



Enjoy Success at One of New Zealand's Premier High Schools

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## Tuition Contract for International Students

### Studying at Mount Aspiring College 2010/11 Academic Year

The parties to this contract are:

\_\_\_\_\_ ,

Parents of the International Student ("Parents"),

And

Mount Aspiring College Board of Trustees ("The School")

### Terms and Conditions

1. 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.
  - 1.1. The above parties contract that the school will provide tuition services to "Parents". The parties acknowledge that \_\_\_\_\_ "The student" is the recipient of services but is not a party to this contract.
  - 1.2. This agreement shall consist of the Application for Tuition, this contract including the attached Schedules One and Two. This agreement contains the entire understanding of the parties and overrides any prior promises, representation, understandings or agreements. The terms of this agreement may be changed by "The School" in writing to the "Parents" and shall continue in force while the student is enrolled with the school.
2. The " Parents " of the student irrevocably appoint and authorise the Principal of the school ( or such other person as may be appointed by " The School " to carry out the principals duties ) to :
  - 2.1. Receive information from any person, authority or corporate body concerning the student including, but not limited to, medical, educational or welfare information.
  - 2.2. Provide consents in respect of any activity carried out and authorised by "The School ".
  - 2.3. Receive financial information relating to the student while in New Zealand.
  - 2.4. 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 practical to contact the "Parents" or where they cannot be contacted.



3. The legal responsibility and legal Guardianship of the student shall remain with the "Parents". The "Parents" shall be ultimately responsible for the important decisions for the student while she / he is in New Zealand.
4. The "Parents" agree to provide "The School" with academic, medical or other information relating to the well-being of the student from time to time as required by "The School". "The School" shall use its best endeavours to ensure the safety, health and well-being of the student but shall not be liable for:
  - 4.1. Any damage or harm caused to the student or the students property arising out of the student's accommodation arrangements or while attending the School  
Or outside of normal school hours.
5. "The School's" liability in relation to the supply of goods and services to the "Parents" is limited to the amount of fees paid for any one year, or part-there of, tuition.
6. The "Parents" agree to pay all tuition fees and additional charges as may from time to time be levied by the school. The parents accept that the school has a right to effect a change of course if it is seen to be in the best interests of the students and has been discussed with them or a nominated caregiver.
7. The Refund Policy for "The School" is based on Section 4B (7) of the Education Amendment Act (N 4) 1991.
  - 7.1. In order to be eligible for any refund the "Parent's" must apply in writing to "The School". If you wish to withdraw after arriving in NZ, no refund will be made except in the case of:
    - (a) Return home because of serious illness (physical or psychological) of the student.
    - (b) Return home because of a serious family matter (e.g.: death or serious illness in the family).Written evidence must be provided. In these cases, the school reserves the right to retain amounts to cover costs already incurred. The balance will be returned.
  - 7.2. If notice of cancellation is received in writing two weeks before the start of the course, full tuition fees will be refunded, less any agency fees. "The School" reserves the right to deduct an administration cost of \$500.00.
  - 7.3. If the "Parents" wish to cancel the student's further study after the course has started, the following will be deducted:
    - (a) Administration costs
    - (b) Agent's commission
    - (c) At least one terms fee
  - 7.4. Except in exceptional circumstances, no refund will be payable to the "Parents" who withdraws the student in the second half of the course. In the case of a full-time student, this would be at the commencement of the third term.
  - 7.5. No refund will be made to the "Parents" whose student is asked to leave the school because of misbehaviour, poor attendance or violation of the New Zealand law, including traffic laws.
  - 7.6. No refund will be made to a student wishing to transfer to another school unless there is sound educational reason, or significant change of circumstance, acceptable to the school, for that transfer.
  - 7.7. No refunds will be made to the "Parents" who acquire Permanent residence for the student after having enrolled at the school.

**Fee Protection Policy:** The school ensures that all student's fees are protected in the event that the school is unable to offer tuition to international students or in the event that a student is required to transfer to another institution or return home.



8. Neither party shall be in default or in breach of their obligations under this agreement to the extent that the performance of those obligations is prevented by an event beyond the reasonable control of either party.
9. The "Parents" agree that the student will comply with the school rules as set out in Schedule One and the homestay rules as set out in Schedule Two. "The School" retains the right to amend the rules and policies from time to time.
10. Notices given under this agreement must be in writing and given to the address set out in the application forms. Those sent by fax shall be deemed to have been received five days after faxing.
11. The "Parents" must advise the International Department of any change of address, phone number or home circumstances.
12. The "Parents" acknowledge that they do not reside in New Zealand and promise to inform the school of the dates of their trips to New Zealand.
13. The "Parents" acknowledge that :
  - 13.1 Personal information of the "Parents" 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 and associated services for the "Parents", or advice or information concerning products and services "The school" believes may be of interest to the "Parents" to enable "The School" to communicate with the "Parents" with that information as "The School" sees fit.
  - 13.2 All personal information provided to "The School" is collected and will be held by "The School".
  - 13.3 The "Parents" have the right under the Privacy Act 1993 and amendments, to obtain access to and request corrections of any personal information held by "The School" concerning them.
14. The term of this agreement is for the current academic year only.



## Execution

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

### Parent / Agent

Signed: ..... Date: .....

Full name of the Parent: .....

Residential Address where Parent normally resides:

.....  
.....  
.....

Country: .....

Dates the Parent's expect the Student to be in New Zealand:

From: ..... / ..... / ..... To: ..... / ..... / .....  
(day) (month) (year) (day) (month) (year)

Please also fill in and sign the attached:

- i) Schedule One
- ii) Schedule Two

### The School

Signed: ..... Date: .....

Name of Principal: .....



## Schedule One: Rules for International Students Attending Mount Aspiring College

1. Students must abide by the laws of New Zealand.
2. Students must be at school punctually by 8.35 am everyday, and complete all assignments and homework. Absenteeism may result in the student's dismissal from school. A Doctor's certificate is required for any absences longer than three days. Students must ask permission if they are going to be absent for any reason.
3. Students are to comply with all school rules.
4. In accordance with New Zealand law and in the interests of student's safety all road rules must be obeyed, including the wearing of safety helmets.
5. Student's must have "Parents / Agent" written permission to drive to school and must also gain permission from the Deputy Principal. Students can only drive with a valid NZ license or International license.
6. Valuable items such as radios, cassette players, skateboards etc are not to be brought to school. Sums of money should not be left in lockers, but should be left at the school office.
7. Smoking is not permitted on the school premises at any time. Smoking at any time in school uniform is not permitted.
8. No alcoholic liquor is permitted on the school premises at any time. Students are also not permitted to consume alcohol prior to coming to school functions such as dinners, dances or any organized functions following school events.
9. No illegal drugs are permitted on the school premises at any time. The school authorities will also take a very serious view of students being involved with drugs outside the school. The student visa can be revoked if the student is caught in possession of illegal drugs. In addition, due to safety requirements, the school periodically undertakes random drug testing of students involved in the Outdoor Pursuits Programme - students testing positive will be excluded.
10. Regulation uniform is to be worn as required.
11. Students must respect term dates. All holiday travel must be within school holiday time only.
12. The "Parents / Agent" acknowledges that "The School" may from time to time amend or add to these Rules in the interest of the school and the student, and the "Parents / Agent" are bound by such amendments.

**We / I the " Parents / Agent ", of the student, have read these conditions and understand if the student fails to meet these conditions, it may result in the student being asked to leave and the student visa being revoked.**

Name of Parent / Agent: .....

Signed: ..... Date: .....

Witnessed: ..... Date: .....

Student's Name: .....



## Schedule Two: Conditions of Homestay Accommodation for International Students

1. The "Parents / Agent" will make homestay payment in advance to the school. The school will forward on a fortnightly basis the homestay payment on behalf of the student.  
Homestay payment will include a fully furnished room (with a desk and lamp), all meals and a full laundry service. The student will be closely supervised and will have access to help at all times.
2. Homestay accommodation for the student cannot be changed unless arrangements are made through the College homestay programme.
3. The hosts must give permission prior to the student making International telephone calls.
4. The hosts will always be informed by the student as to where they expect to be, what time they will be home and an emergency telephone number. The student will always telephone the host family if they will be late, or if they do not require an evening meal.
5. Students are not permitted to stay over at friends Sunday through to Thursday nights, nor have friends to stay over, unless it is during holiday periods. Exceptions can be made if the host family is travelling out of town.
6. Students may contribute to light household chores as required.
7. Students will show the host family respect at all times.
8. Students will follow all homestay rules in the homestay agreement.

**We / I, the "Parents / Agent", have read the above homestay conditions and guarantee the good behaviour of the student in the allocated homestay. We / I understand that unacceptable behaviour on the part of the student in the homestay may lead to termination of the student's enrolment at "The School".**

Signed: ..... Date: .....

Student Name: .....



## Fees 2010/2011

### Fee Paying Students

The tuition fees for 2010 and 2011 are approximately \$12,795.00 for all new students.

#### This fee includes:

- Tuition fees in our integrated High School programme
- ESOL instruction carried out at the Centre, if needed.
- Instruction to prepare for external English exams, if needed for entry to university (IELTS, TOEFL, etc.)
- NZQA assessment and exams. Homestay Registration Costs
- Ministry of Education Levy
- Administration and Bank fee.

#### This fee does not include:

- School Uniform costs for year 7 to year 11 students. Around \$600.00
- Course costs and field work costs. For Outdoor Pursuits this is around \$250.00 per term.
- Insurance. **All students must have health insurance.** This can be provided by the International Language Centre and reflects the true market cost of the insurance.
- External exam costs (IELTS, TOEFL, etc.)

#### Homestay Fees:

- Home stay costs are \$230.00 per week in 2010 (\$240 in 2011)

#### Student benefits:

- Students benefit from discounted ski passes at both Cardrona and Treble Cone, providing these are purchased in advance (contact Language Centre)
- Students can apply for an International Student card which gives them discounted air travel and other benefits in New Zealand.



### Overseas Students: Mount Aspiring College 2010 and 2011

#### Cost Breakdown

<b>Tuition Fees (NZQA fees included)</b>	
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<b>Outdoor Education Fees</b>	
	\$
One Term	250.00
Two Terms	500.00
Three Terms	750.00
Four Terms (Full Year)	1000.00

<b>Administration and Ministry of Education Fees</b>	
One Term	\$375 + \$105
Two Terms	\$375 + \$210
Three Terms	\$375 + \$315
Four Terms	\$375 + \$420

<b>Homestay Fees 2010/11</b>	
	\$
Cost per Week 2010	230.00
Cost per Week 2011	240.00

<b>Insurance</b>	
Unicare – dependent on length of stay	

Tuition Fees includes student's tuition fee in our integrated High School programme, ESOL instruction if needed, instruction to prepare for external English exams (IELTS, TOEFL) NZQA assessment, exam or scholarship fees.

It does not include school uniform, additional course costs, insurance, external examination fees (IELTS, TOEFL); personal and recreational costs; homestay registration costs and administration expenses, bank fees.

See sample 'Letter of Guarantee and Offer of Placement to International Students' below.



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## Letter of Guarantee and Offer of Placement to International Students

### Full year / Part year students

#### Student Details

Family Name: **DRAFT ONLY**

First Name(s): **Full Year, 2010**

Address:

Telephone:

Fax:

Nationality:

Male / Female:

Date of Birth:

**Course:** One full year of Academic Secondary School Studies at Mount Aspiring College (2 February to 14 December 2010) at Year 12 Level. The school reserves the right to change the course / fees to suit the student's ability.

**Tuition:** Four academic terms \$12,000.00

**Ministry of Education Levy:** \$225 per term (4 terms) \$ 420.00

**Registration:** \$ 200.00

**Homestay Registration:** \$ 150.00

**Bank Fee:** \$ 25.00

**Homestay:** 47 weeks at \$230.00 per week \$10,810.00

**Insurance** for 324 days (approx.) \$ 450.00

**TOTAL TO PAY:** **\$NZ 24.055.00**

Fees shown are payable to the Mount Aspiring College's Bank Account by transfer, Bank Draft or to the main school office. Please deposit your fees, to confirm your place and to apply for your visa.

#### Please Note:

If the student undertakes the Outdoor Pursuits programme there is an additional cost of approximately \$250 per term (depending on the activity undertaken). The above fee does not include costs for stationery and other minor items.



### Term Dates for 2010

- **Term One: Monday 2 February to Friday 1 April**
- **Term Two: Monday 19 April to Friday 2 July**
- **Term Three: Monday 19 July to Friday 24 September**
- **Term Four: Monday 11 October to Friday 14 December**

### Public Holidays for 2010

- **Schools must be closed in 2010 on Saturdays and Sundays and on the following holidays:**

**Waitangi Day Saturday 6 February**

**Otago Day Monday 23 March \*up to here**

**Queen's Birthday Monday 1 June**

**Labour Day Monday 26 October**