAL STUDENT WISHES TO ENROL FOR: START: FINISH:	
PREVIOUS SCHOOL (if in NZ):	
DATE OF ATTENDANCE AT THAT SCHOOL:	

PARENT INFORMATION:

All International Students must live with at least one of their biological parents while in New Zealand

FATHER FAMILY NAME:	FIRST NAME:
EMAIL ADDRESS:	
MOTHER FAMILY NAME:	FIRST NAME:
EMAIL ADDRESS:	
ADDRESS IN HOME COUNTRY:	

WHO IS STAYING WITH THE STUDENT FOR THE DURATION OF THE TUITION:
MOTHER / FATHER (please circle)

NZ ADDRESS:
<input type="radio"/> <i>I do not know, this information will be provided to the school before tuition commences</i>

EMERGENCY CONTACT INFORMATION:

EMERGENCY CONTACT IN HOME COUNTRY (<i>must not be caregiver staying with child</i>)	
NAME:	
PHONE NUMBER:	EMAIL:
EMERGENCY CONTACT IN NEW ZEALAND (<i>must not be caregiver</i>)	
NAME:	
PHONE:	EMAIL:

AGENT DETAILS (if applicable)

AGENCY NAME:
CONTACT PERSON:
EMAIL:
ADDRESS:
MEDICAL AND TRAVEL INSURANCE: <i>International Students must have appropriate and current medical and travel insurance while studying in New Zealand. A copy of the policy must be provided to the school. These must be in English.</i>
COMPANY:
POLICY NUMBER:
EXPIRY DATE:
<ul style="list-style-type: none"> o <i>I have not yet taken out medical and travel insurance, but agree to do so and will provide proof of this to the school prior to tuition commencing</i>

Medical Information:

Most International students are not entitled to publicly funded health services while in New Zealand. If you receive treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on their website at <http://moh.govt.nz>

Does your child have any pre-existing medical conditions or concerns? Yes / No If Yes, please state:
Is your child fully immunised: Yes / No
Does your child have any allergies: Yes / No If Yes, please state:
Does your child carry any medication for this allergy? Yes / No If Yes, please state:
<i>Campbells Bay School expects to be able to meet the learning needs of children enrolled at the school.</i>
Does your child have any special learning or behavioural needs? Yes / No If Yes, please provide details:
What is your estimate of your child's level of English? (Please circle) <div style="display: flex; justify-content: space-between; width: 100%;"> No English Beginner English Some English Fluent </div>

I have been informed about and can access of the Code of Practice for International Students on Page 5
Yes / No

I have been informed about all costs involved with enrolment and the school's policy regarding fee protection and refunds:
Yes / No

I give permission for my child/ or his/her work to be photographed and displayed in school publications, including the website, school magazine and the newsletter
Yes / No
Signed

In accordance with the Privacy Act 2020 we are required to obtain you informed and signed consent to store and access the data on this form. In accordance with this would you please sign the following:
I give permission for the information to be stored and accessed by teachers and Administration Staff of Campbells Bay Primary
Yes / No
Signed

<ul style="list-style-type: none"> • I have read, understood and accepted the policies, rules and procedures regarding International Students at Campbells Bay School and agree to abide by them. • I agree that all disputes will be dealt with in accordance with New Zealand law. • I confirm all the information contained in this application is true and correct to the best of my knowledge and belief. • I acknowledge that the provision of false information or the withholding of relevant information may result in termination of enrolment. • I will inform the school if there are any changes to the details of this application. <p>Please attach the following supporting documentation (translated into English language):</p> <ul style="list-style-type: none"> • Most recent school reports and examination results. • Any testimonial in support of your application. • Passport details (original to be sighted) – Child and Guardian Parent. • Copy of Birth Certificate or Family / Household Register. <p>Parents Signature: _____ Date: _____</p> <p>Parents Name: _____</p>
