

# 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 Intergrated Catholic School for girls and boys aged 5 - 13 and study in years 1 - 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 year 1 - 6 must be accompanied by a parent.

Year 7 and 8 students are welcome to stay with our Homestay Families. The homestay parents belong to the Marian school community.

Our Pastoral Care Worker is onsite to assist with a personal approach to help with the process of enrolling. The role of the Pastoral Care Worker is to assist parent to feel welcomed and to 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 everyday. 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 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 countryside, with the Waikato River running through its city which has a population of approximately 200,000. 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 2019

### STEP 1 - Family can approach the school directly or family can go directly through an agent

Please include with your application:

1. Proof of students identity (photocopy of passport).
2. Living arrangement
  - a. Students Years 1 - 6 must live with a parent as they will have total responsibility for the student.
  - b. Students Years 7 - 8 must live with a parent/extended family or Kiwi homestay. It is desirable for an International Student to live in a 'Kiwi' homestay as this option has shown to be extremely helpful in assisting English language development. The cost is NZ \$250.00 per week for full board.
3. A translated copy of student's most recent school report.
4. Letter from parents supporting student (Year 7 - 8 if living with a Homestay Family).
5. A written letter from student stating their interests.
6. Medical Insurance to be paid before the student attends school (if and when accepted).
7. Completed enrolment form.

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

Michelle Vevers  
Pastoral Care Worker  
P O Box 4244  
Hamilton East  
Hamilton 3247

Or Email - [mvevers@marian.school.nz](mailto:mvevers@marian.school.nz) or [secretary@marian.school.nz](mailto:secretary@marian.school.nz)

All applications will be acknowledged within 5 working days.

## STEP 2 - Offer of Long Term Placement for 1 Year

If the 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.
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 Catholic 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 & Maintenance Levy	\$ 500
Administration and Home Visits	\$ 600

Please note: There will be additional fees for Class Activities, Camps (Year 5-8), Out of School Music and After School Sports.

Travel and Medical Insurance is compulsory this must be arranged by the Parent/Guardian.

## School Uniform Requirements

The correct wearing of the Marian Catholic School uniform helps set the tone and atmosphere of the school. It gives students a sense of identity and pride in themselves and the school and promotes equality amongst all students.

Marian Catholic School requires students to:

- Wear regulation uniform according to our policy.
- Wear a regulation sunhat during Terms One and Four.
- Wear shoes with their socks/stockings when moving around the school.
- Wear only one plain silver or gold stud or sleeper per earlobe, if ears are pierced.
- Wear any religious or cultural items under their shirts.
- Keep their hair, naturally coloured, tidy, and long hair clipped or tied back.
- Hair clips/ties/ribbons/scrunchies must be of colours navy, black, maroon, royal, white or school tartan.

## Stationery Requirements

Each Student will incur additional cost for stationery. Stationery requirements will differ for each Student depending on their Year level and details will be provided once placement has been confirmed.

## 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 an 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 Student Application Form 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 are required to live with the parent.
- The Student Application Form must be signed by the parents, 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 Catholic 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 and Health). This is to be paid on the same day as the Tuition Fees.

Parent/Guardian Full Name:	
Signed:	Date:

Principal Name:	
Signed:	Date:

# INDIVIDUAL FEES CONTRACT 2019

## INTERNATIONAL FEE PAYING STUDENTS (Yearly Individual Students)

<b>Marian Catholic School</b>	<b>Date:</b>
<b>Parent/Guardian Name:</b>	
<b>Student Name:</b>	

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 Student Application Form 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 \$NZ600 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 re-admission.
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 of 31 January 2019.

The fee for a student enrolling at the school is NZ\$11,100.00 (plus enrolment, administration, outdoor trips, fees etc) this includes:

- Tuition Fees
- School Attendance Dues
- Activity Fee
- Building and Maintenance
- Special Character Levy
- Home Visit
- ESOL classes within school hours

Please note: There will be additional fees for class activities, camps (Year 5-8), Uniform and Stationery.

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

<b>Parent/Guardian Full Name:</b>	
<b>Signed:</b>	<b>Date:</b>

<b>Pastoral Care Worker Name:</b>	
<b>Signed:</b>	<b>Date:</b>

**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.



# Marian Catholic School

## AGENCY AGREEMENT 2019

### PAYMENT OF FEES AND COMMISSION THROUGH

(Company Name and GST number if applicable)

To

MARIAN CATHOLIC SCHOOL, HAMILTON, NEW ZEALAND

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

Location of Agent:

Marian Catholic School, Hamilton,, New Zealand, authorises 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. The commission for subsequent years will be 10% of the Tuition Fees, payable on presentation of an invoice and a signed yearly agreement between agents and the family they represent.

All expressions of interest to study at Marian Catholic School should be made on the Marian Catholic School Student Application form. The Terms & Conditions of Enrolment should be read, understood and signed as required by parents 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 Bank Ltd, Hamilton

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 Marian Catholic School account. An emailed 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 letter 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 2019 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/](http://www.minedu.govt.nz/) go to international, 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:

1. Engaging in any false, misleading, or deceptive conduct.
2. Contravening any of the signatory's obligations under the Code, Marian Catholic School immediately advise the agent in writing that they must cease that activity.

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

1. Withdraw their accreditation of that agent.
2. Terminate their agreement with that agent.
3. Stop accepting students through that agent.

Marian Catholic School, Hamilton, New Zealand	
Signed:	Date:

Agent:	
Agent Email:	
Company Address:	
Signed:	Date:

# Marian Catholic School

## 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 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, provider and students.
4. Respect the confidentiality of Marian Catholic School 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 as a trusted, high quality education provider and participate in any agent refresher courses if they are offered.

Agent Name:	
Agent Email:	
Agent Address:	
Signed:	Date:

# Marian Catholic School

## OATH

### Promise to:

1. To abide by and not violate the laws of New Zealand.
2. To abide by and not violate the rules and regulations of Marian Catholic School and the homestay programme.
3. To comply with instructions from the school administration.
4. To avoid immoral behaviour.
5. To take lessons in accordance with the curriculum set by the school, to study seriously, and to participate in sport and other activities where possible.
6. To attend all scheduled classes. (A minimum of 85% attendance is essential. The student's place to study at Marian Catholic School may be reviewed if attendance is below 85%).
7. To accept all costs and expenses as my responsibility if I decide to return home.
8. That I have never been removed from a previous school, institution or homestay and there have been no behaviour issues that may affect Marian Catholic School's decision to enrol me. (Failure to disclose may lead to exclusion from the school).
9. To comply with homestay rules. In the event of a student requesting a new homestay placement, this change may incur an additional homestay placement charge. (To be decided by Senior Management on a case by case basis).
10. I understand that during my stay I may be photographed, filmed or interviewed. I agree to allow my name, picture and voice likeness in print, electronic mail and media, photography, video/DVD, film and radio, to be used in any format required for any legitimate purpose, including but not limited to the promotion of Marian Catholic School, at no cost to Marian Catholic School.

**Students Name:**

**Signed:**

**Date:**

I/We accept responsibility for the above-named for the period of enrolment, and will not make any protest or dispute against a decision made, or measure taken by the principal of the school. We abide by the Principal's decision to send the above-named to his/her home country if it is considered necessary.

### STUDENTS MAY BE SENT HOME FOR ANY OF THE FOLLOWING CIRCUMSTANCES

If the school fears for the safety of the student due to the student's own behaviour  
If the information provided on the enrolment form or any supporting documents, including school reports, or medical information, is untruthful or misleading

**Parent/Guardian Name:**

**Signed:**

**Date:**

I/We agree to submit the jurisdiction of New Zealand Courts and that New Zealand law will be applicable in any dispute.

# Marian Catholic School

## EOTC PERMISSION FORM

This Education Outside the Classroom (EOTC) form is to cover events which occur during the course of a school day and conclude prior to approximately 6.00pm ie. Inter school sports events, Museum trips, Young Leaders day, Young Vinnies trips, Retreats.

This letter will give permission for your child to leave our school and participate in the type of activities listed above. All EOTC events are planned and parents will be given details of the event, date, transport arrangements, costs and request for help with supervision. Parents will always be informed of an EOTC event within two weeks of the event through either email or newsletter.

Please note where an event involves an overnight stay such as school camps parents will be sent and required to fill out written consent and update medical information and contact detail.

Student Information		
Name:		
Year:		
Address:		
Parent Contact Details		
Name:		
Phone:		
Email:		
Emergency Contact - (if we can not contact the Parent/Caregiver)		
Name:		
Phone:		
Student Medical Information		
Any known Medical conditions:		
Allergies:		
Any medications you child is taking:		
School may administer pain relief if needed ie. Panadol, Ibuprofen	Yes	No
Parental Consent		
I agree to my child taking part in EOTC events	Yes	No
I agree to my child being transported by private vehicle or bus	Yes	No
Parent/Caregiver Full Name:		
Signed:	Date:	

# Marian Catholic School

## REFUND POLICY

### RATIONALE

From time to time, international fee paying students may need or desire to withdraw from their course before completion of their intended study programme.

### PURPOSE

There is a need to ensure that an appropriate level of refund is made, which is fair to both parties and recognises the current and ongoing expenses incurred by the Board of Trustees.

### GUIDELINES

1. In order to be eligible for any refund you must apply in writing to the Board of Trustees explaining why they have withdrawn from their course and your reasons for seeking a refund.
2. No refund will be made to a student who transfers to another educational institution inside and outside of New Zealand.
3. No refund will be made where a student is asked to leave the school because of misbehaviour, poor attendance or violation of school rules. Or if a student visa is declined by NZ Immigration due to not meeting the attendance criteria or any other NZ Immigration criteria.
4. If your application is made before the start of your study at Marian Catholic School, your fees will be refunded less an administration charge of \$600 to cover cost incurred by the school.
5. If your application is made after the start of your course, but before the second half of your course, your fees will be refunded less:
  - Administration Fee \$600
  - Building and Maintenance Fee \$500
  - Costs to the School already incurred for tuition
  - Costs already incurred for the use of facilities and resources
  - The portion of the Proprietors Levy the School is required to pay
  - Any other costs already incurred
6. Except in exceptional circumstances, no refund is payable to a student who withdraws in the second half of his/her course. In the case of full year students, the second half of the course commences on the first school day of Term 3.
7. No refund will be made to a Student who is suspended from the school by the Board of Trustees.

**Parent/Guardian Name:**

**Signed:**

**Date:**

I/We have read and accept the Marian Catholic School Refunds Policy for International Students.  
I/We agree to submit to the jurisdiction of New Zealand Courts and that New Zealand law will be applicable in any dispute.

# Marian Catholic School

## STUDENT APPLICATION FORM

STUDENTS INFORMATION		
Name:		
<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of Birth:
Preferred Name:		
Nationality:		
Present School Attending:		
Present Year of Study:		Enrolling for Year:
Passport Number:		Expiry:
<b>PLEASE ATTACH A COPY OF PASSPORT PHOTO</b>		
Visa Type:		Visa Expiry:
First Language:		
Second Language:		
Have you attended a school in New Zealand before?		
Where:		Date:

PARENTS INFORMATION	
Father's Full Name:	
Address:	
Occupation:	
Business Phone:	Home Phone:
Email:	Fax:
Mother's Full Name:	
Address:	
Occupation:	

Business Phone:	Home Phone:
Email:	Fax:

**The parents/Guardians of International Students are required to complete and sign this document**

Name:			
Signed:		Date:	
I am:	<input type="checkbox"/> Father	<input type="checkbox"/> Mother	<input type="checkbox"/> Other
If Other Person (please state your relationship to the student)			
Hobbies/Sports/Special Interests			

**ACCOMMODATION INFORMATION - Years 1 to 6 students MUST live with parents in New Zealand**

Parents living in NZ with Student:	
NZ Address:	
NZ Home Phone:	NZ Mobile:
Emergency Contact Name:	
NZ Emergency Home Phone:	

**AGENT INFORMATION - If Applicable**

Full Name:	
Address:	
Home Phone:	Mobile:
Email:	
Nationality:	

**HEALTH DETAILS - Medical Information**

Hepatitis A or B	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Heart Condition	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Glandular Fever	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Bee/Wasp Allergy	<input type="checkbox"/> Yes	<input type="checkbox"/> No



Epilepsy	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Asthma	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diabetes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Rheumatic Fever	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Allergic reaction to:

Medication required:

Other medical condition or disability including mental health issues, physical disability, violence or abusive behaviour or any additional needs that the school should be aware of?

Does the student have a physical condition that might affect classroom learning eg hearing loss, need for glasses, motor skills loss etc. If yes please explain:

**NZ Medical/Travel Insurance must be from the first day of starting at  
Marian Catholic School**

Insurance Company Name - Please include a copy

### OTHER IMPORTANT INFORMATION

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 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 and his parents to ensure that all documentation is fully understood.**

### PRIVACY POLICY

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.

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 is true and complete.

This is to be signed by the Parent/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 Parent/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

<b>Parent/Guardian Name:</b>	
<b>Signed:</b>	<b>Date:</b>
It is the responsibility of the Parent/Guardian to ensure they have understood these terms of acceptance prior to signing.	

**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. Copies of the student's latest school reports for all subjects in the original language and a certified English translation (if possible)
5. Tuition Fee as agreed above
6. Copy of Travel/Medical Insurance

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## School to Complete this Section

STUDENT DETAILS		
Student Full Name:		
Student Identification Number		
M.O.E School Profile Number:	Year of Entry:	Enrolment Number:
Details of Previous School/Pre-School Attended		
School Name:		
Address:		
Commencement Date:		Year:
Principal Name:		
Signed:		Date:
<input type="checkbox"/> Preference	or	<input type="checkbox"/> Non Preference

Receipt Number:
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