

GREENPARK SCHOOL

Give your child the advantage



**INFORMATION BOOKLET
FOR
INTERNATIONAL
STUDENTS**



GREENPARK SCHOOL

GUIDE TO ENROLLING FOREIGN FEE PAYING STUDENTS

Refer to Ministry Circular 30 July 1997
Enrolling Overseas Students

Points to note:

- a. If parents paying taxes in New Zealand then children should be exempt - talk to Immigration Services 0508 558855 (press 6).
- b. Check passports for immigration status - All foreign fee paying students, whether previously enrolled at another school or not, must hold a permit to attend our school.
- c. Each Foreign fee paying student needs to apply for a specific permit to be educated at Greenpark School. Greenpark School must be mentioned on the Student Permit. A typical permit is as follows:

Student Permit

Date of Issue: _____ Date of Expiry: _____

No. of Entries: _____ Client No: _____

Family, Given Names: _____

Passport No: _____ Sex: _____ D.O.B. _____ Citizenship: _____

Conditions: This permit expires when the holder leaves NZ. This permit allows the holder to study as a **PRIMARY SCHOOL STUDENT at GREENPARK SCHOOL in TAURANGA**. The holder shall not undertake employment in NZ.

- d. To be eligible to gain a permit the following must happen:
 - i. BOT Approval
 - ii. Relevant School Fee Paid – Currently \$NZ11,125.00 Incl. GST (if you begin late in the year you will be invoiced on a pro rata basis)
 - iii. Receipt Issued.
 - iv. A letter outlining that the child has been allocated a place at Greenpark School and directed to the NZ Immigration Service.
 - v. The parent/legal guardian may be required to provide a letter to Immigration that guarantees the child is provided with accommodation during their stay.

- vi. The parent/legal guardian needs to provide evidence (bank statement, etc.) that there is appropriate financial support for the child. Immigration's guide is \$10,000 per year per pupil.
- vii. The parent/legal guardian needs to complete the appropriate application form available from Immigration in Hamilton, provide a passport photo and pay a fee of \$70 per application.
- e. As soon as passports have been stamped as in c above with the relevant details, children may attend school.
- f. A refund of any unused school fees (for whole terms only, not part of) must be made if a student withdraws from tuition.



GREENPARK SCHOOL
13 Lumsden Street, Tauranga, New Zealand
Phone +64 7 541 0606 Fax +64 7 541 0607
Email: office@greenparkschool.co.nz

ENROLMENT FORM

All sections of the application form must be completed. Applications will not be processed if there are any omissions. Applications may be faxed, posted or emailed to our office.

Surname		First Names		<i>Please attach a Passport sized Photograph here</i>
Preferred Name		Date of Birth	Sex	
Start Date	Present School	Year		
End Date				
Nationality		Passport Number	Visitors Visa Expiry Date	

24 Hour Emergency Contact Details

Phone Number Relationship to Student

PARENTS/LEGAL GUARDIANS

FATHER	MOTHER
Name:	Name:
Address: (in home country)	Address: (in home country)
Home Phone:	Home Phone:
Home Fax:	Home Fax:
Occupation:.....	Occupation:.....
Business Phone:	Business Phone:
Business Fax:	Business Fax:
Email:	Email:

AGENT INFORMATION

Has an agent arranged your study in New Zealand? Yes No

If Yes, please give your agent's details:

Name:

Address

Phone Fax Email

HEALTH DETAILS

* Are you taking any medication at present?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Details		
* Do you suffer from an allergy or disability?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Details		
* Would you be limited, in any way, in taking part in physical activities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Details		
* Have you had an anti-tetanus injection in the last five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
* Are you allergic to penicillin?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
* Have you been in contact with any infectious diseases in the last month?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Details		
* Are you a competent swimmer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
* Do you require dental treatment while in New Zealand?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

IMMUNISATIONS

What immunizations have you had?	Year of Vaccination
Tetanus	Yes <input type="checkbox"/> No <input type="checkbox"/>
Hepatitis A	Yes <input type="checkbox"/> No <input type="checkbox"/>
Hepatitis B	Yes <input type="checkbox"/> No <input type="checkbox"/>
Tuberculosis (BCG)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Measles/Mumps/Rubella (MMR)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Poliomyelitis	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other	Yes <input type="checkbox"/> No <input type="checkbox"/>

BLOOD TYPE

INSURANCE

We have obtained Insurance Cover Yes No Copy of Policy attached

DECLARATION

1. I/We have read, understood, completed and attached the Conditions of Enrolment.
2. I/We agree to support the aims and objectives of Greenpark School and to observe the rules and regulations.
3. I/We undertake to pay the prescribed fees by the due date.
4. I/We have read and understood the refund policy as stated in the Conditions of Enrolment.
5. I/We give authority to the Principal of Greenpark School to make decisions regarding my/our child's welfare in the case of an accident, illness or any other emergency.
6. The information contained in the Application will be confidential to the student, their parents or legal guardians, staff of Greenpark School (teachers & administration). There will be occasions when the information may be required by outside Government Agencies such as NZ Qualifications Authority or Ministry of Health. I understand, and give my consent, for Greenpark School to give relevant details to such agencies on request, when absolutely necessary.

Signature of Father
Date

Signature of Mother
Date

Signature of Student
Date

ENROLMENT OF FOREIGN STUDENT

Please complete the appropriate sections.

IMMIGRATION DETAILS

Date of Arrival in NZ _____

Type of Visa/Permit

Student Visa

Visitor's Visa

Student's Permit

Other

Verified by Principal _____

New Zealand Designated Caregiver details.

Name _____

Address _____

Phone Number _____

Please comment on your child's knowledge of English, written and oral.

Please comment on any learning strengths and weaknesses your child may have.

Interests, Hobbies and Sports.

In addition to the above information are there any other details you can provide us with, which will assist us in catering for your child.

TUITION AGREEMENT

This agreement shall be signed on behalf of the student by the parents or legal guardians of the student where the student is under 18 years of age.

School: Greenpark School ("the School")

Student: _____ ("the student")

The school shall provide tuition to the student in accordance with the New Zealand Ministry of Education Code of Practice and the laws of New Zealand in return for an annual fee of NZ \$.....

1. The student shall comply with the rules and policies of the school and with the reasonable instructions of the teachers of the school.
2. The parents or legal guardians of the student ("the parents") authorise the school to:
3. Receive information for any person, authority or corporate body concerning the student including, but not limited to, medical, educational and welfare information.
 - a. Receive financial information relating to the student including bank account details, debt and/or income details of the student.
 - b. Provide consents in respect of any activity carried out and authorised by the school; and
 - c. Provide necessary consents on the student's behalf in the event of a medical emergency where it is not reasonably practical to contact the parents.
4. The parents irrevocably authorise the principal of the school to advise the student's designated caregivers of all matters and information required to be provided to parents of any student under the laws of New Zealand. The parents irrevocably authorise the school to obtain information regarding the student from the designated caregivers. The parents agree to appoint the designated caregivers as their agents in New Zealand to receive and provide such information in substitution for the parents.
5. The parents agree to provide the school with academic, medical or other information relating to the wellbeing of the student as may be requested from time to time by the school.
6. The school shall use its best endeavours to ensure the safety, health and well-being of the student but shall not be liable for any damage or harm caused by the student or the student's property. In addition, the school shall have no responsibility for the student outside of school hours.

7. In any event, the school's liability in relation to the supply of tuition services to the student is limited to the amount of fees paid by the student for the provision of the services in respect of which liability arises.
8. Nothing in this agreement limits any rights the parents and/or the student may have under the Consumers Guarantees Act 1993.
9. Either party may terminate this agreement at any time upon one months written notice being given to the other party. If the agreement is terminated the Refunds Policy for International students shall apply.
10. It is acknowledged that all relevant provisions of the Educational Act 1989 shall apply to the student in New Zealand. Any decision under these provisions to expel or suspend the student for a specified period shall terminate this agreement and the Refunds Policy shall apply. The parents shall have no claim in damages or for any compensation if this agreement is terminated in these circumstances.
11. Neither party 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.
12. This agreement shall be construed and take effect as a contract made in New Zealand and will be governed by the New Zealand law, and the student and parents submit to the exclusive jurisdiction of the New Zealand courts.
13. Notices given under this agreement must be in writing and given to the addresses set out in the application forms. Those sent by post shall be deemed to have been received 5 working days after posting.
14. This agreement contains all the terms, representations and warranties made between the parties and supersedes all prior discussions and agreements covering the subject matter of this agreement.
15. The parents and student acknowledge that:
 - a. Personal information of the parents and/or student collected or held by the school is provided and may be held, used and disclosed to enable the school to process the application for tuition and homestay services to the student, provide to the student and/or parents advice or information concerning products and services the school believes may be of interest to the student and/or parents and to enable the school to communicate with the student and/or parents for any purpose.
 - b. All personal information provided to the school is collected and will be held by the school at 13 Lumsden Street, Greerton, Tauranga, Phone (07) 541-0606, Fax (07) 541-0607. International New Zealand code: 0064

- c. If the student/parent fails to provide information requested in the application for tuition, the school may be unable to process the application.
- d. The student/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.

EXECUTION

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

Parent /s Signature: _____ Date: _____

Full Name: _____

Signed on behalf of Greenpark School: _____

Position: _____ Date: _____

GETTING A STUDENT VISA

We recommend that where possible, you use a local Education Consultant to help get your visa. A list of Consultants and Agents is available at the New Zealand Education Service Centre or at the New Zealand Embassy. The consultants will handle all the paperwork for you and will communicate with us as required.

You can obtain a visa without using an agent by corresponding directly with Greenpark School.

1. Apply to Greenpark School on the official application form enclosed. Be sure you complete all sections of the form and that your parent signs the tuition contract. Enclose with your application all required evidence.
2. We will reply reserving a place for you and send a document called an "Offer of a Place". Take this to your nearest New Zealand Embassy/High Commission and get an application for a visa. The Visa Officer will explain what the other documents you need.
3. When you have supplied all the correct documents you will be approved for a visa and must then send the school fees to us. (See attached fees schedule) We suggest you use registered post, a courier or an electronic transfer. Please notify the school when the transfer is made so we can follow it up to avoid unnecessary delays.

Our bank account for electronic transfer is: 123146-0190015-51

4. When we receive the money we will fax a copy of the receipt to the Visa Office in your country. We will mail the original to you.
5. The Visa Office will issue you with a Student Visa. As you pass through Immigration on your arrival in New Zealand this will be converted to a Student Permit, which will last one year from the date of your arrival.
6. Take a careful note of the date of your Student Permit. If you are even one **day late** in applying for an extension you may be refused permission to stay here.
7. We require students to have their own medical insurance cover. Evidence of medical and travel insurance must be approved on enrolment and the school will keep a record of the type of cover each student has.

CONDITIONS OF ENROLMENT

In addition to the conditions listed here, all conditions that are part of the contract with parents, the Homestay contract, the fees policy and other school policies also apply.

1. Although an elementary level of English is desirable no child will be refused acceptance due to their level of English proficiency as this is catered for at Greenpark School.
2. Students and parents/legal guardians must accept and abide by rules regarding behaviour and conduct that apply to all students. Unacceptable behaviour may result in the termination of tuition.
3. Students must observe the laws of New Zealand.
4. Students must observe the conditions of their visa. If a student breaks the terms of the visa the school will report the fact to the New Zealand Immigration Service, which may result in the student having to leave New Zealand.
5. The student will attend the school on all occasions when it is open unless prevented by illness or other urgent cause.
6. Tuition may be terminated if the student fails to comply with the school rules or breaches the conditions of their visa.
7. Tuition fees for the full year can be paid in advance or before the start of each term.
8. All additional costs will be paid promptly, as required.
9. The conditions of the Fee Policy will be accepted.
10. All students are required to have travel and medical insurance for the duration of their period of enrolment. The school will require the student to show a proof that the insurance purchased is adequate.
11. All international students must live with either a parent or legal guardian except when as a group. (Proof of legal guardianship must be supplied.)
12. All disputes will be dealt with in New Zealand law.
13. The school's complaints procedure for international students will be used to deal with grievances.
14. Parents must inform the school of their address, telephone number, fax number and email address (whichever applies). The student and/or parents will advise the school of any change in the contact details of the student or parents.
15. The student and/or parents will provide academic, medical and other information that is relevant to the well being of the student.

HEALTH AND TRAVEL INSURANCE

Signatories must include the following standard wording with any prospectus or promotional material:

CODE: Greenpark Primary School 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/goto/international>

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>.

ELIGIBILITY FOR HEALTH SERVICES: Most international students are not entitled to publicly funded health services in New Zealand. If you receive medical treatment during your visit, you 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 you 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.

FEES REFUND CONDITIONS FOR INTERNATIONAL STUDENTS

School Fees

1. An application for refund of fees must be made in writing. You must write to the Board of Trustees explaining why you have withdrawn from the school and your reasons for seeking a refund.
2. If your application is made before the start of the term, your fees will be refunded in full less an administration charge of \$275.00 to cover costs incurred by the school.
3. If the student leaves before the end of the year, your fees for any whole term (not part of) will be refunded less any committed costs and administration charges. *There will be no refund for the part/remainder of the term in which the student leaves.*
4. If your application is made after the start of a term, your fees will be refunded less:
 - An administration charge of \$275.00
 - Costs to the school already incurred for tuition
 - Components of the fee 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 Levy the school is required to pay
 - Any other costs already incurred.
5. If your application is made after the second half of the year, you will not receive a refund except in exceptional circumstances.
6. The Board of Trustees will make no refund to a student who is excluded from the school.

FEE PROTECTION FOR INTERNATIONAL STUDENTS

The Board of Trustees fee protection guarantee will ensure that there are sound fiscal control mechanisms in place to protect student's investment.

Fees for all International Students will be deposited into a separate account and be spent in arrears.

FEES PROTECTION POLICY – International Students

Rationale

International Student fees must be handled in a way that ensures those funds are accessed in a way that is consistent with normal accounting practice. This means that those funds are secure from misappropriation and are only made available to the school in accord with the refunds policy or should the school not be able to continue tuition.

Purpose

1. To ensure that if in the event that the school is unable to continue to run a course or programme that the unspent portion of the fees are available to be returned to the student.
2. To ensure that funds from international students are accounted for separately and in such a way that individual student contributions can be protected and monitored.
3. To ensure that international student's payment may be drawn down in accord with the Refund Policy.

Guidelines

1. Accounting procedures are in place to ensure that monies are available for release.
2. International fees shall be paid into the school's (trust account) or (separate special account) for 'Foreign Fees', and drawn down at intervals of one term in arrears throughout the academic year.
3. These monies will be available for approved refunds resulting from withdrawal from Greenpark Primary School or in the event of the School not being able to provide tuition.

Evidence

1. Accounting records.
2. General School Account.

Evaluation

The Executive Officer shall report on the Board of Trustees annually with reference to the effectiveness of the policy.

Signed: _____ Date: _____
(Board of Trustees Chairperson)

ORIENTATION PROGRAMME

When you arrive at School:

- Your child will be given a “buddy” of his/her age.
- Your buddy will show your child around the school building including:
 - * School Office
 - * Sick Bay
 - * Library
 - * School Boundaries
 - * Toilets
 - * ESOL Room
 - * Restricted Areas
 - * Te Whare (Hall)
- Meet the Principal and ESOL Teacher or the Student Co-ordinator.

Support Services Available:

- Daily support from classroom teacher
- “Buddy” of student’s age
- ESOL personal
- Other International students of same nationality

Greenpark School Curriculum:

The school curriculum follows the New Zealand Curriculum Framework and Curriculum Documents. Curriculum coverage includes: English, Mathematics, Social Studies, Information Technology, Te Reo Maori, Health and Physical Education and the Arts.

INTERNATIONAL STUDENT GRIEVANCE PROCEDURE

At Greenpark school we aim to develop a positive school culture where staff, students and parents feel safe, welcome and respected.

We want your study at Greenpark School to be successful. We hope your stay will be a happy one.

If you have a problem at Greenpark School or with your homestay talk to someone at the school as quickly as possible so that the problem can be sorted out.

Even if your problem is a little one, get help and have it sorted. Act before the problem becomes a bigger one.

If you think your English is not good enough, you can bring a friend with you to help. Sometimes we get another staff member to translate for you. If necessary, we will get your agent, or another person to translate for you. Always remember, at Greenpark School, WE CARE.

FIRST STEP:

Problems with your classes or with teachers:

1. Speak to the teacher about it.
2. If that does not fix the problem, see the ESOL Teacher or the student co-ordinator for advice.

Problems with school friends:

1. Speak to one of the peer mediators about it.
2. You can make an appointment to see the class teachers involved,
3. If that does not fix the problem, see the ESOL Teacher or the student co-ordinator for advice.

Homestay Problems:

1. Speak to your homestay parent about it.
2. If that does not fix the problem, see the ESOL Teacher or the student co-ordinator for advice.

SECOND STEP:

If you are still unhappy and think that the problem has not been solved, you can speak to the Principal, Mr Lind, about it.

Your parents can also write to the Principal about the problem.

THIRD STEP:

If you still feel that the problem has not been solved, you may contact a group of people set up by the Government especially to help fix these problems. They are called:

The Internal Education Appeal Authority
Ministry of Education
Private Bag 47911
Ponsonby
AUCKLAND

Phone: (09) 374-5481
Fax: (09) 374-5403
Email: infor.ieaa@minedu.govt.nz

You must have tried to sort out the problems at school first. They will consult the school about what has been done before they help you.

PROCEDURE TO ENSURE A STUDENT ACHIEVES COURSE COMPLETION

1. Attendance is taken by roll call by the classroom teacher. Attendance rolls are taken to the office after attendance has been recorded.
2. If teaching staff is concerned about a student's performance, the ESOL Teacher together with the Student Support Coordinator will interview the student.
3. If the situation does not improve with counselling from within the school, or other measures taken by the school, the appropriate outside agencies, e.g. CYPS will be contacted as will the parents.
4. Inform NZIS if cease to attend.

Summary Code of Practice for the Pastoral Care of International Students

Introduction

When students from other countries come to study in New Zealand, it is important that those students are well informed, safe and properly cared for.

New Zealand educational providers have an important responsibility for international students' welfare.

This pamphlet provides an overview of the "Code of Practice for the Pastoral Care of International Students" (The Code), and provides a procedure that students can follow if they have concerns about their treatment by a New Zealand educational provider for agent of a provider.

What s the Code?

The Code is a document, which provides a framework for service delivery by educational providers and their agents to international students. The code sets out the minimum standards of advice and care that are expected of educational providers with respect to international students. The Code applies to pastoral care and provision of information only, and not to academic standards.

When does the Code apply?

The Code commences on the 31st March 2002. Educational providers then have six months to sign the Code. Between the 31st of March and the 30th of September 2002 you will need to check with the Ministry of Education if your provider is a signatory of the Code.

Who does the Code apply to?

The Code applies to all education providers in New Zealand with students enrolled on international study permits. The Code is mandatory to these providers and must be signed by them.

What is an "international student"?

An "international student" is a foreign student studying in New Zealand on a student permit from the New Zealand immigration service.

How to get a copy of the Code?

You can request a copy of the code from your New Zealand educational provider. The Code is also available online from www.minedu.govt.co.nz/goto/international.

How do I know if an educational provider has signed the Code?

The New Zealand Ministry of Education will maintain a register of all signatories to the Code. This list will be available from www.minedu.govt.nz/goto/international. If the educational provider that you are seeking to enroll with is not a signatory to the Code, you will not be granted a permit from the New Zealand immigration Service and you will not be able to study at that institution.

What do I do if something goes wrong?

If you have concerns about your treatment by your educational provider or by an agent of the provider, the first thing you must do is contact the principal, the international student director, or another person who has been identified to you as someone that you can approach about complaints at your institution. The Code requires all institutions to have fair and equitable grievance procedures for students and you need to go through these internal processes before you can take the complaint further

If your concerns are not resolved by the internal grievance procedures, you can contact the International Education Appeal Authority (IEAA).

A summary of the Code of Practice for the Pastoral Care of International Students.

The Code sets standards for educational providers to ensure that:

- ❑ High professional standards are maintained.
- ❑ The recruitment of international students is undertaken in an ethical and responsible manner.
- ❑ Information supplied to international students is comprehensive, accurate and up-to-date.
- ❑ Students are provided with information prior to entering into any commitments.
- ❑ Contractual dealings with international students are conducted in an ethical and responsible manner.
- ❑ The particular needs of international students are recognized.
- ❑ International students under the age of 18 are in safe accommodation.
- ❑ All providers have fair and equitable internal procedures for the resolution of international student grievances.
- ❑ Full details of what is covered can be found in the Code itself.

The Code also establishes the IEAA and the Review Panel to receive and adjudicate on student complaints.

What will the IEAA do?

The purpose of the IEAA is to adjudicate on complaints from international students. The IEAA will investigate complaints and determine if there has been a breach of the Code. The IEAA has the power to impose sanctions on educational providers who have committed a breach to the Code that is not a serious breach. These sanctions include an order for restitution, publication of the breach, and/or requiring that remedial action be undertaken.

The IEAA will refer complaints that are not about pastoral care to another regulatory body if appropriate.

The educational provider will be given a reasonable time to remedy the breach. If the breach is not remedied within that time, the IEAA may refer the complaint to the Review Panel.

The IEAA can determine if it considers that a breach of the Code is a serious breach. If the breach is a serious breach, the IEAA will refer the complaint to the Review Panel.

What can the Review Panel do?

The Review Panel can remove or suspend an educational provider as a signatory to the Code, meaning that the provider would be prevented from taking any more international students. Only the IEAA can refer complaints to the Review Panel.

What is the International Education Appeal Authority (IEAA)?

The IEAA is an independent body established to deal with complaints from international students about pastoral care aspects and services received from their educational provider or the provider's agents. The IEAA enforces the standards in the Code of Practice.

How can I contact the IEAA?

You can write to the IEAA at:

The International Education Appeal Authority
P O Box 12083, Wellington, New Zealand

PROCEDURES THAT APPLY WHEN A STUDENT WITHDRAWS/IS NOT ATTENDING THE COURSE

If a student withdraws from school:

1. It must be in writing by the parent prior to the student's last day, giving the date of the final day of attendance and the reason for leaving and the Immigration Service will be notified.
2. The Refund Policy for International Students shall apply.

If a child is not attending their course:

1. In the case of absences, the parent/guardian/designated caregiver must follow the normal school procedure of notifying the school in the morning of the first day of the absence, and following this up with a written note on the first day of the child's return to school. If the absence can be foretold – eg an appointment – then the school is to be informed in writing the day prior to the appointment or earlier.
2. Where the student is absent with no reason then the parents will initially be contacted by the school for an explanation. Where the child is being truant from school, the Student Support Coordinator will have a meeting with the parents to rectify the situation. If the truancy continues then a family meeting will be held and contingencies put in place. If this does not rectify the situation then the enrolment will be terminated and the Immigration Service notified.
3. If the student does not attend for more than twenty consecutive school days then the school will, in writing, notify the parents/caregivers that the enrolment has been terminated and the Immigration Service notified. However if the parents have previously notified the school in writing that the child will be absent for a period of time, with the full reason for the absence, the place shall be held, providing all fees have been paid, as required.

CIRCUMSTANCES IN WHICH TUITION MAY BE TERMINATED:

1. Where a child is absent or consistently truant from school (see above) then the signatory will terminate the enrolment.
2. If a child's behaviour is of an unacceptable level, then a meeting with the child, the parents/caregiver, and the school will be arranged. If the behaviour does not improve, written notification will be given to the parents warning of the danger of termination of the enrolment. If there is no further improvement, the parents and the student will be notified in writing that the student must leave at the end of that term, or earlier if the school decides, and will not be eligible to return the following term. There will be no refund of fees paid if this occurs.
3. An "acceptable level of behaviour" would be seen as following the school rules and the school "Code of Conduct" as provided to each student.
4. If an enrolment application is found to be inaccurate in any way the contract may be terminated at the school's discretion.
5. Upon termination of enrolment, the Immigration Service will be notified as required.