Application for Tuition

WESTERN SPRINGS COLLEGE

PLEASE PROVIDE THE FOLLOWING FORMS WITH YOUR APPLICATION:

☐ 1/ A certified copy in English of the student's most recent school performance and attendance report (the last 12-24 months)

A student will not usually be offered a place if s/he has taken a break from school or has not attended for more than two months, excluding normal school breaks/vacations. A special explanation letter with evidential documents needs to be provided with the application if the applicant requests a special consideration by Western Springs College.

☐ 2/ A copy of the student's passport and a copy of the relevant student visa if the student has attended or is attending any school in NZ

☐ 3/ The Insurance Certificate and Policy wording must be provided with the College if it is arranged by *parents or the agent*. This must be in English, and must meet the requirements set out in the Education Code, section 16(5) (a-d) at:
http://www.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html

☐ 4/ A self-introduction letter handwritten by the student and signed by the student to confirm authenticity (Page 6)

☐ 5/ A completed *Accommodation with Designated Caregiver Form* or *Accommodation with Parent Form* if the student will not be placed with a Homestay family arranged by the College (Pages 16/17)

☐ 6/ 1-2 recent pictures of the student and 1-2 pictures with his/her family (electronic/digital copy)

☐ 7/ Please ensure that the following have been understood and signed by the **parents**

- Health Information (Page 3)
- Student Accommodation Rules (Page 7 & 8)
- Contract between Western Springs College and the International Student (Page 8)

☐ 8/ Please ensure that the following have been understood and signed by the **student**

- Health Information (Page 3)
- Student Accommodation Rules (Page 7& 8)
- Self-introduction letter (Page 6)

☐ 9/ Please ensure that the following has been understood and signed by the **agent**

- Declaration of Credibility & Responsibility has been signed by the agent/consultant (Page 9)

Please email the application documents to International Student Office on:
admin.international@wsc.school.nz

Western Springs College, 100 Motions Road, Western Springs, Auckland 1022, New Zealand
Ph: (+64 9) 815 6730 Ext 752 Email: admin.international@wsc.school.nz Website: www.westernsprings.school.nz

Application for Tuition

WESTERN SPRINGS COLLEGE

A Student Information

Family Name: _____ First Name(s): _____

Date of Birth: ____ /____ / ____ Nationality: _____ Male / Female *(Please Circle One)*

Passport Number: _____ Expiry Date: ____ /____ / ____

Current Address *(Where the student is **currently** living, home country or NZ, but **not** agent's address)*:

_____

Mobile telephone: _____

Email: _____

B Name of contact person in home country and New Zealand

1. Parents or legal guardian for emergency contact in *Home Country* *(Not** agent)*:**

Family Name: _____ First Name(s): _____

Relationship to the applicant: _____

Address: _____

Home Telephone: _____ Mobile: _____

Email: _____

2. Other contact person in *New Zealand* who can be contacted for an emergency *(Family relative or friend but **not** Agent or Designated Caregiver):*

Family Name: _____ First Name(s): _____

Relationship to the applicant: _____

Address: _____

Home Telephone: _____ Mobile: _____

Email: _____

C Student Insurance

Appropriate Travel and Medical Insurance is compulsory for International Students in NZ.

Would you like Western Springs College to arrange insurance for you?

☐ Yes

☐ No- (*The Insurance Certificate and Policy wording must be provided with the College if it is arranged by parents or the agent. This must be **in English**, and must **meet the requirements** set out in **the Education Code**, section 16(5) (a-d) at: http://www.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html*)

Western Springs College, 100 Motions Road, Western Springs, Auckland 1022, New Zealand
Ph: (+64 9) 815 6730 Ext 752 Email: admin.international@wsc.school.nz Website: www.westernsprings.school.nz

Application for Tuition

WESTERN SPRINGS COLLEGE

D Student Health

Family Name: _____ First Name(s): _____

1. **Please tick which applies:** ✓

Fully immunized ☐ Yes ☐ No

Permission to have Paracetamol ☐ Yes ☐ No

(Paracetamol is an over-the-counter medicine administered by the school nurse to relieve pain and reduce fever)

Permission to have Mylanta ☐ Yes ☐ No

(Mylanta is an over-the-counter medicine administered by the school nurse to relieve an upset stomach)

2. Do you have any health information to disclose? ☐ Yes ☐ No

(It is required that health information be fully disclosed to the College so that the wellbeing of the applicant and any other person in contact with the applicant can be looked after professionally. The health information will be including but not limited to information about allergies, health problems since birth, injuries or surgery received in the past that might restrict the applicant in certain sports, activities or subjects. A letter from the applicant's doctor might be requested under certain circumstances. Failure to disclose health information may put the applicant at risk and may lead to termination of the tuition)

3. Do you have any allergies, for example to food, medicines, insect bites? ☐ Yes ☐ No

4. Which of the following conditions do you have?

☐ Anaemia	☐ Frequent headaches/migraines	☐ Vision problems
☐ Asthma	☐ Frequent period pain	☐ Other_____
☐ ADHD/ADD	☐ Hearing problems	☐ Other_____
☐ Depression/Anxiety	☐ Hepatitis B	☐ Other_____
☐ Epilepsy	☐ Rheumatic fever/heart disease	☐ None

Please provide further details for any allergies or conditions selected above:

(Severity, frequency, precautions and medication)

_____

_____

_____

_____

Parent's Signature: _____ **Parent's Name:** _____ *(Please Print)*

Student's Signature: _____ **Student's Name:** _____ *(Please Print)*

Date: ____ /____ / ____

The Privacy Act 1993

The information requested is retained by the school and will be used for the following purposes:

- *To provide information to the Ministry of Education*
- *To maintain contact with parents and caregivers*
- *To facilitate the operation and administration of the school*
- *To enable contact and give appropriate treatment in the event of emergency or student illness*

Western Springs College, 100 Motions Road, Western Springs, Auckland 1022, New Zealand
Ph: (+64 9) 815 6730 Ext 752 Email: admin.international@wsc.school.nz Website: www.westernsprings.school.nz

Application for Tuition

WESTERN SPRINGS COLLEGE

E Academic Programme

Family Name: _____ First Name(s): _____ Nationality: _____

1. Current year level at time of application:

☐ Year 8 ☐ Year 9 ☐ Year 10 ☐ Year 11 ☐ Year 12 ☐ Year 13

2. Which year level are you applying for:

☐ Year 9 (13-14 years old)
☐ Year 10 (14-15 years old)
☐ Year 11 / NCEA Level 1 (15-16 years old)
☐ Year 12 / NCEA Level 2 (16-17 years old)
☐ Year 13 / NCEA Level 3 *(Year 13 enrolment is only accepted if NCEA Level 2 has been achieved at a NZ high school)*

3. I wish to start at Western Springs College in: Term____ (1, 2 or 3) of _____ (Year)

4. How long do you wish to apply for:

☐ 1 Term (3 months) ☐ 2 Terms (6 months) ☐ 3 Terms (9 months) ☐ 4 Terms (1 Year)

5. I wish to finish at Western Springs College in: Term____ (1, 2 or 3) of _____ (Year)

6. What subjects are you studying now: _____

7. What subjects are you interested in? _____

8. What subjects are you good at? _____

9. My tertiary or future career ambitions_____

(This information is an important reference to help design a suitable timetable)

10. Which subjects do you wish to take at Western Springs College- Please circle:

English/ESOL	Accounting	Physics/Biology/Chemistry	Soft Material /Fashion Technology
Maths	Economics	Art/Art Design/Photography	Hard Material/Carpentry Technology
Science	Media	Health Studies	Food /Hospitality/Catering Technology
History	Drama	French(not for beginners)	Digital/Computer Technology
Geography	Music/Singing*	Chinese (not for beginners)	Graphic Design/Visual Communication Technology
PE/Sports	Dance	Philosophy	Other:

The final decision on courses offered will be made during orientation based on the English assessment and meetings with the International Director & team and/or Deputy Principal. The English Assessment will also determine the level ESOL class (English for Speakers of Other Languages) the student will attend (Foundation or Intermediate class)

11. If you wish to take music as a *subject*, which musical instruments do you play? _____

*(If you do **not** wish to take music as a subject- please do not answer)*

12. Would you like to join a sports club?

☐ Yes- which sport _____ (Regular training, competitions, and club fees are involved when joining a club)

☐ No

Western Springs College, 100 Motions Road, Western Springs, Auckland 1022, New Zealand
Ph: (+64 9) 815 6730 Ext 752 Email: admin.international@wsc.school.nz Website: www.westernsprings.school.nz

Application for Tuition

WESTERN SPRINGS COLLEGE

F. Request for Homestay Accommodation

Family Name: _____ First Name(s): _____
Date of Birth: ____ /____ / ____ Male / Female *(Please Circle)*
Nationality: _____ First Language: _____

Mobile: _____ Email: _____

Please give as much detail as possible:

1. What foods can you not eat due to **allergies** or food requirements? _____
*(If you have any food **likes/dislikes**, please discuss with your homestay parents on your arrival)*

2. Do you have any other allergies as disclosed and provided on page 3? ☐ Yes ☐ No
If **yes**, please give details: _____

3. Do you have any health issues as disclosed and provided on page 3? ☐ Yes ☐ No
If **yes**, please give details: _____

4. Do you give permission to the homestay parents to administer over-the-counter medicine such as Paracetamol if needed? *(Please see page 3 for explanations of medicine)* ☐ Yes ☐ No

If **no**- please give reasons: _____

5. Do you smoke? *(Please note that you are not allowed to smoke inside any house in New Zealand)* ☐ Yes ☐ No
6. What are your interests and hobbies? _____

7. Which sports or instruments do you play? _____

8. Would you prefer a home with children? ☐ Yes ☐ No
If **no**, please give reasons: _____
If **yes**, what ages would you prefer? _____

9. Would you prefer a home with other international students if available? ☐ Yes ☐ No

10. Many New Zealand homes have pets- would this be acceptable to you? ☐ Yes ☐ No
If **no**, please give reasons: _____

11. Do you follow any religious practices? ☐ Yes ☐ No
12. Any other information that can help us place you with a suitable homestay family: _____

_____

***SCHOOL DECLARATION**: Western Springs College will take all detailed Homestay requests seriously and try to place the applicant with the most suitable host family. However, there may be situations in which the applicant's preferences/likes or dislikes are not met.*

Western Springs College, 100 Motions Road, Western Springs, Auckland 1022, New Zealand
Ph: (+64 9) 815 6730 Ext 752 Email: admin.international@wsc.school.nz Website: www.westernsprings.school.nz

Application for Tuition

To the student- please write a letter of introduction below and include your personality traits, hobbies, interests, sports, family life, future plans and anything else you wish to share about yourself.

*(This must be **handwritten** by the student themselves)*

I declare that the above was written by me without the help of any other person-

Student's Signature: _____ Student's Name: _____ *(Please Print)*

Date: ____ /____ / ____

Western Springs College, 100 Motions Road, Western Springs, Auckland 1022, New Zealand
Ph: (+64 9) 815 6730 Ext 752 Email: admin.international@wsc.school.nz Website: www.westernsprings.school.nz

G. Western Springs College International Student Accommodation Rules

1. It is the student's responsibility to go to bed and get up on time in order to get to school on time and be alert enough to learn at school.
2. When the student has health problems or issues with their wellbeing or safety outside of school hours, s/he should inform the host parents/caregivers immediately so that the host parents/caregivers can take appropriate action in order to help the student or inform the school/guardian immediately.
3. Western Springs College requires that the student arrives home before dinner time (no later than 6.30pm) on Sundays through to Thursdays. However, each host/caregiver family may have their particular reasonable guidelines regarding this, which shall be respected by students. Students can consult with the International Office for advice if there are issues.

   At weekends (Fridays & Saturdays) if the student chooses to go out, junior students (under 16 years of age) should be home by or before 9:30pm and senior students (16 years and older) should be home by or before 10:30pm.

   The student may not sleep over at a home where there is no parental/caregiver supervision. If the student is planning to come home late or sleep over at another home, s/he must plan for it in advance and get permission from the host parents/caregivers. The student must provide all contact details to the host parents/caregivers, or to school under special circumstances, during school working hours when requesting for the permission. Contact details provided include the family parents' name(s), physical address, home and mobile phone numbers.
4. Sleepovers are not allowed during the week from Sundays to Thursdays unless approved by the International Student Office under special circumstances. A student of the opposite sex shall not be allowed to sleep over because there are unreasonable responsibilities involved for host parents/caregivers.
5. If the Student would like to invite a friend to their home, s/he must ask for permission from the host parents/caregivers. The student should make sure that he or she does not do this frequently as it involves extra cost and responsibility for the host parents/caregivers. Friends of the opposite sex are not allowed in the student's bedroom with the door shut, nor should they visit when the host parents/caregivers are not home.
6. The Student should keep his/her bedroom tidy and respect the homestay/caregiver property.
7. If the host parents/caregivers offer to do the washing, the Student should make sure s/he puts the dirty washing in the laundry or wherever the host parents/caregiver tell them.
8. The Student should normally take one shower a day. The shower time should be between 5 to 10 minutes. The student should leave the bathroom in the condition that s/he found it. Students are required to provide their own personal toiletries e.g. shampoo and conditioner, body wash, toothbrush and toothpaste.
9. The student should help do basic chores such as wash and dry the dishes, take out the rubbish, wash his/her own clothes, or set the table for dinner etc. The host parents/caregivers are responsible for the students' food and accommodation. It is the student's responsibility to bear the cost for internet, mobile and international phone calls, travel, entertainment such as entries to movies, parks and so on.

Western Springs College, 100 Motions Road, Western Springs, Auckland 1022, New Zealand
Ph: (+64 9) 815 6730 Ext 752 Email: admin.international@wsc.school.nz Website: www.westernsprings.school.nz

Application for Tuition

WESTERN SPRINGS COLLEGE

10. Respect the Homestay Manager, host parents/caregivers and other relevant school staff at all times, including but not limited to: following Homestay Manager and host parents'/caregivers' reasonable instructions; communicating with the Homestay Manager and host/caregiver family in a friendly manner; always informing host parents/caregivers of your plans; where you are and what you are doing.

Parent's Signature: _____ Parent's Name: _____ *(Please Print)*

Student's Signature: _____ Student's Name: _____ *(Please Print)*

Date: ____ /____ / ____

H. Parents' Declaration of Credibility and Acceptance of the Contract (between Western Springs College & the International Student) and Western Springs College Refund Policy:

- I declare that all information and supporting documents provided for this application are true.
- I have read and understood the Contract between Western Springs College and the International Student (Appendix 1), Western Springs College Refund Policy (Appendix 2), and all the rights and obligations related.
- I declare to accept the Contract between Western Springs College and the International Student and Western Springs College Refund Policy, and agree that any breach of this Contract may lead to termination of the Student's tuition at Western Springs College.
- I hereby apply for my child _____ (applicant's name) to attend Western Springs College and will endeavour to see that s/he attends school properly and comply with, at all times, the Western Springs College Code of Conduct, Accommodation Rules and other policies/procedures/ rules, as well as other New Zealand legislation.
- If any of the information provided in this application changes, I will advise the College accordingly.

Parent's Signature: _____ Parent's Name: _____ *(Please Print)*

Date: ____ /____ / ____

NOTE: Offers of course placement will be based on the assessment by the College or its agent of the extent to which the proficiencies, expectations and aspirations of the Student are matched by the education instructions offered by the College. Should your application be successful, you will receive an Offer of Place. However, you will need to pay the year's fees before a visa will be granted. If you accept the offer of place then this Application for Tuition shall be the conditions of the Contract between Western Springs College and the International Student, by which tuition shall be provided to the Student. The Application for Tuition and the Contract must be signed by a Parent if the student is under the age of 20 years. The Parent shall be bound by these conditions and the Contract. Western Springs College will generally not accept a student's application from students who are older than 20 years.

Western Springs College, 100 Motions Road, Western Springs, Auckland 1022, New Zealand
Ph: (+64 9) 815 6730 Ext 752 Email: admin.international@wsc.school.nz Website: www.westernsprings.school.nz

Application for Tuition

I. Agent's Declaration of Credibility & Responsibility:

I declare that I agree to and abide by London Statement of Principles which requires me to: (http://www.enz.govt.nz/assets/Uploads/ENZ-Agents-London-Statement.pdf)

- Practice responsible business ethics
- Provide current, accurate and honest information in an ethical manner; explain and translate the College's Application for Tuition and General Information to the Student and Parents where necessary.
- Develop transparent business relationships with the Student and the College through the use of written agreements
- Protect the interests of minors
- Provide current and up-to-date information that enables international students to make informed choices when selecting which agent or consultant to employ
- Act professionally and explain clearly and accurately the information about the College's Contract with the Student, Accommodation Rules, Courses offered, Code of Conduct, Refund Policies, rules and procedures, etc.
- Work with New Zealand schools to raise ethical standards and best practice.

Agent's Signature: _____ Agent's Name: _____ *(Please Print)*

Company Name: _____ Date: ____ /____ / ____

APPENDIX:

Appendix 1. Contract between Western Springs College and the International Student
Appendix 2. Western Springs College Refund Policy
Appendix 3. Agreement Form- International Student's Accommodation with Designated Caregiver
Appendix 4: Agreement Form- International Student's Accommodation with Parent

**Source: Adapted from: KPMG Legal (Education NZ Trust November 2000);*

Reference: NZQA Guidelines for the Education (Pastoral Care of International Students) Code of Practice 2016

Western Springs College, 100 Motions Road, Western Springs, Auckland 1022, New Zealand
Ph: (+64 9) 815 6730 Ext 752 Email: admin.international@wsc.school.nz Website: www.westernsprings.school.nz

Application for Tuition

WESTERN SPRINGS COLLEGE

APPENDIX 1

Contract between Western Springs College and the International Student

PARTIES

School: Western Springs College ("The College" in the contract)
Student: _____(The International Student's name, applying for Tuition at Western Springs College; "The Student" in the contract)

DATES

Start date: _____
The Start date shall be the same as provided in The College's Unconditional Offer unless agreed in writing by The College that a different date is accepted.

End date: _____
The End date shall be the same as provided in the College's Unconditional Offer or the date that both The College and The Student's Parents agree to as the last day for The Student to take tuition at The College.
The College shall provide tuition to the Student in accordance with the New Zealand Ministry of Education Code of Practice and the laws of New Zealand

TERMS

1: The College shall provide tuition to the Student in compliance with the Education (Pastoral Care of International Students) Code of Practice 2016 and other New Zealand legislation in return for an annual fee of $17,000.00 or as advised and invoiced by the College.

2: The Student shall pay for the tuition fee as advised, invoiced and published by The College as well as other relevant fees as advised, invoiced and published by The College in order to make The College's provision of tuition and other supporting services to The Student possible.

2: The Parents and Student agree that The Student shall comply with The College's Code of Conduct, Homestay Rules, and other policies/procedures/rules of the College, as well as NZ legislation. Failure to comply with the above may lead to the breach of this Contract and The Student's tuition may be terminated accordingly.

3: The parents or guardians of The Student ("The Parents") authorize the principal nominated staff of the College to:

3:1 Receive information from any person, authority or corporate body concerning The Student, including, but not limited to, medical, educational and welfare information.

3:2 Receive financial information in relation to the Student including bank account details, debt and/or income details of the Student.

Western Springs College, 100 Motions Road, Western Springs, Auckland 1022, New Zealand
Ph: (+64 9) 815 6730 Ext 752 Email: admin.international@wsc.school.nz Website: www.westernsprings.school.nz

3.3 Administrate and co-ordinate the financial payments for the following to meet The Student's needs and interests: Insurance, Living Allowance, Homestay, Contingency Fees, Private Tutorial and Workshops, and extra curriculum programmes, etc.

3:3 Provide consent to any activity carried out and authorised by the College; and

3:4 Provide necessary consent on The Student's behalf in the event of a medical emergency where it is not reasonably practicable to contact The Parents or to have The Parents on site.

4: The Parents irrevocably authorize the principal or the principal nominated staff of the College to advise the Student's homestay Parents of all matters and information required to be provided to the Parents of any student under the laws of New Zealand. The Parents irrevocably authorize the College to obtain information regarding the Student from the homestay parents. The Parents agree to appoint the homestay parents as their agents (or one of their agents) in New Zealand to receive and provide such information in substitution for the Parents.

5: The Parents agree to provide the College with full & accurate information about The Student, including but not limited to: risk factors, special learning needs, existing health issues, medical treatment/surgery received or being received, academic performance, personal interests, or any other information relating to the wellbeing of The Student.

6: In any event, The College's liability in relation to the supply of tuition and other services to the Student is limited to the amount of fees paid by the Student/Parents for the provision of the services in respect of which liability arises.

7: The College shall endeavour to ensure the safety, health and wellbeing of the Student but shall not be liable for any damage or harm caused to the Student or the Student's property.

8: The Parents/Student agree that when The Student owns and drives a vehicle in New Zealand while being enrolled at the College, the Student must abide by NZ law and Western Springs College Policies and procedures for International Students Owning & Driving a Vehicle. Further NZ Transport Agency information can be found at:

https://www.nzta.govt.nz/driver-licences/new-residents-and-visitors/driving-on-nz-roads/

8.1 The College, Homestay Family or any other person may report to the NZ Police in regards to The Student driving outside of the NZ law and College's guidelines.

9: The College allows Year 12 and Year 13 International Students on a student visa to apply for and hold a work permit to work up to 20 hours per week and work full-time during school holidays provided the following conditions are met:

- The Student has achieved well and continues to achieve well at school and in life outside of school and has achieved with M (Merit) or E (Excellence) in NCEA assessments
- There is no breach of School Code of Conduct in regard to class work, homework
- the Student is punctual at school without truancy, with a current and previous attendance rate of 95% or higher at the College
- The Student follows all Western Springs College Homestay Rules as per usual

Western Springs College, 100 Motions Road, Western Springs, Auckland 1022, New Zealand
Ph: (+64 9) 815 6730 Ext 752 Email: admin.international@wsc.school.nz Website: www.westernsprings.school.nz

Other Year 12 and Year 13 students can apply for a work permit which allows them to work during school holidays with the College's and Parents' permission.
The College may contact Immigration NZ and request the cancellation of a work permit due to any breach of the College's and Accommodatio Rules.

10: Nothing in this Contract limits any rights the Parents and/or the Student may have under the Consumer Guarantees Act 1993 and the Human Rights Act 1993.

11: It is acknowledged that all relevant provisions shall apply to the Student in New Zealand, including those of the Education Act 1989, the Education (Pastoral Care of International Students) Code of Practice 2016, the Fair Trading Act 1986, the Immigration Act 2009, this Contract, the Western Springs College Code of Conduct and Homestay Rules and other policies and Procedures of the College. Any decision under these provisions to withdraw the Student by the Parents, to terminate the Student's tuition by the College, or to expel or suspend the Student by the College for a specified period of time, shall terminate this contract and the Refund Policy shall apply. The Parents shall have no claim in damages or for any compensation if the tuition or contract is terminated in these circumstances

12: Either party may terminate this Contract at any time upon two weeks' written notice being given to the other party if the termination is not due to The Student violating the Code of Conduct, Homestay Rules or other policies/procedures and rules of the College or other NZ legislation. If the Contract is terminated the refunds policy for international students as outlined in Appendix 2 shall apply.

13: Neither party is liable to the other for failing to meet its obligations under this Contract to the extent that the failure was caused by an act of God or other circumstances beyond its reasonable control.

14: This Contract shall be construed and take effect in New Zealand and will be governed by New Zealand law, and The Student and Parents submit to the exclusive jurisdiction of the New Zealand courts.

15: Notices given under this Contract must be in writing and sent to the email or physical addresses set out in the Student's application forms. Those sent by post shall be deemed to have been received 10 working days after posting.

16: This Contract contains all of the terms, representations and warranties made between the parties and supersedes all prior discussions and agreements covering the subject matter of this Contract.

17: The Parents and the Student agree and acknowledge that:

17:1 Personal information of the parents and/or Student collected or held by the College is provided and may be held, used and disclosed to enable the College to process the application for tuition, provide tuition and Homestay services to the Student, provide to the Student and/or Parents advice or information concerning products and services the College believes may be of interest to the Student and/or Parents and to enable the College to communicate with the Student and/or Parents for any purpose;

Western Springs College, 100 Motions Road, Western Springs, Auckland 1022, New Zealand
Ph: (+64 9) 815 6730 Ext 752 Email: admin.international@wsc.school.nz Website: www.westernsprings.school.nz

17:2 All personal information provided to the College is collected and will be held by Western Springs College at 100 Motions Road, Western Springs, Auckland 1022, New Zealand, Ph +64 9 8156730, Fax +64 9 815 6740.

17:3 When an offshore or offsite pre-entry English or academic assessment takes place (supervised by the College or the Student's agent), the Student must sit the assessment independently without the assistance of other people, dictionary, textbooks or other reference resources. A similar assessment will be given to The Student during orientation. If the result of the offshore assessment is unreasonably different from that of the onsite assessment and does not reflect the student's actual English language proficiency, the Student/Parents will be considered by the College as breaching of this Contract.

17:4 If the Student/Parents fail to provide any information requested, the College may be unable to process the application.

17:5 When it is disclosed or proven that The Student/Parents fail to provide true information in the application for tuition or cheat in the offshore or onsite pre-entry assessment, the College may consider two options: terminate the Student's tuition accordingly without tuition fees refunded, or allow the Student to withdraw without tuition fees refunded if the withdrawal is requested by the Student/Parent and approved by the College.

17:6 The Student/Parents have the right under the Privacy Act 1993 to obtain access to and request correction or update of any personal information held by the College concerning them, which has not been obtained and available before the Student is enrolled and starts the courses offered.

18: The Parents and the Student agree that the Student shall remain in Homestay accommodation organized by the College and obey the Accommodation Rules. The Parent and the Student agree that any other type of accommodation should be applied for by the Parents/Student, and formally approved or assessed by the College. The College will usually place the Student with a local English-speaking homestay family, but can consider, under certain circumstances, placing the Student with homestay families where host parents can speak both English and the Student's mother tongue.

19: In the case of the Student being in a relationship (boyfriend/girlfriend), the Student and the College will inform the Parents or residential caregivers to ensure the Student's health, safety and wellbeing are maintained.

Appendix 2

Western Springs College Refund Policy for International Students

REFUND OF TUITION FEES

1: In order to be eligible for any tuition refund the Parents must apply in writing to the Western Springs College International Office, setting out the special circumstances of the claim. If the Parents are not satisfied with the decision made by the International Office, they may write to the Principal or the Board of Trustees. If the issue is not resolved via the College's internal process, the Parents may lodge a formal complaint by filling in the following form:

http://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/formal-complaint-form.pdf

2: If the withdrawal is prior to the Student coming to New Zealand or before the course commencing date that is specified in the Unconditional Offer of Place to the Student, the tuition fee paid will be refunded in full.

3: If the Student wishes to withdraw after arriving in New Zealand and commencing the course or programme, tuition fee will not be refunded except in the case of the Student needing to return home due to The Student's ill health which cannot be treated in New Zealand, or due to a death or proven serious illness of a close family member, which requires the Student's immediate and permanent attention and where a temporary leave from school is not possible to help deal with the issue. In that event the refund will be calculated in accordance with No. 4 below.

4: Where the Student withdraws from the courses offered at the College and is eligible to receive a tuition fee refund, the Board of Trustees ("The Board") may refund to the person who paid the fees in respect of the subject, course or programme at any amount of the fees it thinks appropriate but any such amount will not exceed the sum of the following amounts:

4:1 The Board's best estimate of the cost to the College of providing tuition in the subject, course or programme for one student up to that time;

4:2 An amount that in the Board's opinion reflects the use made by one student in the subject, course or programme of the College's capital facilities;

4:3 The appropriate proportion of the amounts paid by the Board in respect of foreign students;

4:4 All other fees prescribed by the Board.

NO TUITION FEE REFUND

1: Where the Student is asked to leave the College because of false information provided for the application or false pre-entry assessment results provided in order to attend the College.

2: Where the Student is asked to leave the College because of the breach of Contract between Western Springs College and the Student.

3: Where the Student wishes to transfer to another educational institute for whatever reason.

Western Springs College, 100 Motions Road, Western Springs, Auckland 1022, New Zealand
Ph: (+64 9) 815 6730 Ext 752 Email: admin.international@wsc.school.nz Website: www.westernsprings.school.nz

4: Where the Student returns home for any reason other than the student's serious illness, which cannot be treated in New Zealand, or the death or serious illness of a close family member that requires the Student's immediate temporary or permanent attention so that a temporary leave is not possible to resolve the issue.

5: Where the Student acquires permanent residence after having enrolled at the College.

REFUND OF HOMESTAY / HOMESTAY PLACEMENT /CONTINGENCY FEES

1: Even when the Student has not arrived in New Zealand, not started living with the host family, and not started the course offered at Western Springs College, the Homestay Placement Fee or Accommodation Assessment Fee will not be refundable because the College has started the homestay placement process once an offer to the Student has become unconditional or even earlier.

2: If the Student cancels a homestay contract before getting into the Homestay house, the homestay fees will be refunded in full if the Student has given written notice to International Office two weeks in advance before the pre-scheduled homestay starting date.

3: If the Student moves out of the Homestay house before the end of the contracted period with the conditions that two weeks' notice in advance has been given to International Student Office and the host family, the portion of unused homestay fees will be refunded to the Student.

4: In order to have Homestay fees refunded, the Student must write to the International Student Office and give two weeks' notice of intention to move, or pay two weeks fees in lieu of notice.

5: The leftover Homestay or Contingency Fees can be used to cover any outstanding fees that the student is responsible for, including but not limited to the following costs:

- Unreturned books/textbooks/stationery received
- Unpaid fees for PE uniforms, Sports Club(s), camping, or consumables for school trips
- Extra homestay placement fee
- Transportation services to/from airport/homestay
- Loss or damage to homestay or school's property
- Cleaning service fee at the homestay if the Student's bedroom or other parts of the homestay property are left in an unsatisfactory state and require professional cleaning.

REFUND OF OTHER FEES

1: After the Student has started, the Course Fee is not refundable because the College has started planning the course. If the Student has not yet started, the Course fee may be partially refunded.

2: The NCEA Exam Fee is refundable if it has not yet been paid to NZQA.

3: Part of the Insurance Fee is refundable but will be dependent on the Student's application for an insurance refund and the insurance company's decision.

4: The Enrolment/ Administration Fee may be partially refunded based on the College's best estimate of the enrolment and administration costs to the College on behalf of the Student.

REFUND ADMINISTRATION FEE

1: For any refund made a separate Refund Administration Fee of $300 will be charged.
The timing of the refund payment will be at the discretion of the College and the Agent will be informed of when the refund payment can be expected.

Western Springs College, 100 Motions Road, Western Springs, Auckland 1022, New Zealand
Ph: (+64 9) 815 6730 Ext 752 Email: admin.international@wsc.school.nz Website: www.westernsprings.school.nz

Application for Tuition

WESTERN SPRINGS COLLEGE

Appendix 3- International Student's Accommodation with Designated Caregiver

To be completed by the Student's Parents:

- I, _____ (*student's parent's name*), designate _____ (*designated caregiver's name*) to be the designated caregiver(s) and accommodation provider for our child: _____ (*the student's name*)
- I declare that my relationship to the Designated Caregiver is *(please tick)*
  ☐ Family/ Blood Relative- sister/brother/aunt/uncle/cousin *(please specify)* ☐ Close family friend
  and that there has been a committed and ongoing relationship between my family and the Designated Caregiver for several years
- I agree and understand that my Designated Caregiver will be subject to Western Springs College's approval
- I agree and understand that Western Springs College is not responsible for my child's care when he/she is in the custody of the Designated Caregiver.
- I agree that my child will *not* be left in NZ by him/herself or with any *unregistered caregivers* without permission from Western Springs College.
- I agree and declare that I will maintain effective communication with my child and the Designated Caregiver, check on any issues arising, and take responsibility for addressing those issues with my child and the Designated Caregivers.

Parent's Name: _____ Parent's Signature: _____

Caregiver's Name: _____

Caregiver's Address: _____

Caregiver's Occupation: _____ Date of Birth: ____ /____ / ____ Male/Female *(please specify)*

Caregiver's Phone Number: _____ (Home) _____ (Mobile)

Caregiver's Email Address: _____

Caregiver's Signature: _____ Date: ____ /____ / ____

***Western Springs College is the signatory to the Education (Pastoral Care of International Students) Code of Practice 2016. Terms in this agreement are based on the Code's requirements (Part 4 Clause 26), which can be accessed at:*
http://www.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html

Western Springs College, 100 Motions Road, Western Springs, Auckland 1022, New Zealand
Ph: (+64 9) 815 6730 Ext 752 Email: admin.international@wsc.school.nz Website: www.westernsprings.school.nz

Application for Tuition

WESTERN SPRINGS COLLEGE

Appendix 4- International Student's Accommodation with Parent

To be completed by the Student's Parents:

- I, _____ (*student's parent's name*), will be living with and looking after my child _____ (*the student's name*) while s/he is studying at Western Springs College.
- I agree that I will allow Western Springs College to sight and have a copy of my passport and visa before or on the first day when my child starts at Western Springs College.
- I agree that I will not leave my child in NZ by him/herself or leave him/her with any other caregivers without permission from Immigration NZ.
- I declare that if my visa status or any other situation changes in regard to the care of my child in NZ, I will inform Immigration NZ and Western Springs College in advance in writing.

  The change in situation can include but are not limited to the following:

  I have a new passport; I have a new visa; I no longer hold a guardian visa specifying my child as a dependent; I have a work permit which changes my child's status from a fee-paying student to domestic student; I no longer live in NZ, my home address/phone number has changed etc.
- I understand that Western Springs College is not responsible for my child's care when s/he is in my custody.
- I understand that I should attend the relevant parents-teacher interviews for my child at Western Springs College.

Parent's Name: _____ Date: ____ /____ / ____

Parent's NZ Address: _____

Parent's NZ Phone Number: _____ (Home) _____ (Mobile)

Parent's Email Address: _____

Parent's Signature: _____

***Western Springs College is the signatory to the Education (Pastoral Care of International Students) Code of Practice 2016. Terms in this agreement are based on the Code's requirements (Part 4 Clause 26), which can be accessed at: http://www.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html*

Western Springs College, 100 Motions Road, Western Springs, Auckland 1022, New Zealand
Ph: (+64 9) 815 6730 Ext 752 Email: admin.international@wsc.school.nz Website: www.westernsprings.school.nz