

# Al-Madinah School

## **INTERNATIONAL STUDENTS HANDBOOK**

P. O. Box 43-246  
Mangere, Auckland, New Zealand  
Ph: 09-2755 195  
e-mail: [info@al-madinah.school.nz](mailto:info@al-madinah.school.nz)

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**CODE:** Al-Madinah School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students. Copies of the Code are available from the NZQA on <http://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice-NZQA.pdf>

## **KEY FEATURES OF THE INTERNATIONAL STUDENT PROGRAMME**

### **Orientation during the first week at school, which includes**

Welcome to school by the Principal.  
Introduction to the school councillors and overseas students co-ordinator.  
Attachment to a school buddy.  
Site visit and familiarisation to the school facilities.  
Familiarisation of New Zealand at large and Auckland in particular.

### **Assessment of the Students academic level, which comprises of**

English level testing.  
Facilitating the subject choice.  
Placement of in the appropriate class.

## **INTERNATIONAL STUDENT FEES AND OTHER RELATED COSTS**

Annual fee 2022	\$NZ12,500 (GST Inclusive).
Uniform Cost:	\$250 (Approx)
Trips Cost:	\$200 (Approx)
Curriculum related expenses:	\$100 (Approx)

This is exclusive of any Agent fees incurred. Agents may charge a maximum of 10% of the tuition fees and is payable by the student.

In order to confirm your place as an international student at Al-Madinah School you are required to pay the whole year's tuition only after you receive an Offer of Place from the school.

### **New Zealand Immigration Service Requirements**

Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand, and can be viewed on their website at [www.immigration.govt.nz](http://www.immigration.govt.nz).

### **Eligibility For Health Services**

Most international students are not entitled to publicly funded health services while 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 [www.moh.govt.nz](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 (including group students) must have appropriate and current medical and travel insurance while studying in New Zealand.

Evidence of Medical and Travel Insurance must be provided on enrolment. The school will keep a record of the Policy Number and type of insurance cover each student has.

## **APPLICATION REQUIREMENTS AND PROCEDURES**

The applicants / guardian must complete the international students application for enrolment form and produce the following documents before the application can be processed:

The application must be filled in completely and accompanied by the following items:

- A recent photograph
- Fee payment
- An accommodation guarantee from the school
- A receipt of fees payment from the school
- The offer of Place from the school
- Evidence of Medical and Travel Insurance

### **Conditions of Enrolment**

- Subject to place being available
- Meeting visa requirements
- Willing to abide by the special character of the school
- In case of a non-Muslim student be willing to respect the special character of the school
- Willing to follow the uniform code and segregation requirement of the school.
- Students will only be enrolled if they are living with a parent or designated caregiver (a relative or close family friend)
- Parents/Students/Designated Caregivers must notify the school of any change of address.
- Years 1 to 6 Students must live with their parents.
- Years 7 to 8 students must get prior permission from MOE if they have want to stay away from parents.

Once students have been issued with an Offer of Place document from the school and fees have been paid they need to apply for a student permit or visa. You will need to apply for student permit or visa. You will need to apply for a Student Visa if you are outside of New Zealand and coming to study full time for longer than three months. You may apply for a Student Permit if you are visitor in New Zealand and wish to study full time. Application must be made on an NZIS form, which can be obtained, from the Visa and Permits Branch of the Immigration Service at 450 Queen Street, Auckland or in a local office such as at Manukau. For further information contact the Customer information Service Centre on 9144100. This centre can also provide status of current application.

When applying for a visa it is important to note that secondary school students are not allowed to undertake paid employment while they are studying at the school.

Applicants can be refused a visa or permit if they do not meet the entry requirements or if they are not a genuine applicant for a study visa. If you are a person to whom Section 7 of the 1987 Immigration Act applies and you not have an exemption, you may not be approved for a visa. Section 7 applies to person who have been convicted and sentenced to imprisonment; are the subject of a current NZ removal order; have been deported from any country; are suspected of being likely to constitute a danger to NZ security or public order; or believed to be associated with an

organisation or group with criminal objective and for that or any other reason are considered to be threat to the public interest or public order.

## **Permanent Residency**

### **Application**

Many fee-paying students are applying for permanent residency in New Zealand. You are required to state whether you are applying for PR. This eventual change in student status official documentation, such as a visa or letter from NZ Immigration, to be shown to the school.

### **Re-Enrolment**

Students who gain PR in NZ are required to re-enrol as a domestic student. Students must meet the normal enrolment criteria and live with their parents or legal guardian.

If students gain PR or their parents (at least one of them gets work permit), prior to 1 March, will be reimbursed for the rest of the year, excluding an administration fee of \$500. After 1 March NO refunds will be given.

After 1 March, all students will continue to have status as international students with its separate guidance system.

### **English Language proficiency requirements**

Students who do not meet the English Language proficiency requirements will have to join the ESOL class to bring the English Language at an acceptable standard. (See page 7).

## **CURRICULUM MANAGEMENT**

### **Curriculum Choices for Yrs 1 – 10 Students**

- **Cover the eight learning areas as prescribed in the NZ National Curriculum**
  - \* English    \* Mathematics & Statistics    \* Science    \* The Arts    \* Technology
  - \* Social Studies    \* Health & Physical Education    \* Learning Languages
- **Develop in children the Key Competencies needed by everyone across a variety of life contexts:** \* Thinking    \* Using language, symbols, and texts    \* Managing self
  - \* Relating to others    \* Participating and contributing
- **Values to be encouraged, modelled and explored**
  - \* Excellence    \* Innovation    \* Inquiry    \* Curiosity    \* Diversity
  - \* Ecological Sustainability    \* Integrity    \* Respect themselves, Others and Human Rights
  - \* Belief in The Creator, In His Angels, In His Books, In His Messengers, In the Day of Judgement, In that everything Good & Bad is predetermined by Allah and In the Life after death.
- **Emphasis on Islamiat, Arabic Language and reading/memorisation of the Holy Qur'an as part of school life.**

### **Curriculum Choices in the Secondary School (Years 7 to 13)**

- Specialist subject teachers deliver the curriculum.
- The timetable is based on a secondary model of seven periods a day.
- As students progress through the year levels they have more choices in the subjects they are able to choose.
- Some subjects are offered through the Correspondence School.

- Students should keep in mind when making subject choices that a wide range of subjects is desired so as not to restrict career options later on.

## **Entry to Year 11, 12 & 13**

### **Year 11 – NCEA Level 1**

Compulsory Subjects: English, Mathematics, Science, Quran, Islamiat, Arabic, Careers and Sports.

Plus TWO of the subject choices from the list of subjects offered - Subjects Offered at Secondary Level - 2017. Unit Standards are also offered for some of the subjects in appendix 1. Courses towards National Certificate in Employment Skills will also be offered.

### **Course Entry Requirements for Year 11**

Entry to Year 11 depends on the applicants' Academic Record. A satisfactory result in Year 10 will qualify a student to enter Year 11. Alternative courses will be offered in English, Mathematics and Science to those students for whom NCEA Level 1 is seen as unsuitable at this stage of their education.

These courses will contribute towards the National Certificate in Employment Skills and teachers from our school will supervise these courses.

### **Entry to Year 12 (NCEA level 2)**

Students who have attained NCEA Level 1 Certificate will qualify for NCEA Level 2.

### **Compulsory Subjects**

English, Quran, Islamiat, Arabic, Careers and Sports.

### **Option Subjects**

Students can choose four options from the subject list given in the appendix.

You will be allowed to take a particular subject depending on pre-requisite requirements given in the student course information booklet or on approval from HOD.

### **NCEA Level 3 – Year 13**

Students who have attained NCEA Level 2 Certificate will qualify for NCEA Level 2.

### **Compulsory Subjects**

Quran, Islamiat, Arabic, Careers and Sports.

### **Option Subjects**

Students can choose five options from the subject list given in the appendix.

You will be allowed to take a particular subject depending on pre-requisite requirements given in the student course information booklet or on approval from HOD.

## **ENGLISH LANGUAGE REQUIREMENTS.**

Years 1 to 8 – no specific English language requirements is necessary for enrolment.

### **Year 9 to 13**

Student not having required level of English will have to attend ESOL class to bring the English Language at an appropriate level. Students wishing to sit senior external examinations are required to have an IELTS pass of 5.5 or more.

International students do not have automatic entry to Year 13. The decision on entry to any form level will be entirely at the School's discretion.

## **ORIENTATION PROGRAMME AND SUPPORT SERVICES.**

*The international student programme at Al-Madinah school comprises of*

Orientation during the first week at school, which includes

Welcome to school by the Principal.

Introduction to the school councillors and overseas students co-ordinator.

Attachment to a school buddy.

Site visit and familiarisation to the school facilities.

Familiarisation of New Zealand at large and Auckland in particular.

All international students must have New Zealand Driving Licence or show the evidence that licence from their home country is eligible to be used in New Zealand.

Islamic Principles on medical and health issues will be observed.

### **STUDENT SUPPORT SERVICES**

If you have any general concerns that you would like to talk to someone about, you can contact:

Asin Ali – Principal or

Sheik Amjad Ali– Assistant Principal (Secondary Boys) or

Nazmeen Zaim – Assistant Principal (Secondary Girls) or

Gulshad Khan – Assistant Principal (Primary School).

### **WHAT DO YOU DO IF YOU HAVE A GRIEVANCE?**

We want you to be happy at Al-Madinah School. There are times however, when things do not go as smoothly or as well as we may like. Here are some ideas about what you can do about it.

#### **Problems with a teacher**

Make a time to talk to your classroom teacher about your concern. If your concern is the classroom teacher, make a time to talk to the Assistant Principal/Deputy Principal.

After a few days, if you do not think the problem has been solved by your classroom teacher or the Assistant Principal / Deputy Principal, then talk to the Principal.

#### **Problems with school friends**

Take time to talk to your class teacher quietly about your concerns. You can also talk with the Assistant Principal / Deputy Principal.

#### **Problems with your designated caregiver**

Make a time to talk to the Principal/Deputy Principal/Assistant Principal. He/she will discuss the concerns with you and do his/her best to sort things out. If necessary he will contact the Principal on the matter and/or your parents.

At all the above meetings, notes will be taken of your concerns and of the solutions put in place.

If, after all the above have been tried, you still feel that your problem has not been resolved, then you may contact the International Education Appeal Authority, whose address is:

You must be able to show them that you have tried to get the school to act before you contacted them. They will consult the school to see if anything can be done to help you.

If you do have a problem, please ask for help while it is still a little problem. Do not wait for it to become a big problem. If you are not confident that your English is good enough you can always bring a friend who has better English.

We hope your stay at Al-Madinah School is a happy one.

## **FREQUENTLY ASKED QUESTIONS**

### **When is school opened?**

Our school is open at 8:00 am every morning during term time, Monday to Friday. School start at 8:30 am and school closes for the day at 3:30pm from Monday – Thursday and 2.30pmm on Friday. The school terms are given in the main school prospectus along with public holidays when the school is closed.

### **What do I need for the classes?**

Make sure that you always have a pencil, pen, ruler and eraser with you every day. Your teacher will tell you what exercise books you need. A book list will be provided.

When your class has PE you will need your PE shirt and shoes.

### **What if I am sick or cannot come to school?**

If you are sick and cannot come to school, make sure that your parents or caregivers contact the school to let the school know. When you return to school you will need to have a written note explaining your absence.

If you feel sick at school or if you hurt yourself as school, you need to go to the Office and the office staff will look after you.

If you have an appointment during the school day and have to leave the school during the day or miss a day as a result of the appointment, your parent or caregiver needs to let the school know in advance thorough a written note.

### **What if I change my address or phone number?**

If you change your address or phone number your parents or caregivers need to let the school know by giving you a written note to take to your teacher or the school office.

### **What about breaks and meals?**

There is a break in the morning from 10:10 am to 10.30am and a break for lunch from 1:00 pm to 1:35 pm.

Lunch can be ordered in the morning and will be delivered to you prior to the lunch break.

### **What do I do if my lunch disappears?**

If your lunch disappears from your bag or desk, let your classroom teacher know as soon as you find out. He or she will do what they can do to find your lunch. They will also make sure that you do not go hungry at lunchtime.

### **What do I do if I am bullied?**

If you are teased or bullied at school, coming to school, or going home from school, you must let your classroom teacher or AP/DP. We do not like bullies and will do everything we can to prevent you being bullied.



### **May I use my e-mail at school?**

NO. For using the Internet-a teacher must be present to make sure that you do not hit an unsuitable site.

**Do not bring any floppy disks from home and use them in the school computers.**

## **REFUND CONDITIONS**

### **Rationale**

From time to time, international fee paying students may need or desire to withdraw from their course before completion of their intended study programme.

### **Purpose**

There is a need to ensure that an appropriate level of refund is made, which is fair to both parties and recognises the current and ongoing expenses incurred by the Board of Trustees.

### **Guidelines**

1. In order to be eligible for any refund the student, parent or legal guardian shall apply in writing to the Board of Trustees explaining why they have withdrawn from their course.
2. The Board of Trustees may consider the special circumstances of the withdrawal, but shall ensure that the costs and commitments are funded before approval of a refund.
3. Except in exceptional circumstances, no refund is payable to a student who withdraws in the second half of his/her course. In the case of full year students, the second half of the course commences on the first school day of Term 3.
4. No refund will be made to a student who is expelled or excluded by the Board of Trustees.
5. No refund will be made to a student who transfers to another educational institution.

**The guidelines of what refund you can expect are laid out below:**

**(a) Student enrolls but fails to attend on commencement date.**

Fees will be refunded less an administration charge of \$500.

**(b) Student attends school and withdraws before the end of first term.**

Fees will be refunded as below:

Annual Fee				\$12,500
Less Administration fee	\$500			
Annual resource fee	\$1000			
Term charge	\$2750			
Government levy	\$450	\$4700		
Balance				\$7800
Refund 50% of balance				\$3900

**(c) Student attends and withdraws before the end of Term 2.**

Fees will be refunded as below:

Annual Fee				\$12,500
Less Administration fee	\$500			
Annual resource fee	\$1000			
Term charge	\$5500			
Government levy	\$450	\$7450		
Balance				\$5050
Refund 50% of balance				\$2525

**(c) Student withdraws after the start of Term 3.**

Except in exceptional circumstances, there is no refund

**(d) When agent fees have been paid by the school to an agent.**

That payment will be deducted from the refund.

## **FEE PROTECTION**

The Al-Madinah School Board of Trustees guarantees to hold in reserve sufficient funds to meet any refund requirements should the school not be able continue tuition.

## **PROCEDURES THAT APPLY WHEN A STUDENT WITHDRAWS / IS NOT ATTENDING**

### **If a student withdraws from school:**

It must be in writing by the parents 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.

The Refund Policy for International Students shall apply.

### **If a child is not attending their course.**

In the case of absences, the parents/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-e.g. an appointment-then the school is to be informed in writing the day prior to the appointment or earlier. Where the student is absent with no reason then the school for an explanation will initially contact the parents. Where a child is being truant from school, the school Visiting Teacher 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.

If the student does not attend for more than twenty consecutive school days then the school will, in writing, notify the parents/designated 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 in full, as required.

### **Circumstances in which Tuition may be terminated**

Where a child is absent or consistently truanting from school (see above) then the signatory will terminate the enrolment.

If a child's behaviour is of an unacceptable level, then a meeting with the child, the parents/designated 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 the term or, earlier if the school decides, and will not be eligible to return the following term. There will be no refund of fees if this occurs.

An "acceptable level of behaviour" would be seen as following the school rules and the school 'Code of Conduct' as provided to each student.

If an enrolment application is found to be inaccurate in any way the contract may be terminated at the school's discretion.

Upon termination of enrolment, the Immigration Service will be notified as required.

## **SUMMARY OF CODE OF PRACTICE - CODE OF PRACTICE 2016 ENGLISH**

Important information for international students and their families

### **THE EDUCATION (PASTORAL CARE OF INTERNATIONAL STUDENTS) CODE OF PRACTICE 2016**

#### **What is the Code?**

New Zealand education providers have an important role in ensuring the wellbeing of their international students. The Code sets out the minimum standards of advice and care that are expected of education providers for international students. This ensures students coming from other countries to study in New Zealand are well informed, safe, and properly cared for. New Zealand defines international students as those that are not domestic students. The New Zealand Qualifications Authority (NZQA) is the administrator of the Code on behalf of the New Zealand government.

Al-Madinah School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students. Copies of the Code are available from the NZQA website at [www.nzqa.govt.nz](http://www.nzqa.govt.nz).

#### **Who does the Code apply to?**

All education providers in New Zealand who enrol international students must be a signatory to the Code and adhere to its requirements. A list of education providers that have signed up to the Code is available on the NZQA website at [www.nzqa.govt.nz](http://www.nzqa.govt.nz)

#### **How can I get a copy of the Code?**

You are encouraged to read the Code, which is available on the NZQA website in several languages. If you have further questions about the Code you can email [code.enquiries@nzqa.govt.nz](mailto:code.enquiries@nzqa.govt.nz). This pamphlet summarises the Education (Pastoral Care of International Students) Code of Practice 2016 (the Code). It provides information for students and their parents on what to do if they have a complaint about their treatment by a New Zealand education provider or agent of an education provider.

#### **What can you expect of an education provider?**

Students and their families can expect education providers to:

- provide clear, sufficient and accurate information so you can make informed choices about your education
- give you clear, understandable information on your legal obligations and rights, including refund policies, and termination of your enrolment under any contracts you enter into with the provider
- check that you have the prescribed insurance cover
- provide a safe and supportive environment for study
- as far as practicable, ensure you live in accommodation that is safe and appropriate
- provide you with a comprehensive orientation programme to support you in your study and outline your obligations
- monitor their agents to ensure they provide you with reliable information and advice about studying, working and living in New Zealand
- ensure that the educational instruction on offer is appropriate for your expectations, English language proficiency, and academic capability
- have proper policy and processes in place to safeguard students' fees paid and be able to provide an appropriate refund if you withdraw or your course closes
- ensure you have access to proper and fair procedures for dealing with grievances (concerns or complaints).

#### **What if something goes wrong?**

If you have concerns about how your education provider or an agent is treating you, you should first contact your provider and follow their grievance procedure. Education providers must have an internal grievance procedure to listen to and deal with any concerns or complaints to ensure a fair result. They will have designated a person who you can talk to and who will advise you on how to address your concerns or complaints. This may be the principal or the international student director.

If the provider's grievance process does not address your concerns or complaints, you can contact: • NZQA (for concerns and complaints about a provider breaching the Code) or • iStudent Complaints (for concerns and complaints about money or contracts).

**Is your complaint about a provider breaching the Code?**

As the Code administrator NZQA has the legal authority to investigate potential breaches of the Code. It has a process for finding out if the concern or complaint is valid and if a provider has breached the Code. This includes getting information from both the student who has raised the concern or complaint and the education provider.

For information about how to make a complaint see the NZQA website [www.nzqa.govt.nz/about-us/make-a-complaint/make-a-complaint-about-a-provider/](http://www.nzqa.govt.nz/about-us/make-a-complaint/make-a-complaint-about-a-provider/)

**Is your complaint about money or contracts?**

iStudent Complaints is an independent service provided by the New Zealand government that can help you resolve concerns and complaints that are about money or contracts with an education provider. The service is free.

**You can contact iStudent Complaints in a few ways:**

Website [www.istudent.org.nz](http://www.istudent.org.nz) Email [complaints@istudent.org.nz](mailto:complaints@istudent.org.nz) International phone number 64 4 918 4975 Freephone (within New Zealand) 0800 00 66 75 Fax 64 4 918 4901 On social media: Facebook [www.facebook.com/istudent.complaints](http://www.facebook.com/istudent.complaints) WeChat (search for 'NZ iStudent Complaints' Chinese language only) Post: iStudent Complaints P.O. Box 2272 Wellington 6014 New Zealand  
Image courtesy of Brand Lab. December 2016.

## **TUITION AGREEMENT FOR ENROLMENT**

If Al-Madinah School ('School') accepts the student named in the application for tuition ('Student') for tuition in New Zealand, the following terms and conditions shall apply.

The School shall provide tuition in accordance with the New Zealand Ministry of Education Code of Practice for the recruitment, welfare and support of international students.

The parents or guardians of the student who have signed the application for tuition on behalf of the Student ('Parents') 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

Receive information from any person, authority or corporate body concerning the Student including, but not limited to, medical educational or welfare information.

Provide consents in respect of any activity carried out and authorised by the School.

Receive financial information relating to the Student including bank accounts, debts or income of the Student while in New Zealand.

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.

The Parents irrevocably authorise the Principal of the School to advise the Student's Caregiver/Guardian of all matters and information required to be provided to parents of any student under the Education Act 1989 and agree to appoint the Caregiver/Guardian as their agents in New Zealand to receive such information in substitution for the Parents.

4. The Parents agree to provide the School with academic, medical or the School may request other information relating to the well being of the Student as from time to time by the School

5. 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 to the Student or the Student's property arising out of the Student's Caregiver/Guardian.

Any damage or harm caused to the Student or the Student's property while attending the School unless the harm was a result of gross negligence on the part of the School.

Any damage or harm caused to the Student's property outside of normal School hours and in the case of the Student's property. Shall not be responsible for any damage to such property that may occur outside the School's premises.

6. Without restricting clause 5 but subject to clause 7, the School's liability in relation to the supply of services to the Student is limited to the amount of fees paid by the Student for the provision of services in respect of which liability arises.

7. Nothing in this Agreement limits any rights the Parents and/or Student may have under the Consumer Guarantees Act 1993.

8. Either party may terminate this agreement at any time upon 5 days written notice. If the agreement is terminated the refunds policy for international students as outlined in Schedule I shall apply ('Refunds Policy').

9. It is acknowledged that the suspension, expulsion and exclusion of students provision as set out in Part II of the Education 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 the agreement and the Refunds Policy shall apply. The Parent shall have no claim in damages or for any compensation if this agreement is terminated in these circumstances.

10. Neither party shall be default or in breach of their obligations under this agreement to the extent that the performance of those obligations is prevented by an event of force majeure Force majeure means an event beyond the reasonable control of the party seeking to rely on force majeure.

11. 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 Parents irrevocable submit to the jurisdiction of the courts of New Zealand, agree that proceedings may be brought before any court including any forum constituted under the Arbitration Act 1908 within New Zealand and waive any objections 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.

12. The Parents agree that the Student will comply with school rules and policies including the school rules for international students set out in the prospectus.

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 days after the date posted post.

14. This agreement shall consist of the application for tuition and this tuition agreement including Appendix 4. 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 writing to the Parents and still continue in force while the Student is enrolled with the School.

**15. The Parents 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, provide tuition service to the Student and / or Parents advice or information concerning products and services the School believe 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 8 Westney Road, Mangere, Phone (09) 275 5195, Fax (09) 275 2292

(c) If the Student/ Parents fail to provide any 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.

(e) The Student/ Parents acknowledge that they have been advised to take out appropriate medical insurance

(f) The Parents can change designated caregiver/guardian provided all necessary documents have been completed. Any change of caregiver/guardian will be notified to the School in writing before a change takes place.

(g) The Parents / Students accepts that students will live in the school in accordance to the special character and culture of the school.

The Student/Parents authorise the School to obtain at any time from the person or entity any information it requires to process and /or accept the application for tuition or to perform or complete any of other purposes under this Agreement. The Student/Parents authorise any such person to release to the School any personal information that person holds concerning the Student/Parents.

We are aware and understand that New Zealand Ministry of Education very strongly recommends all international students to have Health and Travel insurance prior to coming in NZ and to maintain it while the student is in New Zealand.

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

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

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

## **International Students - Application for enrolment at Al-Madinah School**

This application is made by \_\_\_\_\_ (Parent/Designated Caregiver)  
Of (normal residential address)

\_\_\_\_\_

For the admission of \_\_\_\_\_ (Name of student)  
As student at Al-Madinah School.

Please explain why you chose Al-Madinah School for your application to study in New Zealand (family ties, location, seen on the website, agent or friend referral, directory information etc) \_\_\_\_\_

### *PARTICULARS OF THE STUDENT WISHING TO ATTEND AL-MADINAH SCHOOL*

Please attach the following supporting documentation

- Most recent school reports and examination results.
- Any testimonials in support of your application
- Passport details

1.Full name of the student:

Family name \_\_\_\_\_ First names \_\_\_\_\_

Known as \_\_\_\_\_

2.Residential address in the home country

\_\_\_\_\_

3.Date of birth \_\_\_\_\_ please provide a copy of the birth certificate

4.Telephone number \_\_\_\_\_

Fax number \_\_\_\_\_

E-mail address \_\_\_\_\_

5.Country of citizenship \_\_\_\_\_

6.Language spoken at home \_\_\_\_\_

7.Current school \_\_\_\_\_

8.Current year of schooling e.g. Year 11,Form 5 \_\_\_\_\_

9.Number of years studying English \_\_\_\_\_

10.Circle the form level for which you are applying based on academic record and age:

Form 7 (17-19) Form 6 (16-17) Form 5 (15-16) Form 4 (14-15) Form 3 (13-14)

11.Subject you wish to study: \_\_\_\_\_

12.Aims for your Careers \_\_\_\_\_

13.Emergency and Medical detail.

Please record the details of any medical condition (disabilities, allergies, special medication etc) this information for emergency or welfare purpose



\_\_\_\_\_

We suggest that all students have health insurance.

Name of doctor in NZ (if known) \_\_\_\_\_

Emergency contact person in NZ \_\_\_\_\_

Ph. \_\_\_\_\_

### **15. Guardian /Parents representative in NZ**

It is also expected that all students will have a NZ guardian while they are studying at Al-Madinah School.

Name of guardian \_\_\_\_\_

Address \_\_\_\_\_

Phone numbers: Home \_\_\_\_\_ Work \_\_\_\_\_

Occupation \_\_\_\_\_

16. Personal and community interests, activities hobbies or sports and achievements:

17. Names of any brothers or sisters who attended or are attending Al-Madinah School

18. Please record any other schools for which you have applied in NZ

### **19. PARTICULARS OF PARENTS**

Please record the details of the student's natural parents

19.1 Father's surname \_\_\_\_\_ Father's First name \_\_\_\_\_

19.2 Father's address \_\_\_\_\_

19.3 Father's telephone number: Work \_\_\_\_\_ Home \_\_\_\_\_ Fax \_\_\_\_\_

19.4 Father's employer \_\_\_\_\_

19.5 Mother's surname \_\_\_\_\_ Mother's first name \_\_\_\_\_

19.6 Mother's address \_\_\_\_\_

19.7 Mother's telephone number: Work \_\_\_\_\_ Home \_\_\_\_\_  
Fax \_\_\_\_\_

19.8 Mother's employer \_\_\_\_\_

Signature: \_\_\_\_\_  
(Parent)

Signature: \_\_\_\_\_  
(Designated Caregiver – if applicable)

Signature: \_\_\_\_\_  
(Student – if applicable)

# **PARENT/DESIGNATED CAREGIVER & STUDENT'S AGREEMENT & GUARANTEE**

## **1 Computer & and Internet Use**

### **Student**

I understand that I must abide by the conditions and rules as set out in the School's Computer and Internal Use Agreement (attached). I further understand that there will be consequence (including the possible loss of access) if I should commit any violation of these conditions.

### **Parents**

General Use of Computer Resources: As the parent or guardian of this student, I have read the Computer & Internet Use Agreement (attached). I believe the student has read the document and understands his or her obligations. I understand the computer resources at Al-Madinah School are designed for educational purposes and that any violations of the conditions as set out in the agreement can lead to loss of privileges, I also understand that theft or damage to equipment could result in a bill for the cost of replacement parts or repairs.

### **Internet Access**

As the parent or guardian of this student, I understand that it is impossible for the school to fully restrict access to controversial materials on global information systems such as the Internet or email. I also understand that while the school will take appropriate measures to limit access to illegal, dangerous or offensive materials, ultimately, it is each student's responsibility not to initiate access to such materials.

I hereby give my permission for \_\_\_\_\_ to be given access to global information systems such as the Internet or email.

## **2. Publicity and Acknowledgement of Student s work**

It is the Schools policy to publicly display student's work wherever possible (including newsletter, prospectus, yearbook, open day displays, website etc). The Privacy Act requires that we have the permission of the students and their parents to do that in certain cases.

### **Student**

I give the School permission to publicly display my work in photographic format as an individual or as part of a group.

### **Parents**

I give permission to the School to publicly display \_\_\_\_\_'s work and his /her image in photographic format as an individual or as part of a group.

### 3 General

#### Parents

##### I hereby guarantee

- 1) That the above information is correct
- 2) That my child/ward will attend school regularly
- 3) That my child /ward will abide by the school rules including wearing of the correct Al-Madinah School Uniform

##### I fully understand that

- 1) Any misleading information given in this document may the validity of my child's enrolment
- 2) The information on this form will be used by the School for educational purposes
- 3) The School may include my child in routine health checks when necessary.

#### Tuition Agreement

I have read and understand the terms set out in this agreement including the attached schedules and agree to them. (Please also initial the attached schedules).

#### Students

I have read this agreement and I agree to abide by the school rules including: school's special character requirements; attending school regularly; wearing of the correct Al-Madinah School uniform; doing my best to bring credit to the School.

Parent/Designated Caregiver: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

## STATEMENT OF DESIGNATED CAREGIVER ARRANGMENTS

I/ we acknowledge that I /we have decided to place my/our child within care of a caregiver vetted and monitored by myself/ourselves in order for them to attend Al-Madinah School as an international foreign fee paying student. Accordingly I/we take full responsibility and accept the decisions made my/our-designated caregiver about the home stay placement and day-to-day requirements of my/our child.

They will attend Al-Madinah School for ( ) terms, from\_\_\_\_\_ to\_\_\_\_\_.

(full name as it appears on passport)  
(preferred name in New Zealand)

I/we have placed my/our child in the care of their caregiver  
(full name of caregiver)

Known address and contact numbers of caregiver:

Address

Phone

New Zealand immigration status\_\_\_\_\_

Should this arrangement change I/we undertake to inform Al-Madinah School immediately. Further, I/we understand that should Al-Madinah School have any concerns regarding the welfare of my/our child they may refer for further action or refer the matter to the relevant child welfare authorities, or any other appropriate agency in New Zealand.

I/we take full responsibility for placing my/our child with the designated caregiver named above and I/we understand that Al-Madinah School is not responsible for my/our child outside of normal school hours and activities .I/we do however understand that Al-Madinah School will make every endeavour to provide for the care and welfare of my/our child at all times while studying in the school.

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

**The School will visit the home prior to enrolment to check the accommodation and other facilities and will meet the student at least once a term to ensure the well being of the student.**

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## 2.0 Students agreement - Acceptable Use of ICT Assets

*As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules*

1. I cannot use school ICT equipment until my parent(s) and I have signed my use agreement form.
2. I can only use the computers and other school ICT equipment for my schoolwork.
3. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
4. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my user name.
5. I will not tell anyone else my password.
6. I can only go online or access the Internet at school when a teacher gives permission.
7. I understand that I must not, at any time, use the Internet, email, mobile phones or any ICT equipment to be mean, rude, offensive, or to bully, harass, or in any way harm anyone else connected to our school, or the school itself, even if it is meant as a 'joke'.
8. While at school, I will not:
  - Attempt to search for things online I know are not acceptable at our school. This could include anything that is rude or violent or uses unacceptable language such as swearing
  - Make any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
9. If I find anything mean or rude or things that I know are not acceptable at our school on any ICT, I will:

- Not show others
  - Click on the '**Hector Safety Button**' or turn off the screen and
  - Get a teacher straight away.
10. I understand that I must not download or copy any files such as music, videos, games or programmes without the permission of a teacher. This is to ensure we are following copyright laws.
11. I must have a letter from home and permission from school before I bring any ICT equipment/device from home. This includes things like mobile phones, iPods, games, cameras, etc.
12. I will not connect any device (such as a USB drive, camera or phone) to school ICT or run any software, without a teacher's permission. This includes all wireless technologies.
13. The school cyber safety rules apply to any ICT brought to school like a mobile phone.
14. I will ask my teacher's permission before giving out my or any other person's personal information online or otherwise. I will also get permission from any other person involved.

**My Personal Information includes:**

- **Name**
- **Address**
- **Email address**
- **Phone numbers**
- **Photos.**

15. I will respect all school ICT and will treat all ICT equipment/devices with care. This includes:
- Not intentionally disrupting the smooth running of any school ICT systems
  - Not attempting to hack or gain unauthorised access to any system
  - Following all school cyber safety rules, and not joining in if other students choose to be irresponsible with ICT
  - Reporting any breakages/damage to a staff member.
16. I understand that if I break these rules, the school may need to inform my parents. In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs.

**Name of Student:** ..... **Student's signature:** .....

**Witnessed by:** ..... (Signature)

**Witness Name:** ..... **Contact Ph:**.....

### 3.0 Parents/Caregiver-Agreement on ICT Safety Policy

**To the parent/caregiver/legal guardian, please:**

1. **Read this page carefully** to check that you understand your responsibilities under this agreement.
2. Sign the appropriate section on two sets of this form (one copy for school and one for yourself to keep for your reference).

**I understand that AMS will:**

- Do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school ICT equipment/devices at school, or at school-related activities
- Work progressively with children and their families to encourage and develop an understanding of the importance of ICT Safety through education designed to complement and support the use agreement initiative.
- Keep a copy of this signed use agreement on file.
- 
- Respond to any breaches in an appropriate manner.

**My responsibilities include:**

- To read the ICT Safety use agreement document and the policy.
- To discuss the information with my child and explain why it is important.
- To return the copy a copy of the signed agreement to the school.
- To support the school’s ICT Safety programme by encouraging my child to follow the cyber safety rules, and to always ask the teacher if they are unsure about any use of ICT.
- To only take pictures/ work samples of my child and not of other students, staff or teachers at AMS.
- To contact the principal or school ICT safety personnel to discuss any questions I might have about cyber safety and/or about this agreement.

Furthermore I give permission to the school to produce/publish my child/children’s work including written/photographic etc into the school magazine/newsletters and other school related publication for the purposes such as student/school promotion into school and wider community.

**I hereby declare that I have read and understood the Al-Madinah School BOT ICT Safety Policy and I am aware of the school’s initiatives to maintain a safe learning environment and of my child’s responsibilities. I further give assurance that I will give my full cooperation to the school in dealing with the breach of this policy by my child/children or myself.**

**Name of Student:** ..... **Student’s signature:** .....

**Name of Parent/ Caregiver/ Legal guardian:** .....

**Parent/ Caregiver/ Legal guardian signature:** ..... **Date:** .....

**Witnessed by:** ..... (Signature)

**Name:** ..... **Contact Ph:**.....