



INTERNATIONAL STUDENT ENROLMENT CONTRACT INDEMNITY FORM

STUDENT INFORMATION:

Family Name: _____ Date of Birth: _____
First Names: _____ Address: _____
Also known as: _____
Phone No: _____ Gender: M F
Mobile No: _____ Fax No: _____

Nationality: _____ **First Language:** _____
Date of Entry to New Zealand: _____ **Student Permit Details:** _____

Level of English: Beginner Intermediate Advanced
Sporting/cultural/musical interests: _____

Family Doctor: _____
Phone No: _____ Address: _____

PARENTS' INFORMATION:

Father's Name: _____ **Mother's Name:** _____
Address: (if different from above) _____ Address: (if different from above) _____

Home Phone: _____ Home Phone: _____
Work Phone: _____ Work Phone: _____
Email Address: _____ Email Address: _____
Fax No: _____ Fax No: _____
Mobile No: _____ Mobile No: _____
Occupation: _____ Occupation: _____

*** If any of these details change please inform the school office immediately.**

EMERGENCY CONTACTS:

1. Name: _____	2. Name: _____
Relationship to student: _____	Relationship to student: _____
Address: _____	Address: _____
Home phone: _____	Home phone: _____
Mobile No: _____	Mobile No: _____

Three Kings School expects to be able to meet the learning needs of children enrolled at the school.

Does the International Student enrolling have any special learning, behavioral or physical needs?

YES NO

Details if applicable: _____



CHECKLIST

The following documents are required before the application can be processed and must accompany this application.

<input type="checkbox"/>	Passport
<input type="checkbox"/>	Student visa/permit
<input type="checkbox"/>	Copies of recent school report, with verified English translation if required
<input type="checkbox"/>	Health insurance documentation (including dental cover) for the family
<input type="checkbox"/>	Health/immunization check list
<input type="checkbox"/>	Completed Designated Caregivers Indemnity For, if required
<input type="checkbox"/>	Medical information
<input type="checkbox"/>	Additional information offered by parents
<input type="checkbox"/>	Administration Fee: \$250 (non-refundable)
<input type="checkbox"/>	Student Fee: \$12,000 inc. GST per annum

Should arrangements change I will undertake to inform Three Kings School immediately. I understand that should Three Kings School have any concerns regarding the welfare of my child they may refer for action or refer the matter to relevant child welfare authorities, or any other appropriate agency in New Zealand.

I understand that Three Kings School is not responsible for my child outside of normal school hours and activities. However, I do understand that Three Kings School will make every endeavour to provide for the care and welfare of my child at all times while studying at their school.

Three Kings School has agreed to observe and be bound by the Code of Practice of Pastoral Care of International Students published by the Ministry of Education. Copies of the summary of the Code are available on request from Three Kings School, or full copies are available from the New Zealand website at <http://www.education.govt.nz>

Signed: _____

Parent: (1) _____

(2) _____

Date: _____

AGENTS DETAILS:

Company Name:

Contact Person:

Phone No.:

Mobile No.:

Address:



MEDICAL INFORMATION

_____ has had the following immunizations:

Hepatitis B Polio Tetanus Pertussis HIB Mumps
Rubella Other _____

My child has / has not been in hospital.

If yes, please give details, including ongoing treatment

My child has / has no physical disabilities.

If yes, please give details, including any special equipment or assistance required:

If the international student requires any outside agency support for physical disabilities. I agree to cover all costs.

My child has / has no infectious disease.

If yes, please give details:

Any other information that will assist Three Kings School to ensure a safe school environment for your child:

If the international student requires any outside agency support for learning behaviour I agree to cover all costs.

I declare the above information to be accurate.

Signed: _____ (parent/ legal guardian)

Date: _____

Office Use Only

Certification of immunization records seen and verified.

Details of health and dental insurance for family (copy attached)

What type of medical and travel insurance does the student have for the duration of his/her time of study in New Zealand.

Insurance Company: _____ Policy No. _____



STATUTORY DECLARATION FOR INTERNATIONAL STUDENTS

_____ (parent)
_____ (address)
_____ (student's name)

1. Give authority to the Principal to act on my behalf in any medical emergency.
2. Give permission for my child to attend all approved educational visits and trips.
3. Agree to abide by all Board of Trustees Policies.
4. Have read, understood and agree to the conditions of enrolment as stated in the prospectus, and acknowledge that I have received a copy of the conditions of enrolment.
5. I acknowledge and authorize Three Kings School to collect, use and disclose the information provided on this form for the purpose of enrolment, general administration of the school and general welfare of my child during the term of enrolment at Three Kings School, and I agree to update the information as necessary.
6. I certify that all information provided in the application is correct and complete, including medical information.
7. I agree to pay all tuition fees, in advance, as stated in the prospectus, understand and accept the refund policy of Three Kings School.
8. I understand that the completion of this application form does not guarantee a place for my child.
9. I understand that Three Kings School is a signatory of the Code. I have read, understood and accept it.
10. I understand that should Three Kings School have any concerns regarding the welfare of my child they may refer for action or refer the matter to relevant child welfare authorities, or any other appropriate agency in New Zealand.

Signed:

Witness:

Date:

Date:

(The witness is any office authorized to take a statutory declaration, Justice of the Peace, Solicitor of the High Court of New Zealand, Court Registrar).



GROUP STUDENTS POLICY – INTERNATIONAL STUDENTS

Code of Practice:

Group students means:

- a) *International students holding a group visa issued by the New Zealand Immigration Service; or*
- b) *Two or more international students studying together in New Zealand for no more than three calendar months on a group visit organised by a provider.*

Rationale:

THREE KINGS SCHOOL has developed a Group Student Policy –

- To ensure the safety, well-being of the students and the quality of academic and social education of all groups of International Students studying at THREE KINGS SCHOOL
 - To ensure compliance with the Ministry of Education's Code of Practice for the Pastoral Care of International Students (2003) (The Code of Practice).
1. THREE KINGS SCHOOL *policies and procedures relating to the Code of Practice will apply to Group Students – see THREE KINGS SCHOOL policies and procedures, Application and Information sheet, International Students' Handbooks.*
 2. *Information given to group students will be adjusted to meet the requirements of the particular group and the period of study. Such information will be provided in writing and separately.*
 3. *An application/enrolment form will be completed for each student giving full contact details and any special health, learning or other needs.*
 - *For students under 18 years, individual forms must be signed by the parent and forms the contract between the school and the parent.*
 4. *All group student arrangements and conditions shall be set out in an agreement to be signed by the education provider and the group organiser.*
 5. THREE KINGS SCHOOL *shall designate an appropriate person from the education provider to oversee the tour operations*

Group Supervision:

Supervision is to be provided to all group students in accordance with section 3 of the Guidelines to Support the Code of Practice for Pastoral Care of International Students

The education provider will ensure that the group supervisor has the required skills and knowledge, as outlined in the Guidelines.

*Should an **emergency** situation arise the New Zealand based staff member will be responsible for all actions taken in an emergency situation and will follow the procedures laid down in THREE KINGS SCHOOL EOTC policy.*

- *The designated person will, in conjunction with the group leader, notify the school and the student's parents.*
- *All emergencies will be documented by the designated person. If this is not possible then by the most senior person present.*



MEDICAL AND TRAVEL INSURANCE POLICY FOR GROUP STUDENTS

Policy Requirement Advice

- *All group students are required to have appropriate and current medical and travel insurance for the duration of their planned period of study in New Zealand, as specified in The Code of Practice.*
- *The education provider shall advise all prospective groups of the medical and travel insurance requirements as per the standard wording in the Code of Practice.*
- *Group students should have combined medical and travel insurance.*
- *Group students purchasing insurance through a New Zealand insurer should have insurance cover before they leave their home country.*
- *Where insurance is provided from a New Zealand company, policy details should be provided in the group's first language where possible.*
- *Where overseas policies are used, the group organiser should ensure a copy in English is forwarded to the education provider to ensure the policy is appropriate.*

Verification of Policies

THREE KINGS SCHOOL *must verify groups are in receipt of an acceptable Medical and Travel Insurance policy.*

Verification of policies will be undertaken prior to enrolment.

As part of the verification process, THREE KINGS SCHOOL shall ensure that:

- *The insurer/re-insurer is a reputable and established company with substantial experience in the Travel Insurance business, and has a credit rating no lower than A from Standard and Poors, or B+ from A M Best.*
- *The Insurer is able to provide emergency 24-hour, 7 day per week cover.*
- *Students have a "certificate of currency" and policy wording from the insurance company stating that the student has purchased the cover for the duration of the planned period of study. The education provider must ensure that the insurance cover is appropriate.*

Where a group is not in possession of an appropriate and current medical and travel insurance policy THREE KINGS SCHOOL undertakes to:

- *Advise the group of the medical and travel insurance requirements*
- *Provide the group with a default policy which meets the requirements of the Code of Practice Guidelines. The cost of the insurance will be met by the group.*

Recording of Policy Details

For each group THREE KINGS SCHOOL shall record the:

- Name of the Insurer*
- Policy number*
- Policy start and end dates.*

Signed: _____

Chairperson

Signed: _____

Principal

Review date: _____