

## PART ONE:

### Notes:

1. It is important that all relevant information about the student is included in this application. This information is used to ensure that the student is supported properly upon arrival and while enrolled, and to match them with suitable homestays, teachers and courses. Where information is included relating to health issues or learning needs, disclosure of this information will not automatically disqualify the Student from Enrolment. However, failure to disclose information or providing misleading information may result in the withdrawal of an Offer of Place or termination of a Contract of Enrolment.
2. The Education (Pastoral Care of International Students) Code of Practice 2016 requires that all students under 10 years of age must live with a parent or legal guardian in New Zealand while enrolled at a school, unless they are accommodated in a school hostel. Where a student under the age of 10 years is found to be living in accommodation other than with a parent or legal guardian, or in a school hostel, they will not be permitted to attend school and this will result in the withdrawal of an offer of place or the summary termination of a contract of enrolment.

Student Details (Name must be as it appears on your passport)	
Family name:	
First name:	Date of birth:
Preferred name:	<input type="checkbox"/> Female <input type="checkbox"/> Male
Email:	
Address: (In home country)	
First language:	Country of citizenship:
	Ethnicity:
Passport number:	Expiry date:
Intended start date:	Intended end date:

Caregiver One: (Name must be as it appears on your passport)	
<b>NOTE: It is requirement of New Zealand regulations that schools must maintain effective communication with parents and legal guardians. To comply with the requirements, contact information provided in this section MUST be the contact information for the parents or legal guardian.</b>	
Title: Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/> Dr <input type="checkbox"/>	Relationship to student:
Family name:	Date of Birth:
First name:	
Street Address	
Postal Address	
Home Phone:	Mobile:
	Email:
First language:	Country of citizenship:
Passport number:	Expiry date:
Occupation:	

**Caregiver Two:** (Name must be as it appears on your passport)

**NOTE: It is requirement of New Zealand regulations that schools must maintain effective communication with parents and legal guardians. To comply with the requirements, contact information provided in this section MUST be the contact information for the parents or legal guardian.**

Title: Mrs  Miss  Ms  Mr  Dr

Relationship to student:

Family name:

Date of birth:

First name:

Street address:

Postal address:

Home phone:

Mobile:

Email:

First language:

Country of citizenship:

Passport number:

Expiry date:

Occupation:

**Emergency Contact** (In home country, other than parents):

Contact's name:

Relationship to the student:

Mobile phone:

Home phone:

Email address:

**Agent Information (If using an agent)**

Agency name:

Agent name:

Agent email address:

Phone:

**Medical Information**

Name of doctor (in home country):

Phone number of doctor:

Please declare any previous physical or mental health illness or problems that may affect the student's enrolment.

Date of illness:

Please provide details (attach additional pages if required).

Please tick the appropriate box if you suffer from or have suffered from any of the following medical conditions:

- |   |   |  |   |  |
|---|---|--|---|--|
| <input type="checkbox"/> Asthma             | <input type="checkbox"/> Back/Neck problems | <input type="checkbox"/> Glandular Fever     | <input type="checkbox"/> Allergy to bee/wasp stings | <input type="checkbox"/> Migraines       |
| <input type="checkbox"/> HIV or AIDS        | <input type="checkbox"/> Diabetes           | <input type="checkbox"/> Hepatitis A, B or C | <input type="checkbox"/> Food Allergies             | <input type="checkbox"/> Heart Condition |
| <input type="checkbox"/> Tuberculosis       | <input type="checkbox"/> ADD/ADHD           | <input type="checkbox"/> Allergies           | <input type="checkbox"/> Learning Difficulties      | <input type="checkbox"/> Eating Disorder |
| <input type="checkbox"/> Depression/Anxiety | <input type="checkbox"/> Epilepsy           | <input type="checkbox"/> Mobility issues     | <input type="checkbox"/> Behavioural Difficulties   | <input type="checkbox"/> Mental Illness  |

Other, please state:

Does the student have any medical implants (such as metal implants) that may affect receiving medical treatment while in New Zealand?

Yes  No

If 'Yes' please provide details (attach additional pages if required).

Is the student currently on any medication?

Yes  No

If 'Yes' please provide details (attach additional pages if required).

**Please note: If you suffer from conditions requiring medication, it is advisable to bring your own medication to New Zealand. You will be required to notify the school regarding any medications that you bring with you.**

Is there anything further regarding the health of the student that the school needs to be aware of in enrolling and supporting the student as an international student?

Yes  No

If 'Yes' please provide details (attach additional pages if required).

Do you consent to the school providing over-the-counter medication \*such as panadol or ibuprofen?

Yes  No

If 'No' please specify what medications you do not want the Student to receive:

### Learning Information

How many years of schooling not including pre-school education has the student had?

Does the student have any learning difficulties which may require extra school support or services?

Yes  No

If 'Yes' please provide details (attach additional pages if required).

Does the student have behavioural difficulties which may require extra school support or services?

Yes  No

If 'Yes' please provide details (attach additional pages if required).

### General Details

Has the student previously applied for entry to the school?

Yes  No

If yes, when?

Has the student ever had a family member or relative enrolled at the school?

Yes  No

Name:

Year attended:

Has the student previously studied at any other NZ school?

Yes  No

If yes, please state the name of the school:

Dates:

How many years has the student studied English?

[ ] Months [ ] Years

Please indicate the students' level of English:

Complete beginner  Able to hold simple conversations  
 Able to understand enough to know what is going on in the classroom

Do the student's caregivers speak or read English?

Yes  No

Speak

Yes  No

Read

### Designated Caregiver Details (If the student is staying with a relative or close family friend)

Name of caregiver:

Relationship to student:

Address (in NZ):

Home phone:

Mobile:

Email:

### Insurance Details

Do you wish to purchase insurance through the school?

Yes  No

**NOTE:** If you are purchasing your own insurance for the student, you must provide an English copy of the policy and certificate to the school on or before the student's first day of school.

Please return the completed and signed form to the College, together with a copy of the student's:

- Passport**
- Immunisation Certificate**
- Transcript or most recent school report grades**

## PART TWO:

THE TERMS AND CONDITIONS APPENDED TO THIS APPLICATION, FORM AND GOVERN THE STUDENT'S TUITION AT THE SCHOOL. BY SIGNING BELOW THE SCHOOL AND THE PARENTS OR LEGAL GUARDIAN AGREE TO THOSE TERMS AND CONDITIONS. PLEASE ENSURE THE TERMS AND CONDITIONS ARE READ CAREFULLY.

### Terms and Conditions:

#### Definitions

1. For the purposes of this Agreement the following terms shall have the following meanings:

**Accommodation** means the residential accommodation provided to the Student.

**Accommodation Agreement** means the agreement between the School and the Parents, which governs the Student's accommodation arrangements.

**Act** means the Education Act 1989.

**Agreement** means this Agreement including any schedules.

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

**Code** means the Education (Pastoral Care of International Students) Code of Practice 2016.

**Designated Caregiver** has the meaning as set out in the Code.

**Disciplinary Action** includes termination of this Agreement and suspension, expulsion and exclusion of the Student as those terms are defined in the Act.

**Fee** means fees payable by the Parents to the School as per the Fee Schedule.

**Fee Schedule** means the schedule of fees for Tuition, Accommodation and miscellaneous charges, which is available from the School on request and may be updated from time to time.

**Homestay** has the meaning as set out in the Code.

**Legal Guardian** means the person or persons who is legally the guardian of the Student in their home country and has the legal right to make decisions about their care, education and well-being. It can include parents, where they have the right to make decisions for the Student.

**Offer of Place** means a Confirmed Offer of Place and does not include any provisional offer.

**Parent** means the student's biological or legally adoptive parent. Except where the context requires otherwise, references to Parents in this agreement

includes Legal Guardians and also includes a single Parent who has the sole right of guardianship in relation to the child.

**Residential Caregiver** has the meaning as set out in the Code.

**School** means the school referred to in the annexed Application Form.

**School Hostel** has the meaning as set out in the Code.

**Student** means the student referred to in the annexed Application Form.

**Termination** means termination of the Agreement and includes termination by the School expelling or excluding the Student.

**Tuition** means the education of the Student at the School.

**Period of Enrolment** means any period for which Fees are paid and for the purpose of this Agreement the enrolment of the Student begins on the course start date stated in the Student's Offer of Place and ends on the course end date stated in the Student's Offer of Place, or on such earlier date as the parties agree or the School terminates the Agreement pursuant to clause 26 or 28 of the Agreement.

#### Preliminary Provisions

2. The Agreement is declared to be a Contract of Enrolment in terms of section 2 of the Act.
3. The School shall provide Tuition to the Student in accordance with school policies, the Code, the Act and any other applicable laws, in return for the payment of the Fee.

#### Terms of Agreement

4. Unless otherwise agreed in writing between the parties, the School's responsibility for the Student begins on the first day of the Period of Enrolment and ends on the last day of the Period of Enrolment, or in the event that the Student's Tuition is terminated, on the date of termination. The parties agree that any period of time in which the Student is in New Zealand before or after the Period of Enrolment will be at the risk of the Student and Parents/Legal Guardians and that the School will have no legal or moral

Initialed by: \_\_\_\_\_ (parent) \_\_\_\_\_ (student)

responsibility for what occurs during this period unless otherwise agreed in writing.

5. Except in the circumstances described in clauses 6, 7 and 8, the conditions in this Agreement apply for the whole time the Student is enrolled at the School during a Period of Enrolment. The Agreement may be renewed on application to the School in writing. Renewal of this Agreement is at the sole and absolute discretion of the School and is subject to satisfactory performance and attendance by the Student, the School making an Offer of Place for a further Period of Enrolment and the payment of Fees. For avoidance of doubt, should this Agreement be renewed the Period of Enrolment for the renewed term shall be that stated in the Offer of Place issued by the School to the Student in respect of the renewed term.
6. The School is not responsible for the Student if the Student chooses to leave New Zealand during the Period of Enrolment. Should the Student leave New Zealand during the Period of Enrolment other than as part of a School organised trip the School's responsibility for the Student shall cease upon the Student's departure and resume upon the Student returning to New Zealand.
7. This Agreement is deemed to be written agreement from the parents that the School is not responsible for the Student's day-to-day care where the student is in the custody of a residential caregiver who is a supervisor for the Student while the Student is in temporary accommodation and that supervisor is not a resident of New Zealand and is travelling with or accompanying the Student for the purpose of supervising them during the Period of Enrolment.
8. The School is not responsible for the Student's day-to-day care where the Student is in the custody of a person approved by the Parent or Legal Guardian as part of a handover of care arrangement in accordance with the Code.
9. During the Period of Enrolment the Student must keep the School reasonably informed of his or her whereabouts including without limitation if the Student intends to leave New Zealand during the Period of Enrolment.

#### **Accommodation**

10. The Parents agree that where the Student is under the age of 10 years at any time during the Period of Enrolment, the Student will live with one or both Parents at all times while aged under 10 years unless the Student is accommodated in a School Hostel. For the avoidance of doubt, students aged 10 years and over may live with a Residential Caregiver.
11. The Parents agree that no changes to accommodation arrangements will be made whatsoever without the prior written agreement of the School.
12. The Parents agree that this Agreement is subject to and conditional on the School being satisfied that the Student has appropriate accommodation arrangements in place and, where applicable, an Accommodation Agreement or Designated Caregiver Agreement being entered into by all relevant parties.

13. For students not living with the Parents, the Parents irrevocably authorise the principal of the School to advise the Residential Caregiver (whether or not arranged through the school) of all matters and information required to be provided to the Parents and agree to appoint the Residential Caregiver in New Zealand to receive such information in substitution for the Parents.

#### **Immigration and Insurance**

14. The Parents agree to comply with the immigration requirements as set out in the Immigration Act 2009, and any immigration conditions applicable to the Student's stay in New Zealand. The Parents understand that the School has an obligation to report any breaches of the immigration requirements to the appropriate immigration authority.
15. The Student must maintain an up-to-date visa as stipulated by Immigration New Zealand.
16. The Parents agree that it is a condition of enrolment that the Student has current and comprehensive travel and medical insurance. Where insurance is not arranged by the School, the Parents will provide the School with evidence of the relevant insurance policy. If appropriate evidence is not provided, the School may organise insurance it considers appropriate and pass on this cost to the Parents or may refuse to allow the student to attend classes until appropriate evidence of insurance is provided.

#### **Fees**

17. The Fee must be paid to the School in advance of each Period of Enrolment or as otherwise directed by the School. The Parents agree to comply with school policies regarding the payment of the Fee.
18. If Tuition is terminated by the School during a Period of Enrolment, in accordance with the Act and the Code, any refund of the Fee applicable to that Period of Enrolment will be assessed in accordance with the refund policy contained in Schedule Three, as updated by the school from time to time..

#### **Information, Warranties and Acknowledgements**

19. The Parents agree to provide the School with educational, medical financial or other information relating to the wellbeing of the Student as may be requested from time to time by the School. If the Parents provide misleading information or fail to disclose information about the Student to the School, such that the School has to change or modify the level of Tuition or Accommodation required by the Student, the School may charge the Parents such fees as required to adequately compensate for such additional requirements. For avoidance of doubt, the obligation to disclose information continues during the term of this Agreement and the Parents are obliged to notify the School in respect of any changing conditions in relation to the Student.
20. The Parents confirm that:
  - (a) The Student does not suffer from any medical condition or behavioural condition (including mental health conditions and allergies) that may negatively impact on the health, safety or

education of the Student or any other student at the School, except as disclosed in writing in the Application Form;

- (b) The Student does not have any medical or other special needs that require additional support, except as disclosed in writing on the Application Form;
- (c) All information in the Application Form is true and correct to the best of their knowledge and belief.

21. The Parents acknowledge that:

- (a) The School may obtain at any time from any person or entity any information it requires to process and/or accept the Student for admission to the School or to perform or complete any of the other purposes under this Agreement. The Parents authorise any such person to release to the School any personal information that person holds concerning the Student and/or Parents.
- (b) If the Parents fail to provide any information requested in relation the Students admission to the School, the School may be unable to process the Student's application.
- (c) This Agreement is conditional at all times on the Student having accommodation in New Zealand which complies with the Code. If this condition is unable to remain fulfilled, than this Agreement will be at an end.
- (d) Personal information of the Student and/or Parents collected or held by the School is provided and may be held, used and disclosed to enable the School to process the Student's eligibility to receive Tuition at the School and Accommodation.
- (e) The Parents agree that where the Student lives in a School approved Homestay, this Agreement is subject to an Accommodation Agreement being entered into by the School and the Parents. Where the Student lives with a Designated Caregiver, this Agreement is subject to a Designated Caregiver Agreement being entered into by the School, the Parents and the Designated Caregiver. In either case, a breach by the Student of the Accommodation Agreement or of the Designated Caregiver Agreement will be deemed to be a breach of this Agreement.
- (f) All personal information provided to the School is collected and will be held by the School.
- (g) The Student and Parents have the right under the Privacy Act 1993 to obtain access to and request corrections of any personal information held by the School concerning them.
- (h) Under the Privacy Act 1993, any information collected may be provided to education authorities.
- (i) Information relating to the education, health, welfare or safety of the Student, may be released to relevant parties outside the School, at the discretion of the School.

- (j) Photographs and videos of the Student may be used for the Student's records and in any publicity material for the School unless otherwise agreed in writing by the parties.

### Consent

22. The Parents, who have signed this Agreement irrevocably appoint and authorise the principal of the School (or such other person as may be appointed by the School to carry out the principal's duties) to:
- (a) Receive information from any person, authority, or corporate body concerning the Student including, but not limited to, medical, financial, educational or welfare information;
  - (b) Provide consents that may be necessary to be given on the Student's behalf in the event of a medical emergency where it is not reasonably practicable to contact the Parents.
23. Where the Student lives with the Parents, the School shall seek specific written consent of the Parents in accordance with school policies and procedures before the Student participates in any activity either organised by the School or by another party on behalf of the School.
24. Where the Student is in the care of a Residential Caregiver, the School shall seek specific written consent of the Parents before the Student participates in any activity either organised by the School or by another party which are considered to be adventure activities or extreme sports or are activities that are organised by the School and require the Student to stay away from their regular accommodation overnight.
25. Where the Student is in the care of a Residential Caregiver, except in the circumstances described in clause 24, this agreement is deemed to be written consent of the Parents for any activity organised and/or supervised by the School, including trips and physical activities, regardless of whether consent is sought from domestic students in relation to the same activity.
26. Where the Student is in the care of a Residential Caregiver, unless otherwise agreed in writing by the parties, this Agreement is deemed to be written consent for leisure travel or stays organised and supervised by the Student's Homestay or Residential Caregiver (where applicable) where the travel is within New Zealand for a period of not more than seven days and does not result in the Student missing any scheduled school days.

### Conduct, Discipline and Termination

27. The Student will comply at all times with school policies, the Code and the Act, and the Parents shall work with the School to ensure such compliance. This includes, without limitation, compliance with the Code of Student Conduct which is annexed to this Agreement as Schedule One, including any amendments made by the School during the Period of Enrolment.
28. In the event of any breach of this agreement by the Student or the Parents, the School may take any disciplinary step it considers appropriate, including

Initialed by: \_\_\_\_\_ (parent) \_\_\_\_\_ (student)

terminating this Agreement, and/or suspending, excluding or expelling the Student and (if applicable) notify Immigration New Zealand of its decision to terminate the Agreement or to exclude or expel the Student.

29. Without limitation, the following actions shall be deemed to be breaches of this Agreement which may warrant disciplinary action:

- (a) Refusal by the Student to obey any reasonable instruction given by any employee or officer of the School during the Period of Enrolment;
- (b) Any breach of the Code of Student Conduct by the Student;
- (c) Any breach of the Accommodation Agreement or Designated Caregiver Agreement by the Student or Parent;
- (d) Any act by the Student during the Period of Enrolment that creates a risk to the safety of any person;
- (e) Any act by the Student during the Period of Enrolment that jeopardises the education of any other Student;
- (f) Any breach of clauses 15 or 16 of this Agreement or of the warranties contained in clause 20 of this Agreement;
- (g) Failure to make payments pursuant to the Fee Schedule; and
- (h) Any other breach of this Agreement

30. Where appropriate, the School will follow the process set out in the Disciplinary Policy which is annexed to this Agreement as Schedule Two when exercising its disciplinary powers pursuant to clause 28 of this Agreement, but nothing in this Agreement shall limit the power of the School to summarily terminate this Agreement or expel or exclude the Student for serious misconduct or to suspend the Student pending investigation if the School concludes that this step is necessary for the purpose of protecting the safety of any person, including the Student.

### General Matters

31. No party to this Agreement is liable to the other for failing to meet its obligations under this Agreement to the extent that the failure was caused by an act of God or other circumstances beyond its reasonable control.

32. This Agreement shall be construed and take effect in accordance with the non-exclusive laws of New Zealand. In relation to any legal action or proceedings arising out of or in connection with this Agreement the Parents irrevocably:

- (a) Submit to the non-exclusive jurisdiction of the Courts of New Zealand; and
- (b) Agree that proceedings may be brought before any Court including any forum constituted under

the Arbitration Act 1908 within New Zealand, and waive any objection to proceedings in any such Court or forum on the grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.

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

34. Notices may also be given by sending an email to the email addresses specified on the first page of this agreement and will be deemed to have been received 12 hours after it has been sent.

35. This Agreement contains the entire understanding of the parties and overrides any prior promises, representations, understandings or agreements. The terms of the Agreement may be changed by the School in consultation with the Parents, except where such change is required by New Zealand legislation or the Code. This Agreement shall continue in force during the Period of Enrolment with the School.

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

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

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

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

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

Initialed by: \_\_\_\_\_ (parent) \_\_\_\_\_ (student)

## PARENTS/LEGAL GUARDIANS DECLARATION AND AUTHORISATION

We declare that the information contained in this application is true and complete. We understand that any false or incomplete information submitted in support of this application may invalidate this application and may result in the withdrawal of an Offer of Place. We agree that we have received sufficient information to make an informed decision about enrolment at the School.

**Key Terms:** This Contract of Enrolment includes provisions:

- i. that allow the School to discipline the Student, including by expulsion
- ii. that control and limit the Student's rights of refund when Enrolment ends early
- iii. that require the Parents to make full disclosure of all relevant information and
- iv. that provide consent for the School to permit certain activities without further consent from the Parents.

*This is an important legal document, please read all clauses carefully.*

**By signing this agreement you:**

1. Confirm that all of the information in the application form is true and complete.
2. Confirm that where the Students is under 10 years of age, the Student will live with a parent or legal guardian in New Zealand while enrolled at a school unless they are accommodated in a school hostel.

## SIGNING

### Parents/Legal Guardians

By signing below, the Parents (as applicable) confirm that they have read the Agreement and agree to be bound by it in all respects: (please also initial each page of the Agreement, including the schedules)

Name(s): \_\_\_\_\_

\_\_\_\_\_

Signature(s): \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

### School

By signing below, the authorised signatory of the School confirms that they are authorised to sign on behalf of the School, and confirms that the School will be bound by the Agreement in all respects:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Initialed by: \_\_\_\_\_ (parent) \_\_\_\_\_ (student)



**Queen Margaret College is committed to providing a safe and healthy environment for students, staff, and visitors.**

Our Code of Conduct serves as a reminder to all students, parents, caregivers, and school visitors that their conduct must support everyone's emotional and physical well-being.

**Classroom Conduct:**

- Be on time to school and to class.
- Bring all equipment that is required for the lesson and follow the teacher's instructions
- Everyone has the right to learn – do not be noisy or disruptive.
- If you need to leave the room you must ask the teacher first.
- Eating, drinking or chewing gum is not permitted in class.
- Only use devices permitted by the teacher.
- Leave the room clean and tidy.
- Exit the room in an orderly manner when told by the teacher.

**Conduct at school:**

- Regulation uniform must be worn at all times including to and from school.
- Attend all lessons.
- You must have permission from a staff member to leave the school grounds, and you must sign out at the office.
- Respect school property and the property of others.

**Conduct outside school:**

**Accommodation**

- You must live in either QMH, a college approved Homestay, a college approved Designated Caregiver, or with your parents.
- You must obey the rules of your residential caregiver, including curfews.
- You cannot live independently or spend a night alone. You must be supervised and looked after, by a caregiver approved by the college.

**Travel**

- You must get prior approval from the International Director and your caregivers for any trip or holiday outside the Wellington region (if you are not travelling on an official school trip or with your own family). Adventure activities also need approval from the school and parents.
- All travel documents and arrangements must be given to the International Director or QMH Manager as appropriate.
- You cannot drive a motor vehicle or purchase a motor vehicle.
- You cannot use a ride share app

**Academic Honesty**

- Submit only your own work, plagiarism is not tolerated.
- Acknowledge the words and works of others.
- Use an APA style bibliography when researching.
- Respect copyright laws when photocopying or downloading.
- Do not cheat.

**Information Technology**

- Log on only with your own user name, never share your password, nor allow anyone else to use your login.
- Do not use the Internet, emails, mobile phones or any other IT equipment to be inappropriate, mean, offensive, bully, harass or harm anyone else, even if it is meant as "a joke".
- Do not search for anything inappropriate, or anything which uses unacceptable language.
- If, by accident, you find anything unacceptable you must minimise or turn off your screen, notify a teacher and do not show others.

- Do not download or copy any files such as music, videos, games or programmes without the permission of a teacher. This is to ensure you comply with copyright law.
- Do not attempt to bypass IT security, monitoring and filtering.
- Do not intentionally disrupt, attempt to hack, or gain unauthorised access to any school IT system.
- You must ask your teacher's permission before you give out any personal details online. This includes name, address, email address, phone number, and photos.
- Report any breakages immediately to your teacher.
- Accept that your devices can be checked any time whilst on the QMC network.

#### **At all times**

- You must abide by New Zealand law.
- You must behave appropriately in private and in public.
- You may not get a tattoo
- You must respect others. No discrimination (e.g. based on ethnicity, religion, sexuality).
- You must not engage in inappropriate and or non-consensual physical contact with others.
- You may not use, purchase or possess pornography, weapons, alcohol, drugs, cigarettes, or other harmful controlled substances. Vaping is not permitted.
- Threatening or abusive language, harassment, intimidation of others, social media bullying or any forms of violence are not tolerated.

#### **QMC Parent, Caregivers, and Visitors Code of Conduct**

The Code of Conduct applies:

- to all conduct, speech, and action, and includes emails, texts, phone calls, social media, or other communication.
- while on school grounds or at another venue where students and/or staff are assembled for school purposes (such as a camp, sports match, or a digital environment).

#### **Standards of conduct**

QMC expects students, parents, caregivers, and visitors to:

- respect and adhere to our school rules
- set a good example for students
- work together in partnership with staff for the benefit of students
- follow school procedures to handle any complaints
- adhere to school policies and procedures.

#### **Examples of unsuitable conduct include**

- pursuing a complaint or campaign, or making defamatory, offensive, or derogatory comments, regarding the school, its board, or any staff or students on social media or other public forums.

## Disciplinary Policy

(Schedule Two)

1. The following is the School's current disciplinary policy for dealing with breaches of the Agreement. This is not intended to restrict the School's general power of discipline and this policy may be changed from time to time at the discretion of the School.

### Overview

2. Except in serious situations where immediate termination of the Agreement is necessary, or where the breach does not warrant any formal response other than a warning, the School will endeavour, where appropriate, to follow a two-stage disciplinary process.
3. In Stage One, the School will investigate and determine the facts, and will reach a conclusion on what happened and whether it amounts to a breach of the Agreement.
4. In Stage Two, if the School has determined that a breach has occurred, the School will consider the appropriate response to that breach, up to and including termination of the Agreement.
5. The Student and the Parents will have an opportunity to provide a response to the alleged breach that the School is investigating (**the Allegation**) and any proposed disciplinary action that the School is considering taking (**the Proposed Action**).
6. This policy does not limit the School's power to take appropriate disciplinary action urgently and without following this process if this is necessary having regard to the seriousness of the breach.
7. This policy also does not limit the School's power to suspend the student for the duration of the disciplinary process where suspension is considered necessary for the safety or education of any person.

### General Policy

8. When the School is conducting a disciplinary process involving the Student it will endeavour to provide the Student and the Parents with the following:
  - (a) a written summary of the Allegation or the Proposed Action;
  - (b) an opportunity to respond to the Allegation or the Proposed Action, either in person or in writing or both, at the choice of the Student;
  - (c) an opportunity to consider the Allegation or the Proposed Action for a reasonable period of time (having regard to the seriousness of the Allegation or the Proposed Action) before giving a response;
  - (d) an opportunity to hear from the Parent before giving a response, unless the delay caused by contacting that person is unreasonable having regard to the seriousness of the Allegation or Proposed Action;
  - (d) an opportunity to have an independent support person of the Parents choice present at any meeting relating to the disciplinary process;
  - (e) an opportunity to meet with that support person in private at any stage during the disciplinary process;
  - (f) an opportunity to have a translator present (or otherwise facilitate the student participating in the process in his or her own language) during any meeting or process if the School or the Parents considers that a language barrier means that a translator is required; and
  - (g) a copy of this policy setting out the rights which the Student and the Parents have when engaging in the disciplinary process.

### Disciplinary Procedure



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Initialed by: \_\_\_\_\_ (parent) \_\_\_\_\_ (student)

Updated May 2019

### **Stage One: Incident Investigation**

9. When the School learns of any incident or any other thing that may be a breach of the Agreement or might otherwise warrant a disciplinary response, the School will notify the Student and the Parents of the Allegation and will provide them with an opportunity to give a response.
10. Where appropriate, having regard to the seriousness of the Allegation, the Parents and the Student will have the opportunity to respond either in person or in writing or both, at the choice of the Parents. The School will receive this response and give it genuine consideration before making a decision about the Allegation.
11. When the School makes a decision about the Allegation it will advise the Student and Parent, in writing if possible, about its conclusion as to what happened and whether it amounts to a breach of the Agreement.

### **Stage Two: Outcome Discussion**

12. If the School determines that a breach of the Agreement has occurred, it will advise the Student and Parent of the possible disciplinary actions that it will consider taking in response to the breach and will provide the Student and Parents with an opportunity to give a response.
13. Where appropriate, having regard to the seriousness of the breach, the Student and Parent will have the opportunity to respond either in person or in writing or both, at the choice of the Parents. The School will receive this response and give it genuine consideration before making a decision about the disciplinary action to be taken.
14. When the School makes a decision about the disciplinary action that it will take in response to the breach it will advise the Student and Parents of its decision, in writing if possible. The disciplinary action will not take effect, and no actions will be taken to put it into place, until the Student and Parents have been advised of the decision.

# Refund Policy

(Schedule Three)

## Request for a refund of international student fees

1. The School will consider all requests for a refund of international student fees. Requests should be made in writing to the School as soon as possible after the circumstances leading to a request.
2. A request for a refund should provide the following information to the School:
  - a) The name of the student
  - b) The circumstances of the request
  - c) The amount of refund requested
  - d) The name of the person requesting the refund
  - e) The name of the person who paid the fees
  - f) The bank account details to receive any eligible refund
  - g) Any relevant supporting documentation such as receipts or invoice.

## Non-refundable fees

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

## Request for a refund for failure to obtain a study visa

4. If the Student fails to obtain an appropriate study visa, a refund of international student tuition fees will be provided less any Administration Fee that has been paid.

## Requests for a refund for voluntary withdrawal from enrolment - Withdrawal prior to enrolment

5. If the Student voluntarily withdraws prior to the start date of their enrolment, a refund of international student fees will be provided less any relevant non-refundable fees set out in this policy.

## Requests for a refund for voluntary withdrawal from enrolment - Withdrawal after enrolment

6. If the Student withdraws on or after the start date of their enrolment, reasonable written notice of withdrawal is required by the school. Unless otherwise agreed by the School, a refund will be provided less a minimum of ten weeks tuition fee and any other relevant non-refundable fees as outlined in this policy.

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

7. If the School fails to provide the agreed course of education or is no longer a signatory to the Code or no longer operates as an international education provider, the School will negotiate with the Student or their family to either:
  - a) Refund the unused portion of international student tuition fees or other fees paid for services not delivered or

- b) Transfer the amount of any eligible refund to another provider or
- c) Make other arrangements agreed to by the student or their family and the school.

#### **Where the Student's enrolment is ended by the School**

8. In the event the Student's enrolment is ended by the School for a breach of the Contract of Enrolment, the School will consider a request for a refund less:
- a) Any non-refundable fees set out in this policy
  - b) Ten weeks tuition fee
  - c) Any other reasonable costs that the school has incurred in ending the student's enrolment

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

9. If the Student changes to a domestic student after the start date of their enrolment, reasonable written notice of the change is required by the School. Unless otherwise agreed by the School, a refund will be provided less a minimum of ten weeks tuition fee and any other relevant non-refundable fees as outlined in this policy.

#### **Where the Student voluntarily requests to transfer to another signatory**

10. If the Student requests to transfer to another signatory after the start date of their enrolment, reasonable written notice of the transfer is required by the School. Unless otherwise agreed by the School, a refund will be provided less a minimum of ten weeks tuition fee and any other relevant non-refundable fees as outlined in this policy.

#### **Request for a refund of homestay fees**

11. If for any reason, the Student withdraws after the start date of their enrolment, any unused homestay fees will be refunded, less any relevant non-refundable fees set out in this policy.
12. Where a student moves from a school homestay and requests a refund of any unused homestay fees, these will be refunded less any non-refundable fees set out in this policy.

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

13. Except by written request from parents, prepaid fees unused at the end of enrolment amounting to less than NZD\$500.00 will be refunded to the Student in cash. Sums of NZD\$500.00 or greater will be refunded into a nominated bank account.

#### **Outstanding activity fees or other fees**

14. Any activity or other fees incurred by the Student during enrolment and owed to the School at the time of withdrawal, will be deducted from any eligible refund.

#### **Refunds to be made to the country of receipt**

15. Unless otherwise agreed in writing, all eligible refunds of fees of NZD\$1,000.00 or more received from outside of New Zealand will be refunded to a nominated bank account in the source country.

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

16. A decision by the School relating to a request for a refund of international student fees will be provided to the Student or Parents in writing and will set out the following information:
- a) Factors considered when making the refund decision
  - b) The total amount to be refunded
  - c) Details of non-refundable fees
17. The Student and their family has the right to take a grievance to the Code Administrator or Disputes Resolution Scheme in the event they are dissatisfied with a refund decision made by the School.

## IT and laptop information

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The College IT Office is open daily from 8.00am – 4.00pm.

Assuming that the laptop has met the requirements provided below and has not had its default connection settings altered, the school's ICT centre will be able to provide an internet connection. This will include a printing service via the internet.

While our technical staff will endeavour to support students with any connection issues, they cannot perform hardware repairs to students' laptops. The same applies to trouble-shooting software issues due to neglect.

Email: [IT@qmc.school.nz](mailto:IT@qmc.school.nz)

## QMC approved laptops

Approved Laptops can be purchased via [www.cyclone.co.nz](http://www.cyclone.co.nz) (or from a retailer of your choice).

Select Queen Margaret College from the dropdown menu and type in the following:

- User: qmc
- Password: QMC2017

## Laptop recommendations

- i5 Processor (**minimum**), 8 gigs of Ram (**absolute minimum**).
- Operating System – Windows 10 or Mac.
- **Not suitable:** Chromebooks, tablet devices (such as iPads and Android tablets), and laptops with eMMC storage.
- Must have a battery life which is sustainable for the whole school day (five to six hours). This is crucial for Occupational Health and Safety purposes, as we do not allow laptop chargers in the classroom.
- Students **MUST** have administrator rights. This enables students to download and install subject specific software in class under the guidance of her teacher (such as Paint.net, MuseScore, Notepad++, Lego Mindstorm etc.).
- Full (non trial) anti-virus eg, AVG FREE. If a student laptop does not have suitable anti-virus/anti-malware software installed they will not be connected to the network. (Does not apply to Apple Macs.)

### Note:

Tablet devices such as iPads without a full operating system are not suitable as there are limitations regarding their suitability in certain subjects, eg: digital technology, or mathematics and science which require spreadsheet software.

## Media studies/design/senior digital technologies

### Windows

- Multicore processor with 64-bit support.
- Windows 10 (64 bit). Supporting Windows 10 Creator Edition & Dial.
- 8 GB of RAM (16 GB or more recommended).
- 512GB SSD Hard Drive (cannot install on removable flash storage devices).
- 1280×800 display (1920×1080 or larger recommended).
- Sound card compatible with ASIO protocol or Microsoft Windows Driver Model.
- External Hard Drive 512GB minimum for Backup.

### macOS

- Multicore Intel processor with 64-bit support.
- macOS X v10.11, v10.12 or v10.13.
- 8 GB of RAM (16 GB or more recommended).
- 512GB SSD Hard Drive (cannot install on removable flash storage devices) 1280×800 display (1920×1080 or larger recommended).
- Sound card compatible with Apple Core Audio.
- Optional: Adobe-recommended GPU card for GPU-accelerated performance.
- External Hard Drive 512GB minimum for backup (Time Machine).

## Key responsibilities of the student

Your daughter must bring her laptop to school every day, ready to use with a fully charged battery. The school does not provide charging stations for laptops so this is imperative.

### Updates:

It is the student's responsibility to ensure all updates are applied to key software programmes, i.e, MS Office.

### Backing Up:

It is the student's responsibility to maintain the health of OneDrive.

## Start of year set-up time

An email will go out late January detailing your daughter's logon information and access to software downloads from our download portal. There will also be a day allocated before school starts for students to come in if they have any IT issues. At the start of the year there will still be laptop 'set up' sessions where all new students will activate their e-folio, and OneDrive as well as setting up their subject folders and running through the basics of computer usage, care and management. Internet safety and ethics will be covered at the outset, and other aspects of digital citizenship will be addressed over the course of the year.

## Insurance

This is the responsibility of parents and they should ensure that their daughter's laptop is covered under their own home insurance arrangements. All students must bring their own padlock. All students and parents will be required to read and sign the College's Network Acceptable Usage Policy upon enrolment.



## International Fees 2020

All fees and costs are quoted in New Zealand Dollars and include GST (Goods and Service Tax) where required.

**Registration fee** (paid on registration): \$400

**Enrolment fee** (paid on acceptance of place): \$850

**Boarding deposit:** \$1000 payable on acceptance of place. This is non-refundable.

International fees	
Annual scale of tuition fees for Years 1 to 6	\$30,800
Annual scale of tuition fees for Years 7 to 13	\$35,500
Sundry activities deposit	\$2000
Mentor fee	\$2500
Boarding	\$16,500
Holiday Homestay Fee (if applicable)	\$2,800

Tuition fees include tuition, careers counselling, pastoral care, library, sports equipment and the use of College facilities.

The sundry activities deposit will be refunded if it is not used during the school year.

*This schedule is subject to change.*

