

### 1. STUDENT DETAILS

Legal SURNAME		Legal FIRST NAMES		<b>Verification</b> (Office use only)  Passport photocopied <input type="checkbox"/>  Student visa photocopied <input type="checkbox"/>
English NAME		Date of Birth		
Student Email		Student Phone Number		
Passport Number		Date of Entry in NZ		
Student Visa Number		Visa Expiry Date		
Length of Time of Enrolment	from dd/mm/yyyy _/_/___	to: dd/mm/yyyy _/_/___	<b>OR</b> circle below: Term 1    Term 2 Term 3    Term 4	

### 2. PARENT DETAILS

Will the student be living with a parent or designated caregiver?		Parent <input type="checkbox"/>	Designated Caregiver <input type="checkbox"/>	Parent/Guardian <input type="checkbox"/> Passports Photocopied  Proof of Residential Details <input type="checkbox"/>  Signed letter from parents <input type="checkbox"/>  Support info for caregivers if applicable <input type="checkbox"/>
Complete details of the <b>Parent/s</b> the International Student will <b>reside with while attending MCS</b>				
Parent (1) NAME		Parent SURNAME		
Relationship to student eg mother		Parent Email		
NZ address				
Home Phone		Work Phone		
Mobile Phone		Do you speak English?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Parent (2) NAME		Parent SURNAME		
Relationship		Parent Email		
NZ address				
Home Phone		Work Phone		
Mobile Phone		Do you speak English?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

### 3. CAREGIVER CONTACT DETAILS

Name		Surname		Signed Indemnity <input type="checkbox"/> Documents for students living with a designated caregiver  Caregiver Agreement <input type="checkbox"/>
Address				
Email		Mobile Phone		
Work Phone		Relationship		
Do you speak English	Yes <input type="checkbox"/> No <input type="checkbox"/>	English-speaking contact number		

### 4. EMERGENCY CONTACT DETAILS IN NEW ZEALAND

Name		Surname	
Address			
Email		Mobile Phone	
Work Phone		Relationship	

The emergency contact should be a relative or neighbour who can be contacted during the day by the school should some medical or other unforeseen emergency arise. The contact person will be rung only if neither the parent nor guardian/ caregiver can be contacted.

## 5. MEDICAL INSURANCE AND MEDICAL DETAILS

Does the student named above have sound medical health?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Medical Insurance details <input type="checkbox"/> <b>checked and photocopied</b>
Medical insurance is a condition of your visa. <b>Proof</b> of medical insurance in <b>ENGLISH</b> to be supplied.  <i>The website <a href="https://www.scti.co.nz/international-student">https://www.scti.co.nz/international-student</a> may be helpful.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please indicate by ticking the boxes below if you suffer from any of the following medical conditions:  <input type="checkbox"/> Asthma <input type="checkbox"/> Back/neck problems <input type="checkbox"/> Diabetes <input type="checkbox"/> Epilepsy <input type="checkbox"/> Bee/wasp stings <input type="checkbox"/> Heart <input type="checkbox"/> Hepatitis A or B <input type="checkbox"/> Glandular fever <input type="checkbox"/> Migraines <input type="checkbox"/> Medication <input type="checkbox"/> Food <input type="checkbox"/> Other		Emergency Contact Procedures completed <input type="checkbox"/>
If you have ticked <i>Other</i> , please provide details		Medications form <input type="checkbox"/> completed
Please complete a medications form if you have a condition that requires medication e.g. antihistamines for bee stings, migraine medication etc.	Yes <input type="checkbox"/> No <input type="checkbox"/>	

## 6. CODE OF PRACTICE

I have been informed about and received a summary of the Code of Practice for International Students	Yes <input type="checkbox"/> No <input type="checkbox"/>	Copy of Summary Code in <b>Student Handbook</b> <input type="checkbox"/>
I have received a copy of the Student Handbook and understand the Circumstances of Termination	Yes <input type="checkbox"/> No <input type="checkbox"/>	Circumstances of Termination in <b>Student Handbook</b> <input type="checkbox"/>
Is there any other information/notes that will assist us with your child's learning?		
I have received a copy of the Prospectus, Appendix for International Students, International Student Handbook and policies (including Fees Refund Policy) relevant to international Students and have read and understood them	Yes <input type="checkbox"/> No <input type="checkbox"/>	Prospectus <input type="checkbox"/> Appendix <input type="checkbox"/> Complaints Procedures in <input type="checkbox"/> Student Handbook <input type="checkbox"/>

## 7. CONFIRMATION

<ul style="list-style-type: none"> <li>I have read, understood and accept the policies, including the Refund and Fee Protection Policy, conditions of enrolment, rules and procedures regarding International Students at Manukau Christian School and agree to abide by them.</li> <li>I agree that all disputes will be dealt with in accordance with New Zealand law.</li> <li>I confirm all the information contained in this application is true and correct to the best of my knowledge and belief.</li> <li>I will inform the school if there are any changes to the details on this application.</li> <li>In case of an accident or emergency: If the school cannot contact you, or if the illness is serious, a staff member may need to take your son/daughter to an A&amp;E Clinic. If hospitalisation is required an ambulance may need to be called which may be at the parents' expense. I give my permission for the school to make such arrangements as are necessary for the treatment of my son/daughter in an emergency and agree to meet any costs incurred. I indemnify the school of all liability with respect to my child should an accident, sickness or misfortune occur.</li> </ul> <p><b>Parent/Designated Caregiver Name and Surname:</b> _____</p> <p><b>Signature:</b> _____      <b>Date:</b> _____</p>	<b>Student Handbook and Parent Handbook</b> <input type="checkbox"/> Provided (school rules)
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## 8. FEES (Office Use)

Tuition Fees (inc GST)	<input type="checkbox"/> \$ _____ per term	<input type="checkbox"/> \$ _____ per annum	Paid in full <input type="checkbox"/>
Enrolment Fee (inc GST)	\$ _____		Receipt issued <input type="checkbox"/>
Tuition start date		Tuition end date	Offer of place issued <input type="checkbox"/>
Total Paid	\$ _____	Received by	
		Date received	

## 9. CONTRACT OF ENROLMENT

<p>Manukau Christian School agrees to provide tuition and pastoral care support (in accordance with the <b>Code of Practice for the Pastoral Care of International students</b>) for:</p> <p>Name: _____ commencing ___/___/___ for a period of _____.</p> <p>Signature: _____ Date _____ <i>on behalf of Manukau Christian School Trustboard.</i></p> <p>Stamp:</p> <p><b>This document, the Application for Enrolment form, including Policies for International Students, forms the Contract</b></p>	<p>Application approved <input type="checkbox"/></p> <p>Copy of Signed Contract to Applicant <input type="checkbox"/></p> <p>Emergency Contact Procedures <b>completed AND photocopied</b> <input type="checkbox"/></p>
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## 10. CONTRACT CONDITIONS

### ENROLMENT

- Enrolment is subject to availability of places within Manukau Christian School.
- The Principal shall have absolute discretion as to which children he shall enroll. He will be guided by the statements as stipulated in the School Prospectus under "Enrolment Guidelines."
- Parents are familiar with the "Enrolment Conditions" as found in the School Prospectus.
- Parents have read and accept the conditions and statements of belief detailed in the School Prospectus and Student Handbook.
- Enrolment becomes a binding contract when a place has been reserved and payment has been made.

### ENROLMENT FEE

- This is a once-off payment only. If you extend your period of stay, no additional fee is paid.

### PAYMENT

- All fees must be paid in full before the start of each term.

### PAYMENT OPTIONS

Fees can be paid by :

- Credit Card (1.5% surcharge)
- Electronic transfer from your bank to our bank account: Manukau Christian School **12-3615-0014533-01**, ASB Bank, Auckland, NEW ZEALAND.

### TRANSFER OF FEES

Course fees cannot be transferred to any other student.

### ATTENDANCE

- Students are asked to be punctual and to behave in a responsible manner. If your behaviour is unacceptable, you may be asked to leave, in which case, no course fees will be refunded.
- Attendance to all classes is required. Please notify the school if you are away/unable to attend class, failing which the NZ Immigration Department may be contacted.

### CANCELLATION

- I have read and understand the Refund Conditions as outlined in the School Prospectus.

### LIABILITY

- The Christian Schools of Auckland Charitable Trust (hereafter known as CSACT) cannot be held responsible for damage, loss or injury incurred within the School or on an excursion. We require adequate medical and travel insurance.
- CSACT shall under no circumstances be liable to any student or person for direct or indirect or consequential loss or damage of any kind arising out of or attributable to any breach by the Academy of its obligations under the Contract of Enrolment.
- CSACT reserves the right to change courses, starting dates and fees without prior notice.
- CSACT shall not be liable if, for any reason, the published courses cannot be offered due to insufficient students or unavailability of staff.

## 11. ENROLMENT COVENANT

### Philosophical Commitment

#### Final Authority for Matters of Belief and Conduct

Our statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of MCS's faith, doctrine, practice, policy and discipline, our Trustboard is MCS's final interpretive authority on the Bible's meaning and application.

### Spiritual

I desire Christian schooling for my child because I recognise that before God I am responsible for my child's education. I understand that the Statement of Faith and the Statement on Marriage, Gender and Sexuality as outlined in the Prospectus will be the foundational basis of the school's doctrinal biblical position.

### Moral

I agree with and abide by the school rules, particularly those of moral standards involving dress, discipline and social relationships. Further, I will endeavour to maintain an atmosphere in the home that is consistent with that at the school.

I understand that the Biblical method of discipline involves both internal attitude correction as well as external correction. I desire that my child be confronted for attitude problems, realising that these cause behavioural problems, often of a moral nature. For serious behaviour problems discipline is by way of suspension and/or expulsion.

### Educational

I understand that the school's philosophy of Christian education requires a formal time of participating with my child in school tasks at home, and I will commit to do this.

**DECLARATION:** I UNDERSTAND AND ACCEPT THE CONTRACT OF ENROLMENT, CONTRACT CONDITIONS AND ENROLMENT COVENANT OUTLINED ON THIS DOCUMENT.

Name and Surname: \_\_\_\_\_

*Parent/Caregiver of student enrolling*

Signature: \_\_\_\_\_

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

**Manukau Christian School** is a ministry of the Christian Schools of Auckland Charitable Trust.

### CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

**The Christian Schools of Auckland Charitable Trust** has agreed to observe and be bound by The Education (Pastoral Care for International Students) Code of Practice 2021 published by the NZQA. Copies of the Code are available [here](#) or from this institution or from the New Zealand Qualifications Authority [website](#).

**Health and Travel Insurance:** Most students are not entitled to publicly funded health services while in New Zealand unless they are: a resident or citizen of Australia; or a national of the United Kingdom in New Zealand; or the holder of a temporary permit that is valid for two years or more. If you do not belong to one of these special categories and you receive medical treatment during your visit, you will be liable for the full costs of that treatment. We require that you have insurance that will cover the cost of medical treatment in New Zealand for the duration of your stay in New Zealand. We also strongly recommend that you obtain insurance to cover your travel to and from New Zealand.

**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>

## 12. CHECKLIST

Please check that you have completed and returned the following

Application for Enrolment Form		Application to Enrol as an International Student and Tuition Agreement	
Fees Paid		Passport Copy	
Recent School Report		Medical Insurance	