



International Student Application Pack



Send completed application to:

**International Student Co-ordinator
Bishop Viard College
PO Box 50075
Porirua
New Zealand**

Phone: +64 4 237 5248

Email: office@viard.school.nz

Website: <http://www.bvc.school.nz>

CODE

Bishop Viard College has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at: <http://www.minedu.govt.nz/goto/international>



TERM DATES 2017 (to be confirmed)

Term 1	30 January to 13 April
Term 2	1 May to 7 July
Term 3	24 July to 29 September
Term 4	16 October to 8 December

ENGLISH ENTRY STANDARD

As required by the Code of Practice for the Pastoral Care of International Students, Bishop Viard College will undertake assessment to ensure that applicants are able to participate effectively in the course, and the course offered meets the prospective student's proficiencies and career intentions. The school reserves the right to place a student at a different level if it is deemed in his/her best interests to do so. The level will be determined in the main by the student's English ability and will be decided in consultation with parents, the caregiver/agent and the student. ESOL classes are offered, however parents may wish to arrange for additional private tutoring. Students wishing to study for senior NCEA qualifications will need to demonstrate the required level of English language proficiency.

APPLICATION REQUIREMENTS AND PROCEDURES

Along with the completed application and student declaration (both included in this document) parents/agents should enclose:

- Certified copies in English of the student's most recent school reports
- A certified copy in English of a testimonial from the Principal of the present school or school previously attended

Enrolment is subject to availability of places within the school.

The school will consider the application when received and parents or agents will be notified of the decision. A Letter of Offer will be sent with an invoice for school fees. Places can only be confirmed after the **Enrolment fee** is paid.

Upon payment of the **total fees due**, the school will issue a receipt and a **Confirmed Offer of Place** will be provided.

The student is then able to apply to the New Zealand Immigration Service for a Student Visa at the New Zealand or High Commission Office.

This application form, together with the tuition agreement, shall be the terms and conditions of agreement by which tuition shall be provided.

COSTS

Tuition fees This includes: Uniform Textbooks and stationery Music and sports activities (one of each) Catholic schools fee	\$14,000
Administration fee (non-refundable)	\$600
Homestay accommodation	\$12,000
Homestay administration	\$400
Medical Insurance (Unicare): Annual	\$638
Total	\$27,638

GOODS AND SERVICES TAX

All fees are quoted in New Zealand dollars and include Goods and Services Tax (GST) where applicable.

Other expenses

These will depend on the student involved and can be negotiated with the International Student Coordinator. The school is willing to hold the money and distribute or expend it when needed. Any unused funds will be refunded.

NCEA enrolment fee (if applicable)	\$383.30
Pocket money (\$25 per week)	\$1,200.00



PAYMENT OF FEES

Payment should be made in New Zealand dollars.

Tuition fees, homestay fees (if applicable) and medical insurance for the full year are payable in advance into our account at ASB bank 123254-0090118-00

Please email the school with the student's name, date of transfer and amount of the transfer. All fees must be paid for the full year and are payable in advance.

The school reserves the right to review its fees before the start of each year.

REFUND POLICY FOR INTERNATIONAL STUDENTS

SCHOOL FEES

1. If the student withdraws from his/her course of study before the course completion date, he/she may be eligible for a refund or partial refund of school fees as set out below (see 5).
2. An application for refund of fees must be made in writing. The student must write to the Principal explaining why he/she has withdrawn from the course and his/her reason for seeking a refund. Each situation will be considered on a case by case basis taking into account individual circumstances and expenses that have been incurred.
3. The Board of Trustees will make no refund to a student who:
 - Is expelled or excluded from the school or has broken New Zealand law
 - Is required to leave the school for a breach of the rules and conditions of enrolment
 - Wishes to transfer to another school—except in exceptional circumstances
 - Has been granted Permanent Residence but did not notify the school in writing when he/she applied for Permanent Residence
 - Returns home for any reason other than the student's verified serious illness or death or the verified serious illness of a close member of the family—except in exceptional circumstances
 - Presented an enrolment application that is found to be inaccurate in any way, a consequence of which the contract is terminated.

4. If the student's application for refund is made before the start of his/her course, the fees will be refunded in full less an administration charge to cover costs incurred by the school.
5. If the student's application for a refund is made after the start of the course, but before the second half of the course, his/her fees will be refunded less:
 - The administration fees
 - Costs to the school already incurred for tuition
 - Components of the fees already committed for the duration of the course, including appropriate proportions of salaries of teachers and support staff
 - Costs already incurred for the use of facilities and resources
 - The proportion of the Government and Proprietor levy the school is required to pay
 - Any other costs already incurred.
6. If the student's application is made after the second half of his/her course, he/she will not receive a refund except in exceptional circumstances.
7. If the student has been granted permanent residence and notified the school as above, the Board of Trustees will refund her tuition fees for any term he/she has not started minus the Administration fee. ESOL tuition will not necessarily be provided to the same level as before.
8. Should the College cease in its ability to provide the international program, a full refund of fees for services not delivered will be given to the student or the student redirected to another education provider who is a code signatory (Pastoral Care of International Students Code of Practice 2016).
9. All refunds will be paid to the parents or guardians unless other written authority is provided.
10. Applications for refunds must be made within 30 days of the student's last day at school.



CONDITIONS OF ENROLMENT

During the time my son/daughter attends Bishop Viard

College, I agree to the following terms:

1. My son/ daughter will obey the laws of New Zealand, attend school regularly, abide by the uniform code and accept the rules and discipline of the school and host family. If my child were to breach this agreement, the school has the right to ask me to repatriate my child immediately, at my cost.
2. My son/daughter will hold the appropriate student visa or permit for his/her study at Bishop Viard College.
3. I will pay all fees required by the school on time. I understand that my son/ daughter will only be accepted into the school when all fees have been paid.
4. I accept the Principal, the International Student Coordinator and the Homestay Hosts as the people who oversee the welfare of my son/daughter while he/she is in New Zealand. Should any problems arise, my son/ daughter will obey the decision of the Principal or the School's Board of Trustees.
5. I take full responsibility for all debts incurred by my son/daughter, including telephone or internet accounts.
6. I understand that all fees are for the school year, February to December, and that my son/daughter is expected to return home for the Christmas/summer holidays.
7. I undertake to provide an air ticket for my son/daughter's return home no less than 6 weeks before departure and acknowledge that the school will hold my son/daughter's passport until approved travel is arranged.
8. I accept that if my son/daughter does not meet the course completion or attendance requirements I will be informed. If his/her attendance or work completion does not improve, he/ she will be in breach of his/her contract and the school will have the right to repatriate him/her at my expense.
9. I consent to the school authorising medical treatment in the event of an emergency.
10. I have read and understood the Tuition Agreement and Refunds Policy that will apply if my son/daughter's application is successful.

HEALTH SERVICES

ELIGIBILITY FOR HEALTH SERVICES

Most International students are not entitled to publicly funded health services while in New Zealand. If students receive medical treatment during a visit, they may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on their website at:

<http://www.moh.govt.nz>

ACCIDENT INSURANCE

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but students may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at:

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

MEDICAL AND TRAVEL INSURANCE

International students must have appropriate and current medical and travel insurance while studying in New Zealand.

Upon request, Unicare Medical and Travel Insurance will be completed by Bishop Viard College prior to the student arriving in New Zealand. For policy information, please visit:

<http://www.unicare.org>

Bishop Viard College will keep a record of the student's policy number and type.

FEE PROTECTION POLICY

The school separately records fees received from international students as "Fees Paid in Advance". These funds are held in the school's main bank account until such time as they have been earned. They are then recorded as revenue and are available for spending. The Board guarantees to keep sufficient funds in reserve to enable the refund of the unearned portion of fees, should the school be unable to continue the course.



Contractual Agreement

**AGREEMENT TO PROVIDE TUITION SERVICES BETWEEN
BISHOP VIARD COLLEGE AND THE PARENTS OF:**

Name of Student: _____

Name of Parent: _____

Address of Parent: _____

1. The Parent has made application for tuition of the Student in Bishop Viard College (the 'School'), for the period (d/m/year) until _____ (d/m/year).
2. The School has agreed to enroll the Student upon and subject to the terms and conditions hereinafter set out.

The School's Obligations

3. The School will observe and be bound by the Ministry of Education's Code of Practice for the Pastoral Care of International Students ("Code"). Copies of the Code are available on request from the school or from the Ministry of Education website at <http://www.minedu.govt.nz/goto/international> The School shall provide tuition in accordance with that offered to domestic students.
4. The School shall use its best endeavors to ensure the safety, health and well-being of the Student but shall not be liable for:
 - 4.1 Any damage or harm caused to the Student or the Student's property while attending the School
 - 4.2 Any damage or harm caused to the Student or the Student's property arising out of the Student's accommodation
 - 4.3 Any damage or harm caused to the Student or the Student's property outside normal school hours. In the case of the Student's property, the school shall not be responsible for any damage to such property that may occur outside the school premises.

Parent and student Obligations

5. The Parent shall:
 - 5.1 Pay to the School the tuition fees in the manner agreed to by both parties
 - 5.2 Agree to provide the school truthfully with academic, medical or other information relating to the well-being of the Student as may be requested from time to time by the school
- The student will:
- 5.3 Accept and abide by the school's rules and all instructions given by members of staff
 - 5.4 Attend school on all occasions when it is open unless prevented by illness or other urgent causes.



Authorisations

6. The parents of the Student who have signed the application for tuition on behalf of the Student irrevocably appoint and authorise the Principal of Bishop Viard College (or such other person as may be appointed by the Board of Trustees of the school) to:
 - 6.1 Receive information from any person, authority or corporate body concerning the Student including, but not limited to, medical, educational or welfare information.
 - 6.2 Provide consents in respect of any activity carried out and authorised by the school.
 - 6.3 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 Applicant.
 - 6.4 If applicable, advise the Students' Designated Caregiver of all matters and information required to be provided to parents of any student and agree to appoint the Designated Caregiver as their agents in New Zealand to receive such information in substitution for the Applicant.
 - 6.5 .To take whatever steps are necessary to ensure the Student complies with School rules and policies as set down by the School.
 - 6.6 .To obtain at any time from any person or entity any information required to process and/or accept the application for tuition or to perform or complete the School's various obligations under this agreement. The Applicant authorises any such person to release to the School any personal information that person holds concerning the Student/Applicant.

Limitations of Liability

7. In no event shall the School's liability exceed an amount equal to the amount of tuition fees paid by the Applicant.

Termination

8. Either party may terminate this agreement with 5(five) days written notice.
9. Upon termination of this agreement, refunds will be made in accordance with the School's Refund Policy.

Miscellaneous

10. Nothing in this agreement limits any rights the Applicant and/or the Student may have under the Consumer Guarantee Act 1993.
11. The parties agree that all relevant provisions of the Education Act 1989 shall apply to the student in New Zealand. Any decision under these provisions to expel or exclude the Student will follow the Ministry of Education's guidance for schools on stand-downs, suspensions, exclusion and expulsion and shall terminate this Agreement. <http://www.education.govt.nz/school/managing-and-supporting-students/student-behaviour-help-and-guidance/stand-downs-suspensions-exclusions-and-expulsions-guidelines>. The parents will have no claim for damages for any compensation if this agreement is terminated in these circumstances.
12. Force majeure: Neither party shall be in default or in breach of their obligations under this agreement to the extent that the performance of those obligations is prevented by an event or force majeure. Force majeure means an event beyond the reasonable control of the party seeking to rely on force majeure.
13. Governing Law: This agreement shall be construed and take effect in accordance with the domestic laws of New Zealand. In relation to any legal action or proceedings arising out of or in connection with this agreement the Applicant irrevocably submits to the exclusive jurisdiction of the Courts of New Zealand, and agrees 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 constituted under the Arbitration Act 1908 within New Zealand on the grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.



Entire Agreement

- 14. This agreement shall consist of:
 - 14.1 The application for tuition in New Zealand;
 - 14.2 The Tuition Agreement including any Schedules annexed thereto (including the refund and fee protection policies and the International Student Information Booklet).
- 15. This agreement contains the entire understanding of the parties and overrides any prior promises, representations, understandings or agreements.
- 16. The terms of this agreement may be changed at any time by the School in writing to the Applicant. Any such change in terms shall be notified to the Applicant in writing.
 Notices given in writing will be given to the addresses set out in the application forms. Those sent by post shall be deemed to have been received 5(five) days after posting.

The Privacy Act

- 17. The Parent acknowledges that:
 - 17.1 Personal information of the Parent and/or Student collected by the School and may be held, used and disclosed to third parties to enable the School to:
 - Process the application for tuition
 - Provide tuition to the Student
 - Provide the Student and/or Parent with advice or information concerning products and services the School believes may be of interest to the Student and/or Parent; and
 - To enable the School to communicate with the Student and/or Parent for any purpose
 - 17.2. All personal information provided to the School will be held by the School at:
 Bishop Viard College, 20 Kenepuru Drive, PO Box 50075 Porirua, New Zealand.
 Phone: +64 (4) 237 5248, Email: admin@viard.school.nz
 - 17.3 Failure to provide adequate information in the application for tuition may mean the School is unable to process the application.
 - 17.4 The Student and Parent/s 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.

Accommodation

18. This Agreement is subject to the Student being placed in accommodation that is approved by the School. The School will make every reasonable attempt to provide approved accommodation for the Student and the Student agrees to comply with all expectations and conditions for living in School- approved accommodation.

Execution (please sign)

I have read and understood the terms set out in this agreement, including the attached schedule and agree to them.

Signature of Student: _____

Signature of Parent: _____

Signature for: _____(School)

Designation: _____ Date: _____

IMMIGRATION: Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at: <http://www.immigration.govt.nz>



BISHOP VIARD COLLEGE INTERNATIONAL STUDENT ENROLMENT FORM

STUDENT DETAILS (please complete and sign)

Family name: _____ Given names: _____

Date of Birth: _____ Passport Number: _____

Home address: _____

Home phone number (country/area/local number): _____

Mobile number: _____ Email address: _____

Country of Citizenship: _____ First Language: _____

Learning problems (failure to disclose these could result in contract being terminated):

FATHER DETAILS

MOTHER DETAILS

Family name: _____ Family name: _____

Given name: _____ Given name: _____

Home phone: _____ Home phone: _____

Business phone: _____ Business phone: _____

Email address: _____ Email address: _____

If parents live apart, please indicate the parent to be contracted by the school: _____

AGENT DETAILS (if applicable)

Family name: _____ Given names: _____

Postal address: _____

Home phone: _____ Home email: _____

STUDENT'S SCHOOL BACKGROUND

Present school and class: _____

Number of years studying English: _____ Subjects studied this year: _____



MEDICAL INFORMATION

All students should have completed their Childhood Immunisation Programme before commencing secondary school. Has your son/daughter had the following vaccinations? (Please tick)

- | | | |
|--|---------------------------------------|---|
| <input type="checkbox"/> M.M.R (Measles, Mumps, Rubella) | <input type="checkbox"/> Hepatitis B | <input type="checkbox"/> Poliomyelitis (oral) |
| <input type="checkbox"/> Tetanus | <input type="checkbox"/> Tuberculosis | <input type="checkbox"/> Whooping Cough |

Does the student suffer from any allergies? Yes No

If the answer is yes, what allergies does he/she suffer from? (e.g. hay fever, food allergies, pet allergies, other)

Is the student taking medication for any of the above? If so, please list:

Does he/she suffer from any other medical condition or disability? Yes No

If the answer is yes, please explain: _____

Is he/she taking any medication for this? Yes No

Medication Name (if Yes) _____

Does he/she have any difficulty with her sight? Yes No Hearing? Yes No

Does he/she have any other health, dietary, physical or emotional condition(s) that we should know about?



PROPOSED STUDY AT BISHOP VIARD COLLEGE

Level (please tick one)

- Year 7 Year 8 Year 9 Year 10
- Year 11—National Certificate of Educational Achievement (NCEA) Level 1
- Year 12—NCEA Level 2 Year 13—NCEA Level 3

Proposed subjects at Bishop Viard College—(in order of preference)

- 1. _____ 2. _____
- 3. _____ 4. _____
- 5. _____ 6. _____

Date you wish to commence study at Bishop Viard College: _____

Intended career or type of tertiary study: _____

ACCOMMODATION

Bishop Viard College requires all students to live in approved accommodation.

Please tick which option you prefer:

- I would like to apply for a place in a Homestay organised by Bishop Viard College
- I will be living with my parents or nominated family (either a close relative or a close family friend).
Enter details below if ticked this option:

Parents / Relative / Close family friend (please circle)

Name: _____

Address in Porirua / Wellington: _____

Phone: _____ Email address: _____



STUDENT AND PARENT DECLARATION (please read and sign)

- I / We confirm that the material supplied in this application is true and correct
- I / We understand that the provision of false information could lead to the enrolment being cancelled
- I / We understand that the refund of tuition fees will occur only as set out in the Refund Policy
- I / We agree to be bound by the Tuition Agreement and Refund Policy and to ensure the student complies with the School Rules and Conditions of Enrolment
- I / We agree that any photographs taken of our son /daughter while participating in school activities may be used for promotional purposes

Signature of Parents: _____

Student's Signature: _____ Date: _____

If the student / parents fail to provide any information requested in this application for tuition, the School may be unable to process the application.

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 Bishop Viard College
 PO Box 50075
 Porirua

Phone: +64 4 237 5248
 Email: office@viard.school.nz
 Website: <http://www.bvc.school.nz>

WHERE DID YOU HEAR ABOUT BISHOP VIARD COLLEGE? (please circle)

Education Agent	Embassy/ NZ	Website	Family/Friends	Education Centre
Education Fair	Advertising	Other	Students at Bishop Viard College	