



International Education

Tuition Agreement

Contract between Waitaki Girls' High School and the Parents and the Overseas Student attending Waitaki Girls' High School

1. Waitaki Girls' High School Agrees To:

- (a) Provide a New Zealand education programme.
- (b) Provide an assessment of your daughter's English ability and, in discussion with you, the need for extra English instruction.
- (c) If required provide specialist English instruction through our "English for Speakers of Other Languages" classes.
- (d) Provide a place in our Boarding House. In the event of Boarding House accommodation not being available, homestay accommodation will be arranged. (Homestay accommodation may be considered after the first year if this is requested).
- (e) Arrange homestays during school holidays as required.
- (f) Provide a minimum of two reports per year on your daughter's progress in the School.
- (g) Provide a disciplined and caring environment in which your daughter can progress both educationally and personally.
- (h) Observe and be bound by the New Zealand Education (Pastoral Care of International Students) Code of Practice 2016, published by the Minister of Education. Copies of the code are available from the Ministry of Education Website at www.minedu.govt.nz/codeofpractice.

2. The Student and Parents Agree To:

- (a) Understand and observe all school rules, in particular:
 - to attend all classes on time.
 - to ensure that the school is notified because of absence through illness.
 - to make an effort in every class to complete all set work and assignments to a satisfactory standard.
 - to complete all set homework.
 - to attend all whanau meetings, level meetings and assemblies.
 - to wear regulation school uniform correctly.
 - to participate in school activities as required.
- (b) Attend for the full school year, including making travel arrangements that do not interfere with school time.
- (c) In a homestay situation:
 - obey the rules set by the homestay parents
 - participate with the homestay family in everyday New Zealand cultural activities
 - discuss any problems that arise with the Director of International Students
- (d) The following are not permitted at any time:
 - smoking
 - use of alcohol or drugs
 - owning or driving a motor vehicle (unless you are learning to drive with a registered driving instructor)
 - any form of violence (physical or verbal) against another person or property
 - sexual relationships

3. Waitaki Girls' High School reserves the right to place the student in the appropriate classes and year levels.
4. The parents declare that the student does not have any physical, mental, educational or behavioural special needs.
5. If the parents withhold or give false information then the contract will be terminated.
6. If there is a medical emergency regarding the student, the parents give WGHS the right to decide the best course of action.
7. Ensure the appropriate medical and travel insurance is provided while the student is studying in New Zealand. (This can be arranged by the school if required.)
8. **Fees:**
 - (a) **Fees**
Will be payable one year in advance before arrival.
 - (b) **Refunds**
See **Fees Refunds and Fees Protection for International Students. Parents – please sign and date a copy of this and return with this signed contract.**
9. If a student consistently fails to meet any of the criteria that are laid down in the contract or if there are any disputes under New Zealand Law regarding the student:
 - (a) A meeting will be held at school with all parties concerned
 - (b) Parents will be notified by email or letter
 - (c) Every effort will be made by the school to assist the student to improve her performance
 - (d) Regular monitoring of the student's behaviour will occur
 - (e) If a student continues to behave and/or work below the acceptable standard, her place at Waitaki Girls' High School may be withdrawn.

Acceptable behaviour is expected at school, in the boarding house, and in homestays. A student is covered by the terms of this Contract at all times while she is a student at Waitaki Girls' High School.

Waitaki Girls' High School reserves the right to withdraw a student's place in the school for serious breaches of discipline. Parents will be informed and the student will be returned to her home country. Immigration authorities will be notified and the current student visa cancelled.

10. I have read and understood this document and the attached "Fees Refunds & Fee Protection" Policies.

Signed

Parent/Caregiver

Date

Student

Date

On behalf of WGHS

Date