



INTERNATIONAL STUDENT ENROLMENT FORM

PLEASE COMPLETE ALL SECTIONS

STUDENT INFORMATION

Student's Surname:	Date of Birth:
Official First Name:	Gender: Male Female
Preferred First Name:	First Language:
Street Address:	
Suburb:	City/Town:
Postcode:	Telephone Home:
Country of Origin:	

Does the student have any brothers / sisters who are currently at Russley School?

Yes No

If yes, please give name/s and current year level _____

Names of members of family likely to be attending this school in the future.

1. _____ DOB _____

2. _____ DOB _____

PARENT(S) OR CAREGIVER(S) STUDENT LIVES IN NEW ZEALAND WITH

1. Full Name: Mr, Mrs, Ms, Miss, Dr:	
Relationship to student:	Occupation:
Cell Phone:	E-mail:
Passport Number:	Workplace Phone:
2. Full Name: Mr, Mrs, Ms, Miss, Dr:	
Relationship to student:	Occupation:
Cell Phone:	E-mail:
Passport Number:	Workplace Phone:

ENROLLED BY

Full Name: Mr, Mrs, Ms, Miss, Dr:		
Relationship to child:		
Address (if different to above)		
Telephone: Home:	Work:	Cell Phone:

EMERGENCY CONTACT IN NEW ZEALAND (other than parent)

Full Name: Mr, Mrs, Ms, Miss, Dr:		
Address:		
Telephone: Home:	Work:	Cell Phone:
Relationship to Student:		

EMERGENCY CONTACT IN HOME COUNTRY (e.g. parent living overseas)

Full Name: Mr, Mrs, Ms, Miss, Dr:	
Relationship to child:	
International Address:	
International Home Phone Number:	Mobile:
Email Address:	
Language Spoken at Home:	

HEALTH

List any health/medical problems (allergies, sight, hearing, speech) _____

Any relevant prenatal or premature birth details _____

List any medication student is taking: _____

I/We hereby request that, and grant permission for, Russley School to give

(name of student) _____ this medication in accordance with the instructions.

Family Doctor: _____ Address: _____ Telephone: _____

MEDICAL AND TRAVEL INSURANCE

All students must have appropriate and current medical and travel insurance from the period of departure from their native country to the date of return.

Insurance Company and Telephone Number:	
Policy Type:	Policy Number:
Policy Start and End Dates:	

EARLY CHILDHOOD EDUCATION

Centre attended before starting school

Kindergarten, Playcentre, Education & Care or
Home Based Service

Did not attend any type of early childhood education
centre / service

Attended but outside New Zealand

Unable to establish if attended an
early childhood education centre or not

ESOL

Does this child require ESOL: Yes No

Please help us to learn more about your child and family by filling out the following information

Ethnic Group:	Home Language:
Religion:	Last Country of Residence:

PREVIOUS EDUCATION IN YOUR COUNTRY

Previous education in your country:	Pre-School	Primary
Name of School:		
Age:	Length of time at school:	
Language used:		

PREVIOUS EDUCATION IN NEW ZEALAND

Previous education in New Zealand:	Pre-School	Primary
Name of School:		
Age:	Length of time at school:	
Language used:		

Can he/she read/write in his/her own language? Not at all A little Fluently

Has your child learnt English before arrival? Yes No

How long has he/she learnt English? Years _____ Months _____ Hours per week _____

Where has he/she learnt English? School Home Private Tutor Language School

Other family living with you in New Zealand:
Language child uses when speaking to Mother: _____ Father: _____
Brothers/Sisters: _____ Grandparents: _____ Other family: _____

Who can we talk to or write to if we need to talk in English about your child:

Name _____ Relationship to child _____

Address _____

_____ Telephone: _____

EDUCATION OUTSIDE THE CLASSROOM

Education Outside the Classroom (EOTC) is the name given to all activities occurring outside the classroom, both on school grounds and off-site, including sporting events. Russley students participate in a wide range of EOTC learning opportunities, some of which may require travel outside the school. Teachers identify and manage any potential risks and, depending on the type of activity and level of risk, this process may be monitored by the Board and/or Principal.

There are three levels of activities, each with specific requirements regarding parental/caregiver consent and these are outlined below.

Levels	Activity
1	At school, or within close proximity for example: sports events, fun days, nature studies, walks. Consent required: Blanket permission provided on enrolment (see below).
2	Off-site events occurring entirely in school time and finishing no later than 4pm e.g. zone sports, team sport events, class trips to the museum. Parents are advised of the finishing time if it is later than 3.15pm. Consent required: Blanket permission provided on enrolment, but parents are always informed that the event is to occur.
3	Off-site or on-site events occurring in one day involving risk assessed to be greater than that associated with the average family activity e.g. water activities (apart from swimming sports), rock climbing, sailing, beach study etc and any event involving an overnight stay e.g. school camp. Consent required: A separate parent/caregiver signed consent form is required for any event in this category.

By signing this form, you consent to your child participating in all Level 1-2 activities. For any Level 3 event, you will always be provided with a specific consent form and students will not participate in any such Level 3 activity if a signed consent form is not received by the school prior to the event.

I/we give permission for our child, as named above, to participate in Level 1-2 Education Outside the Classroom activities as detailed above. I/we have provided the school with up-to-date medical and other information and will notify the school of any changes to that information.

Parent Name _____ Signature _____

INTERNET AGREEMENT

Rules are in place to ensure safe use of the internet at Russley School. The school will strive to restrict student access to offensive, dangerous, inappropriate or illegal material at school (e.g. internet, email).

These guidelines as they apply to a student are:

- I must never give anyone on the Internet any personal details about my family or myself. This includes my name, address, phone number, passwords, the name of our school and where members of my family work unless I have a staff member's permission.

- I will be online only during the times and days I have agreed with a staff member.
- I will tell a staff member if I come across anything on the Internet that frightens me or makes me feel unsafe or uncomfortable. I will switch off the computer monitor, move away and tell a staff member immediately.
- I must stay out of any chat rooms, social networking websites and any other web sites, which have not been approved by a staff member.
- I will respect all ICT equipment and will treat it with care.

We (parents/student) have read and discussed the internet guidelines and we understand the agreement will be revisited annually in class. If a student breaks the rules in the Internet Agreement the school may take disciplinary action against that student including possible removal from any programme that involves computer use.

Parents/caregivers of all students (Years 1-8) to sign and students from Year 4 up to sign:

Student signature: _____ Parent signature: _____

PUBLICATION PERMISSION

From time to time, a student’s work (eg poems, stories) and/or image may be chosen for publication in the newsletter, for display on the noticeboard, uploaded to a team blog or the school website, etc.

✓ I grant permission for the school to publish work/images of my child.

Signature of Parent or Caregiver

TUITION AGREEMENT

This agreement is between the school and the student and it shall be signed on behalf of the international student by a **parent** of the student.

1. 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 a fee per term.
2. The student shall comply with the rules and policies of the school and with the reasonable instructions from the teachers of the school.
3. The parents or guardians of the student (“the parents”) authorise the staff of the school to provide consents for school activities, travel outside the school and medical emergencies where it is not reasonably practical to contact a parent.
4. The parents authorise the staff of the school to relocate the child to alternative accommodation if their safety or well being is in any way compromised and where it is not reasonable practical or possible to contact the parents.
5. The parents agree to provide the school with academic, medical or other information related to the well being of the student.
6. If the student is found to have additional learning needs the cost of any extra services will be the responsibility of the parent.
7. The parents give permission for any previous education provider to be contacted.
8. The school shall agree to use its best endeavours to ensure the safety, health and well being of the international student. The school shall have no responsibility for the student outside of school hours.
9. Under the Privacy Act, I understand that all personal information provided to the school is collected and will be held by the school.
10. It is acknowledged that all relevant provisions of the Education Act 1989 shall apply to the international 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. The school must be notified of any changes to accommodation or international student status.

12. Either party may terminate this agreement at any time upon two weeks written notice being given to the other party. If the agreement is terminated the refunds policy for international students as outlined in the refunds policy shall apply.
13. 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 any other circumstances beyond its reasonable control. The refund policy will apply.
14. This agreement shall be construed to take effect as a contract made in New Zealand and will be governed by New Zealand law, and the student and parents submit to the exclusive jurisdiction of the New Zealand courts.
15. Notices given under this 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 five working days after posting.
16. This agreement contains all terms, representations and warranties made between the parties, and it supercedes all prior discussions and agreements covering the subject matter of this agreement.
17. If the student/parents fail to provide any information requested in the application for tuition, the school may be unable to process the application.
18. 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.

I agree to the above points and I have also read the New Zealand Code of Practice Summary and the Russley School International Students' Procedure as contained in the Enrolment Information booklet.



Name of Parent

Signature

Date

Please ensure you have attached the following information to your enrolment form

Copy of Passport

Copy of current Student Permit

Copy of Travel / Medical Insurance

Copy of Parents Passport

In terms of the Privacy Act, I understand that the information on this form is collected to form part of the essential information the school holds on my child. The records made from this information may be viewed on request at the school. I approve the forwarding of pupil information to appropriate education and health authorities, within the limitations of the Privacy Act. I further approve the forwarding of my child's name and address on request.

I understand that the school will take action on my behalf in case of sudden illness or injury and I agree to abide by school policies.



Signature of Parent

Date

SCHOOL USE ONLY

Year Level

Room Number

Teacher

Enrolment Number

Payment Date

Amount Paid

Passport Number

Study Period