

# Marian Catholic School



# Enrolment Information Booklet

## For New International Students



### **Our Mission Statement**

To provide children with the tools to become successful lifelong learners in a Catholic context.

# ***International Students at Marian Catholic School***

## **Introduction**

Marian Catholic School is an Integrated Catholic School for girls and boys aged to 5 to 13 and study in years 1 to 8. Our school roll is 600 full time students.

We are dedicated to providing our international students and their families a warm and welcoming environment for the whole family.

We accept up to 20 students from around the world at all levels. Students 10 years old and under must be accompanied by a parent.

Students over the age of 11 are welcome to stay with our Home Stay families. The home stay parents belong to the Marian school community.

Our Pastoral Care Worker is on site to assist with a personal approach to help with the process of enrolling. The role of the Pastoral Care Worker is to assist parents to feel welcomed and support them within the school and the community.

During the school year our International Families are invited to join in with many of the schools activities, and share their culture. Marian Catholic School has a cultural day every year where families get together and celebrate.

Marian Catholic School has a special character, where Catholic Spirituality and Faith are practised every day. The students attend regular Full School Masses at the Cathedral, which is situated next to the school grounds.

Our students are instilled with a strong sense of supporting each other and contributing to the whole community through a sense of social justice and support for a fellow man. They are asked to display these values on a day to day basis.

We develop a strong sense of high achievement, and expectations of the individual students, so they can thrive within the well supported school and community environment.

## ***Hamilton - What it has to Offer***

Hamilton is surrounded by beautiful country side, with the Waikato River running through its city of 148 thousand. Auckland international airport is a 90 minute drive away.

<http://www.visithamilton.co.nz/>

## ***Code of Practice***

Marian Catholic School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education.

Copies of the code are available on the website [www.minedu.govt.nz](http://www.minedu.govt.nz)

# ***Application Procedure***

## **Step 1 Family can approach school direction or family can go through agent**

Please include with your application:

- Proof of students identity (photocopy of passport)
  
- Living arrangement:
  1. Students aged 11 and under attending years one to six must live with a parent. For this option parent(s) has/have total responsibility for the student.
  
  2. Students aged 11 and over attending years 7 and 8 (living with extended family or homestay required). It is desirable for an International Student to live in a 'kiwi' homestay. This option has shown to be extremely helpful in assisting English language development.  
The cost is NZ \$250.00 per week for full board.
  
- A translated copy of student's most recent school report.
- Letter from parents supporting student (if aged 11 and older and living with homestay parent).
- A written letter from student stating their interests etc.
- Medical Insurance to be paid before the student attends school (if and when accepted).

Completed enrolment form (available from the Marian School website)

### **Applications should be sent to:**

Martha Enderwick  
Pastoral Care Worker  
P O BOX 4244  
Hamilton East  
Hamilton 3247

Or

Email [martha@marian.school.nz](mailto:martha@marian.school.nz) or [secretary@marian.school.nz](mailto:secretary@marian.school.nz)

All applications will be acknowledge within 5 working days.

## **Step 2 Offer of Placement**

If application is accepted Marian Catholic School will forward a conditional offer of placement this will include:

- 1 Letter of offer of placement with conditions.
- 2 Enrolment booklet (available on the web-site).
- 3 Fees and expense schedule ( Invoice).
- 4 Insurance information (available at school).
- 5 Homestay information (if required.)
- 6 Information regarding Code of Practice.

<http://www.education.govt.nz/ministry-of-education/legislation/code-of-practice-for-the-pastoral-care-of-international-students/>

- Step 3**      **Return of signed documents with fee to secure placement.**
- Step 4**      **Issue of receipt, details regarding conditions, letter of placement stating students start and finish date, Year Level and all fees paid.**
- Step 5**      **Apply for Student Visa**  
**Full details of visa requirements available from**  
**[www.immigration.govt.nz](http://www.immigration.govt.nz)**

## ***Conditions of Enrolment***

The following terms and conditions must be read, understood, and accepted prior to the application form being completed and signed.

*Marian School reserves the right to decline any application for enrolment.*

- All tuition and accommodation fees must be paid in advance.
- All full time students must have **study visa** for at least 12 months.
- All parents must have Guardian visa with the same conditions as student.
- All students must have **insurance** to cover the length of the Visa (most students are not entitled to publicly funded health services while in New Zealand).
- Part-time students can attend for one term (10 weeks) on a visitor visa. Contact school directly re fees.

## ***Fees*** (NZ dollars)

Tuition Fees and Attendance Dues	\$10,000
Building and Maintenance Levy	\$ 500
Administration and Home Visits	\$ 600

Class activities and camp fees are an extra cost.

Travel and Medical Insurance is compulsory. This can be arranged by the caregiver or Marian School.

## ***Refund Conditions***

Should a student cancel enrolment before commencing studies and fees have been paid. A refund will be made of all the fees, less the administration fee, and 10% of the school tuition fee.

# ***Terms and Conditions of Enrolment for International Fee Paying Students***

The following terms and conditions must be read and accepted prior to the **Application to Enrol** form being completed and signed. It is the responsibility of the parent/guardian to ensure they understand these.

- Marian Catholic School reserves the right to decline any applications for enrolments.
- Application procedures must be complied with.
- International students attending years 1 to 6 and under 11 are required to live with the parent.
- The **Application to Enrol** form must be signed by the parent/guardian, which indicates acceptance of the terms and conditions set down by the school.
- All parents are required to abide by New Zealand law during their stay.
- **It is a requirement that Marian School will visit all homes to ensure the living environment of the student meets the Code of Practice.**
- The school must be notified immediately by the parent if a student's living arrangements are changed.
- All students must abide by the school Behaviour guidelines and rules. Failure to meet the requirements of the school may result in the student's place being withdrawn. Immigration will be notified should this be the case.
- Students must notify the school if they intend to travel home during the holidays.
- The requirements of the Code of Practice for the Pastoral Care of International Students apply only while the student is in New Zealand during the time-frame specified on the **Offer of Place**.
- Marian Catholic School will not be liable for any situation, accident or injury involving or affecting students. Medical/travel insurance are the responsibility of the parent and must be New Zealand recognised (i.e. Southern Cross or Medical & Health). This is to be paid on the same day as the Tuition Fees.

Signed .....  
**(Parent/Guardian)**

Date.....

Signed .....  
**(Principal)**

Date .....

**INDIVIDUAL FEES CONTRACT (/2015/2016)**  
**For**  
**INTERNATIONAL FEE PAYING STUDENTS – (Yearly Individual Students)**

**Between :** **Marian Catholic School**

**And:** ..... (Parent/Guardian)

**For:** ..... (Student)

The following is the requirement of Marian Catholic School, Hamilton , New Zealand. No negotiations will be entered into once the conditions have been accepted and the Application to Enrol has been signed by the parent.

1. The full year's fee is to be paid before the school year commences (if attending the full year). The Insurance must be paid on the same day.
2. Fees paid from within New Zealand are to be paid directly to the school so that a receipt can be provided. If payment is being made by telegraphic transfer from outside New Zealand the fees may be deposited directly into the School's bank account **ASB Bank Ltd, Hamilton 12 3152 0132786 00**
3. In the case of withdrawal from an offered place prior to the student commencing the course a \$NZ200 registration and handling fee will be retained and all other fees are refunded.
4. When a student withdraws from a course in his / her first year of study, there will be no refund of fees unless there are exceptional circumstances as deemed by Marian Catholic School.
5. If a Student withdraws from being an International Student during a course of study, other than in his /her first year, a term's notification must be given of the intention to leave, effective from the end of the term in which notification is given. The school will refund fees for the remaining complete term(s).
6. Failure to give a term's notification of withdrawal means that the next term's fees will be forfeited. The right to waive this requirement is the sole discretion of Marian Catholic School. Any refund of fees will exclude the cost of items provided and the fees already paid on behalf of the student.
7. If the school terminates a student's tuition then the next term's fees will be retained and any remaining amount refunded excluding the cost of items provided and already paid on behalf of the student.
8. No refunds will be made if there is a change to the immigration status of the student. On the completion of the year in which permanent residence is gained the student, if not a Catholic, must reapply for a place. A student who ceases to be an International Student (due to Permanent Residence, business visa etc) has no extraordinary rights for readmission.
9. Any request for a refund must be made in writing.
10. Students will have their **Offer of Place** reviewed at the end of each year. Students offered a place for the following year will be asked to confirm their place by payment of the following year's tuition fees. This is to be paid prior to start date.

The fee for a student enrolling in the school year \$10,000.00 plus administration costs includes:-

- Tuition Fees
- School Attendance Dues
- Special Character Levy
- Building & Maintenance
- Postage of reports and newsletters
- Activity Fee
- Home Visits

Uniform, stationery, exam fees, field trip fees and specific costs for subjects are excluded. The fees do not include compulsory medical insurance. It is the responsibility of the parent to ensure that the information in this document is fully understood.

I accept the conditions and fees as set by the Board of Trustees of Marian Catholic School, Hamilton, New Zealand.

Signed .....

Date: .....

Signed .....

date: .....

### ***Clause***

Every effort has been made to ensure that the information supplied by Marian Catholic School is correct at the time of compilation. Marian Catholic School retains the right to change, alter, amend or delete any of the information or terms included at any time without prior notification. Marian Catholic School will not be liable for any situation, accident, or injury, involving or affecting the student.

We look forward to welcoming you into our community.

# AGENCY AGREEMENT

Marian School

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## PAYMENT OF FEES AND COMMISSION THROUGH

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(Company name & GST number if applicable)

to

**MARIAN CATHOLIC SCHOOL, HAMILTON, NEW ZEALAND**

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Proposal for \_\_\_\_\_ (referred to in the following text as '*The Agent*')

From **MARIAN CATHOLIC SCHOOL, HAMILTON,  
NEW ZEALAND for 2016/2017**

Marian Catholic School, Hamilton, New Zealand, authorizes *The Agent* to promote the education offered by Marian Catholic School, for overseas students and to collect their fees. These fees should be forwarded to Marian Catholic School. Marian Catholic School will pay up to 10% of the Tuition fee (including GST if applicable) to *The Agent* as a commission, for the student's first year after the student has been on site for three weeks and the School has been invoiced.

All expressions of interest to study at Marian Catholic School should be made on the Marian Catholic School **Application to Enrol** form. The **Terms & Conditions of Enrolment**, the **Information for International Students Booklet** and the **Guardianship Agreement** should be read, understood and signed as required by parents, guardian and applicant. *The Agent* should also forward to Marian Catholic School any additional information, which gives indication of the student's health status, ability and academic progress. Certified copies, in English, are required.

On receipt of the application forms from *The Agent*, should the applicant be successful, and a place is available, Marian Catholic School will send the New Zealand Government regulation **Offer of Place** form and an **Invoice** for fees.

*The Agent* is to ensure that fees are paid directly to Marian Catholic School at:

**Account Name: MARIAN CATHOLIC SCHOOL Board of Trustees A/c**

**Account Number: 12 3152 0132786 00**

Bank: ASB (Anglesea St, Hamilton, New Zealand)

If the fees are being sent by telegraphic transfer the Agent should ensure that the **student's name** is on the details of the bank transaction so that the amount can be traced in the Marian Catholic School account. A faxed copy of the transaction is appreciated.

RECEIPT



Marian Catholic School will issue a receipt for the fees paid by the student. This is used by the student in conjunction with the **Offer of Place** form to present to the New Zealand Embassy to gain a Visa. The amount shown on this receipt is the same as the amount on the **Offer of Place** form.

**COMMISSION PAYMENTS**

Marian Catholic School must be informed if the Agent is charging additional fees to the student. Commissions are not paid if the student is transferring from another New Zealand school.

**TERMS OF AGREEMENT**

This agreement applies to **2016/2017** only. The agreement must be renewed annually. This agreement and its terms remain confidential between Marian Catholic School and the Agent.

**COMPLIANCE WITH CODE OF PRACTICE**

Any Recruitment Agent must comply with the Code of Practice for the Pastoral Care of International Students, which is obtainable from the Ministry of Education in a variety of languages. Website: [www.minedu.govt.nz/go to international](http://www.minedu.govt.nz/go%20to%20international), P O Box 1666, Wellington, Fax 64-4-483 8001

The agreement may be terminated for breach of the code by an agent. Ethical performance of recruitment agents is of paramount importance.

**TERMINATION OF CONTRACT**

If a Recruitment Agent is:

- a) Engaging in any false, misleading, or deceptive conduct; and/or
- b) Contravening any of the signatory's obligations under the Code, Marian Catholic School shall immediately advise the agent in writing that they must cease that activity.

If the agent fails to cease the activity, the signatory must immediately:

- a) Withdraw their accreditation of that agent,
- b) Terminate their agreement with that agent; and
- c) Stop accepting students through that agent.

Signed: .....  
Date.....  
MARIAN CATHOLIC SCHOOL, HAMILTON, NEW ZEALAND

Signed:..... Date:  
.....  
AGENT

Company address: .....

Agent email: .....



*Marian Catholic School Hamilton,  
New Zealand*

**Agents Code of Conduct**

**At all times agents shall:**

1. Conduct themselves with integrity and in a manner that will reflect positively on Marian Catholic School, Hamilton as a trusted, high quality education provider.
2. Maintain the highest professional standards, be ethical, and act with due diligence.
3. Serve the best interests of Marian Catholic School, Hamilton, provider and students.
4. Respect the confidentiality of Marian Catholic School, Hamilton and students (when required).
5. Adhere in all respects to the New Zealand Ministry of Education Code of Practice for the Pastoral Care of International Students (<http://www.minedu.govt.nz/goto/international>) and keep abreast of any changes or developments to it.
6. Proactively seek clarification about any matters or changes arising that relate to the promotion of Marian Catholic School, Hamilton as a trusted, high quality education provider and participate in any agent refresher courses, if they are offered.

Agent Signature.....Date:.....

Agent Name:.....

Agent Address:.....

Agent Email:.....

# MARIAN CATHOLIC SCHOOL



**Enquiries:**  
Martha Enderwick  
Pastoral Care Worker  
P O Box 4244  
Hamilton East  
Hamilton 3247  
New Zealand

**Telephone:** 64-7-856 7515  
**Facsimile:** 64-7-856 2766

**E-Mail:**  
marthal@marian.school.nz

## Enrolment / Agreement Application For International Fee-Paying Student To Attend Marian Catholic School

### PART ONE : GENERAL INFORMATION

**Student's Name:**

First Name:

Surname (Family Name)

**Male / Female:**

**Passport size photo of student:**

**Class Year Level at commencement date eg Year 2:**

# PART TWO : STUDENT INFORMATION

Family Name

First Names

Date of Birth    Age on Entry

Nationality (eg Thai)

Religion

State any connection with the Catholic Church

First Language  Second Language

Language spoken at home

Address (home country)

Passport Number  Country of Issue

Passport Expiry Date  Visa expiry date

Date of Arrival in New Zealand

Current School class

## Current School Contact Details

Name and Address

Telephone No  Fax No.

E-mail

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# PART THREE : PARENT INFORMATION

**Mother's Surname**

**First Names**

**Home Address**

**Home Phone**

**Home Fax**

**Home e-mail**

**Occupation**

**Business Phone**

**Bus. Fax**

**Business e-mail**

**Father's Surname**

**First Names**

**Home Address**

**Home Phone**

**Home Fax**

**Home e-mail**

**Occupation**

**Business Phone**

**Bus. Fax**

**Business e-mail**

## PART FOUR : LOCAL N.Z. GUARDIAN INFORMATION

### Family Surname

First Names

Home Address

Home Phone

Home Fax

Home e-mail

Occupation

Mobile Ph

Business Phone

Bus. Fax

Business e-mail

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## PART FIVE : ACCOMMODATION INFORMATION

### Living with; Years 1 to 6

Parents  
In NZ

Designated  
Caregiver

Homestay Year 7 / 8

Family Name  
(or carer)

First Name(s)

Home Address

Home Phone

Home Fax

Home e-mail

Occupation

Mobile Ph

Work Phone

Work. Fax

Work e-mail

Emergency Contact (Name)

Ph.

Relationship to Student (eg. Guardian, Friend of Parent, relative etc)

## PART SIX : AGENT INFORMATION (If Applicable)

Family Name

First Name

Address

Nationality

Phone No.  Fax No.

E-mail

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## PART SEVEN : STUDENT HEALTH

NZ Doctors Name : ..... Doctors Phone No. ....

Has your son/daughter ever suffered from: *(please circle)*

Asthma	Yes / No		Yes / No	Rheumatic Fever	Epilepsy
					Yes / No
Diabetes	Yes / No	Allergic Reaction	Yes / No	Mental Health Issues	Yes/No

### Immunisation Alert Immunisations for International Students

Meningococcal is a disease that kills. All children in New Zealand from the ages 0 – 20 are given the opportunity to receive a free vaccine. Vaccinations are available from your local doctor or health clinic. Marian School is fully vaccinated against this disease. If you would like more information regarding this health benefit please contact the school

New Zealand Medical/Travel Insurance already organised Yes / No  
Copy included .....

Company: .....

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## PART EIGHT : OTHER IMPORTANT INFORMATION

Your information about Marian Catholic School came from : *(please tick)*

Marian School  
Agency  
Friend or Relative

In the event of any dispute, New Zealand Law and the jurisdiction of New Zealand Courts will apply. To ensure student safety, it is the responsibility of the International Student or his parents or his Guardian to notify **Marian Catholic School** of any change to any details provided on this Application to Enrol form.

It is the responsibility of the International Student, his parents and guardian to ensure that all documentation is fully understood.

Refer to documentation relating to **Policies for International Students** (on the website under [Policies](#)).

[Policy on the Education of International Students](#)

[Discipline Policy](#)

[Uniform Policy](#)

[School Behaviour Guidelines](#)

## **PART NINE : PRIVACY ACT**

The information contained in this application is being collected for the purpose of assessing this application for admission to **Marian Catholic School**. If the application is successful, the administration of the School will retain this information as part of the student's personal file during his/her time of education at the School. If the application is not successful the information will not be retained.

The School may be required from time to time to provide information to Education Authorities under the Education Act 1989. This is in accordance with Section 7 (4) of the Privacy Act 1993. The information may be given to another Education Institution if transferring to that school.

## **ACCEPTANCE OF TERMS**

The following must be signed as a condition of enrolment/agreement (refer enrolment application form part 9).

I understand that if I make any false statements, or provide any false or misleading information, or have changed or altered the application form in any way, the application may be declined or my acceptance to the International Student Programme may later be revoked, and that I may also be committing an offence and liable to prosecution.

I understand the notes and questions in the application form, and have read and understood the policy and guidelines for an International Student Programme at Marian Catholic School and I declare the information given about myself, my spouse/partner and any other guardian and any child or children it true and complete.

This is to be signed by the parent or guardian.

- I agree to abide by the rules and policies of the school.
- I agree to **Marian Catholic School** collecting personal information.
- I accept the right of the school to make changes to my child's course if this is considered to be in his/her best interests.
- I accept that if my child's attendance is not sufficient to meet his/her course requirement the School will inform his/her Guardian and also the New Zealand Immigration Department.
- I accept my child must participate in the general school programme that gives Marian Catholic School it's Special Catholic Character.
- I acknowledge that my child must have his/her own Travel and **New Zealand** Health Insurance policy and that the School accepts no responsibility to any injury suffered by the student whilst in the care of the School.
- The School is responsible for your child only during the Academic year. It accepts no responsibility once the school year is completed.



**It is the responsibility of the parent and guardian to ensure they have understood these terms of acceptance prior to signing.**

**Signature:** ..... **Date:** .....

*Parent/Guardian*

**With this application/agreement, you must enclose:**

- 1. Fees Contract (signed)
- 2. Terms and Conditions of Enrolment form (signed)
- 3. Proof of student identity (photocopy of passport and any NZ student visa details)
- 4. Two recent passport sized photographs (attach one to cover page)
- 5. If not living with a parent while in New Zealand, a letter from the parents/guardians supporting the application.
- 6. Copies of the student's latest school reports for all subjects in the original language and a certified English translation (if possible)
- 7. Tuition Fee as agreed in 7 above.
- 8. Copy of Medical Certificate

**STUDENT DETAILS; *School to Complete this Section***

**Student Name:**

First Name:	Surname (Family Name)
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Student Identification Number

M.O.E. School Profile No				Year of Entry		Enrolment No		

Name and address of previous School / pre-school attended:

Commencement Date

Year Level

Principal's Signature

Date

**Receipt No** .....