

Francis Douglas



Memorial College

International Student Application Pack

Send completed application to:

International Student Director
Francis Douglas Memorial College
PO Box 5124
New Plymouth 4343
NEW ZEALAND

Phone: +64 (6) 753 6149
Fax: +64 (6) 753 6148
Email: international@fdmc.school.nz
Website: <http://www.fdmc.school.nz>

CODE

Francis Douglas Memorial College has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz/goto/international>

TERM DATES 2019 (TBC)

Term 1	28 January to 13 April
Term 2	29 April to 5 July
Term 3	22 July to 27 September
Term 4	14 October to 7 December

ENGLISH ENTRY STANDARD

As required by the Code of Practice for the Pastoral Care of International Students, Francis Douglas Memorial College will undertake assessment to ensure that applicants are able to participate effectively in the course, and the course offered meets the prospective student's proficiencies and career intentions. The school reserves the right to place a student at a different level if it is deemed in his best interests to do so. The level will be determined in the main by the student's English ability and will be decided in consultation with parents, the caregiver/agent and the student. ESOL classes are offered, however parents may wish to arrange for additional private tutoring. Students wishing to study for senior NCEA qualifications will need to demonstrate the required level of English language proficiency.

APPLICATION REQUIREMENTS AND PROCEDURES

Along with the completed application and student declaration (both included in this document) parents/agents should enclose:

- Certified copies in English of the student's most recent school reports
- A certified copy in English of a testimonial from the Principal of the present school or school previously attended

Enrolment is subject to availability of places within the school. Hostel accommodation is also subject to availability.

The school will consider the application when received and parents or agents will be notified of the decision. A Letter of Offer will be sent with an invoice for school fees. Places can only be confirmed after the **Enrolment fee** is paid.

Upon payment of the **total fees due**, the school will issue a receipt and a **Confirmed Offer of Place** will be provided.

The student is then able to apply to the New Zealand Immigration Service for a Student Visa at the New Zealand or High Commission Office.

This application form, together with the tuition agreement, shall be the terms and conditions of agreement by which tuition shall be provided.

COSTS

Set up costs for a new student (once only)

Enrolment fee	\$765.00
Initial uniform (includes name labels & sewing) + school footwear	\$570.00
Total = \$1,335.00	

PLUS: Fees payable

Tuition fee	\$15,450.00
Accommodation fees for boarding (Covers Hostel during the school week and Homestay on weekends and holidays.)	\$16,120.00
Accommodation fees for Day student (Covers homestay fees)	\$13,770.00
Medical & Travel Insurance (compulsory) (School will arrange)	\$570.00
Government levy	\$450.00
Attendance Dues	\$895.00
Stationery(workbooks, ESOL workbooks etc)	\$155.00
Extra-curricular: sports team fees, field trips, holiday travel (School textbooks are provided free of charge and are to be returned at the end of the year.)	\$300.00

Total fees

Hostel/homestay option **NZ\$33,940.00**

Or

Full time homestay option **NZ\$31,590.00**

To be paid in full into the school bank account

Other expenses

These will depend on the student involved and can be negotiated with the International Student Director. The school is willing to hold the money and distribute or expend it when needed. Any unused funds will be refunded.

NCEA enrolment fee (if applicable)	\$383.30
Pocket money (\$25 per week)	\$1,200.00

GOODS AND SERVICES TAX

All fees are quoted in New Zealand dollars and include Goods and Services Tax (GST) where applicable.

PAYMENT OF FEES

Payment should be made in New Zealand dollars. Payment sent to:

TSB Bank Ltd
Westown, New Plymouth, New Zealand
for credit to:
Francis Douglas Memorial College
Account number: 15 3948 0279353 00
Swift Code: TSBANZ22

Please fax or email the school with the student's name, date and amount of the transfer. All fees must be paid for the full year and are payable in advance.

The school reserves the right to review its fees before the start of each year.

HEALTH SERVICES

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 <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 must have appropriate and current medical and travel insurance while studying in New Zealand.

Unicare Medical and Travel Insurance will be completed by the Francis Douglas Memorial College prior to the student arriving in New Zealand. For policy information, please visit <http://www.unicare.org>

Francis Douglas Memorial College will keep a record of the student's policy number and type.

CONDITIONS OF ENROLMENT

During the time my son attends Francis Douglas Memorial College I agree to the following terms:

1. My son will obey the laws of New Zealand, attend school regularly, abide by the uniform code and accept the rules and discipline of the school, hostel, and host family. If my child were to breach this agreement, the school has the right to ask me to repatriate my son immediately, at my cost.
2. My son will hold the appropriate student visa or permit acknowledged for his study at Francis Douglas Memorial College.
3. I will pay all fees required by the school on time. I understand that my son will only be accepted into the school when all fees have been paid.
4. I accept the Principal, the International Student Director, the Dean of Boarding, Designated Caregiver and the Homestay Hosts as the people who oversee the welfare of my son while he is in New Zealand. Should any problems arise, my son will obey the decision of the Principal or the School's Board of Trustees.
5. I take full responsibility for all debts incurred by my son, including telephone or internet accounts.
6. I understand that all fees are for the school year, February to December and that my son is expected to return home for the Christmas/summer holidays.
7. I undertake to provide an air ticket for my son's return home no less than 6 weeks before departure and acknowledge that the school will hold my son's passport until approved travel is arranged.
8. I accept that if my son does not meet the course completion or attendance requirements I will be informed. If his attendance or work completion does not improve, he will be in breach of this contract and the school will have the right to repatriate him at my expense.
9. I consent to the school authorising medical treatment in the event of an emergency.
10. I have read and understood the Tuition Agreement and Refunds Policy that will apply if my son's application is successful.

REFUND POLICY FOR INTERNATIONAL STUDENTS

SCHOOL FEES

1. If the student withdraws from his course of study before the course completion date, he may be eligible for a refund or partial refund of school fees as set out below.
2. An application for refund of fees must be made in writing. The student must write to the Board of Trustees explaining why he has withdrawn from the course and his reason for seeking a refund.
3. The Board of Trustees will make no refund to a student who:
 - Is expelled or excluded from the school
 - Wishes to transfer to another school – except in exceptional circumstances
 - Has been granted Permanent Residence but did not notify the school in writing when he applied for Permanent Residence
 - Returns home for any reason other than the student's verified serious illness or death or the verified serious illness of a close member of the family – except in exceptional circumstances
4. If the student's application for refund is made before the start of his course, his fees will be refunded in full less an administration charge to cover costs incurred by the school.
5. If the student's application for refund is made after the start of his course, but before the second half of his course, his fees will be refunded less:
 - The administration fee
 - Costs to the school already incurred for tuition
 - Components of the fee already committed for the duration of the course, including appropriate proportions of salaries of teachers and support staff
 - Costs already incurred for the use of facilities and resources
 - The proportion of the Government and Proprietor levy the school is required to pay
 - Any other costs already incurred
6. If the student's application is made after the second half of his course, he will not receive a refund except in exceptional circumstances.
7. If the student has been granted permanent residence and notified the school as above,

the Board of Trustees will refund his tuition fees for any term he has not started minus the Administration Fee. ESOL tuition will not necessarily be provided to the same level as before.

8. Applications for refunds must be made within 30 days of the student's last day at school.

ACCOMMODATION FEES

If the student moves out of his homestay before the end of his contract the homestay host may be owed residual payments due to funded commitments.

The school separately records fees received from international students as "Fees Paid in Advance". These funds are held in the school's main bank account until such time as they have been earned. They are then recorded as revenue and are available for spending. The Board guarantees to keep sufficient funds in reserve to enable the refund of the unearned portion of fees, should the school be unable to continue the course.

FEE PROTECTION POLICY

Contractual Agreement

AGREEMENT TO PROVIDE TUITION SERVICES BETWEEN

FRANCIS DOUGLAS MEMORIAL COLLEGE AND THE PARENTS OF:

Name of Student: _____

Name of Parent: _____

Address of Parent: _____

1. The Parent has made application for tuition of the Student in New Zealand and wishes the Student to attend Francis Douglas Memorial College (the 'School') for the period (D/M/Year) until (D/M/Year)
2. The School has agreed to enrol the Student upon and subject to the terms and conditions hereinafter set out.

The School's Obligations

3. The School will observe and be bound by the Ministry of Education's *Code of Practice for the Pastoral Care of International Students* ("Code"). Copies of the Code are available on request from the school or from the Ministry of Education website at <http://www.minedu.govt.nz/goto/international> The School shall provide tuition in accordance with that accorded to domestic students.
4. 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 Student's property while attending the School
 - 4.2. Any damage or harm caused to the Student or the Student's property arising out of the Student's accommodation
 - 4.3. Any damage or harm caused to the Student or the Student's property outside normal school hours. In the case of the Student's property, shall not be responsible for any damage to such property that may occur outside the school premises.

The Parent's Obligations

5. The Parent shall:
 - 5.1. Pay to the School the tuition fees in the manner agreed to by both parties
 - 5.2. Agree to provide the school truthfully with academic, medical or other information relating to the well-

being of the Student as may be requested from time to time by the school

5.3. The student will accept and abide by the school's rules and all instructions given by members of staff.

5.4. The students will attend school on all occasions when it is open unless prevented by illness or other urgent cause.

Authorisations

6. The parents of the Student who have signed the application for tuition on behalf of the Student irrevocably appoint and authorise the Principal of Francis Douglas Memorial College (or such other person as may be appointed by the Board of Trustees of the school) to:

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

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

6.3. 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 Applicant.

6.4. If applicable, advise the Student's Designated Caregiver of all matters and information required to be provided to parents of any student and agree to appoint the Designated Caregiver as their agents in New Zealand to receive such information in substitution for the Applicant.

6.5. To take whatever steps are necessary to ensure the Student complies with School rules and policies as set down by the School.

6.6. To obtain at any time from any person or entity any information required to process and/or accept the application for tuition or to perform or complete the School's various obligations under this agreement. The Applicant authorises any such person to release to the School any personal information that person holds concerning the Student/Applicant.

Limitations of Liability

7. In no event shall the School's liability exceed an amount equal to the amount of tuition fees paid by the Applicant.

Termination

8. Either party may terminate this agreement with 5 (five) days written notice

9. Upon termination of this agreement, refunds will be made in accordance with the School's Refund Policy.

Miscellaneous

10. Nothing in this agreement limits any rights the Applicant and/or the Student may have under the Consumer Guarantee Act 1993

11. The parties agree that all relevant provisions of the Education Act shall apply to the Student in New Zealand. Any decision under these provisions to expel or exclude the Student will follow the Ministry of Education's guidance for schools on stand-downs, suspensions, exclusion and expulsion and shall terminate this agreement. The parents will have no claim for damages for any compensation if this agreement is terminated in these circumstances.

12. Force majeure: 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 of force majeure. Force majeure means an event beyond the reasonable control of the party seeking to rely on force majeure.

13. Governing Law: 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 Applicant irrevocably submits to the exclusive jurisdiction of the Courts of New Zealand, and agrees that proceedings may be brought before any court including any forum constituted under the Arbitration Act 1908 within New Zealand and waive any objection to proceedings in any such court or forum constituted under the Arbitration Act 1908 within New Zealand on the grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.

Entire Agreement

14. This agreement shall consist of:

14.1. The application for tuition in New Zealand;

14.2. The Tuition Agreement including any Schedules annexed thereto (including the refund and fee protection policies and the International Student Information Booklet).

15. This agreement contains the entire understanding of the parties and overrides any prior promises, representations, understandings or agreements.

16. The terms of this agreement may be changed at any time by the School in writing to the applicant and any such change in terms shall be notified to the Applicant in writing.

Notices given in writing will be given to the addresses set out in the application forms. Those sent by post shall be deemed to have been received 5 (five) days after posting.

The Privacy Act

17. The Parent acknowledges that:

17.1. Personal information of the Parent and/or Student collected by the School and may be held, used and disclosed to third parties to enable the School to:

- Process the application for tuition
- Provide tuition to the Student
- Provide the Student and/or Parent with advice or information concerning products and services the School believes may be of interest to the Student and/or Parent; and
- To enable the School to communicate with the Student and/or Parent for any purpose.

17.2. All personal information provided to the School will be held by the School at Francis Douglas Memorial College, 201 Tukapa Street, P O Box 5124, New Plymouth, New Zealand. Phone: +64 (6) 753 6149 Fax: +64 (6) 753 6148. Failure to provide adequate information in the application for tuition may mean the School is unable to process the application.

17.3. The Student and Parent/s 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.

Accommodation

18. This agreement is subject to the student being placed in accommodation that is approved of by the School. The School will make every reasonable attempt to provide approved accommodation for the student and the student agrees to comply with all expectations and conditions for living in all School approved accommodation.

Execution (please sign)

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

Signature of Student: _____

Signature of Parent: _____

Signature for: _____
(School)

Designation: _____

Date: _____

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>

FRANCIS DOUGLAS MEMORIAL COLLEGE INTERNATIONAL STUDENT ENROLMENT FORM

STUDENT DETAILS (please complete and sign)

Family name: _____ Given names: _____

Date of birth: Day: _____ Month: _____ Year: _____ Passport No : _____

Home Address: _____

Home phone number (country/area/local number): _____

Fax (country/area/local number): _____ Mobile phone number: _____

E-mail: _____

Country of citizenship: _____ First language: _____

Medical or learning problems: (failure to disclose these could result in contract being terminated)

FATHER DETAILS

MOTHER DETAILS

Family name: _____ Family name: _____

Given name: _____ Given name: _____

Home phone: _____ Home phone: _____

Home fax: _____ Home fax: _____

Business phone: _____ Business phone: _____

Business fax: _____ Business fax: _____

E-mail: _____ E-mail: _____

If parents live apart, please indicate the parent to be contacted by the school: _____

AGENT DETAILS (IF APPLICABLE)

Family name: _____ Given names: _____

Postal address: _____

Home phone: _____ Home Fax: _____

Home e-mail: _____ Business phone: _____

Business fax: _____ Business e-mail: _____

STUDENT'S SCHOOL BACKGROUND

Present school and class _____

Number of years studying English: _____

Subjects being studied this year: (please list)

PROPOSED STUDY AT FRANCIS DOUGLAS MEMORIAL COLLEGE

Level (please tick one)

☐ Year 9

☐ Year 10

☐ Year 11 – National Certificate of Educational Achievement (NCEA) Level 1

☐ Year 12 – NCEA Level 2

☐ Year 13 – NCEA Level 3

Proposed subjects at Francis Douglas Memorial College – (in order preference)

1.

2.

3.

4.

5.

6.

Date you wish to commence study at Francis Douglas Memorial College:

Intended career or type of tertiary study:

ACCOMMODATION

Francis Douglas Memorial College requires all students to live in approved accommodation.

Please tick which option you prefer:

☐ I would like to apply for a place at the Francis Douglas Memorial College Boarding Accommodation (Year 9-13 only) for week days only – Homestay (organised by FDMC) in holidays and weekends

☐ I would like to apply for a place in a Homestay organised by Francis Douglas Memorial College

☐ I will be living with my parents or nominated family. Add details below:

Parents' / Family names:

Address in New Plymouth:

Phone:

Fax:

E-mail

☐ I will live with the following designated caregiver (either a close relative or a close family friend)

Caregiver name:

Home Address:

Home phone:

Home fax:

E-Mail:

Relationship of designated caregiver to student (please tick one)

☐ Relative

☐ Close family friend

MEDICAL INFORMATION

All students should have completed their Childhood Immunisation Programme before commencing secondary school. Has your son had the following vaccinations? (please tick)

☐ M.M.R (Measles, Mumps, Rubella)

☐ Hepatitis B

☐ Poliomyelitis (oral)

☐ Tetanus

☐ Tuberculosis

☐ Whooping Cough

Does the student suffer from any allergies? ☐ Yes ☐ No

If the answer is Yes, what allergies does he suffer from? (e.g hay fever, food allergies, pet allergies, other)

Is the student taking medication for any of the above? If so, please list

Does he suffer from any other medical condition or disability? ☐ Yes ☐ No

If the answer is Yes, please explain

Is he taking any medication for this? ☐ Yes ☐ No Medication name:

Does he have any difficulty with his sight? ☐ Yes ☐ No

Hearing?

☐ Yes ☐ No

Does he have any other health, dietary, physical or emotional condition(s) that we should know about?

WHERE DID YOU HEAR ABOUT FRANCIS DOUGLAS MEMORIAL COLLEGE?

(Please tick one)

☐ Education Agent

☐ Embassy/NZ

☐ Website

☐ Family/friends

☐ Education Centre

☐ Education Fair

☐ Advertising

☐ Other

☐ Students at Francis Douglas Memorial College

STUDENT AND PARENT DECLARATION (please read and sign)

- I / We confirm that the material supplied in this application is true and correct
- I / We understand that the provision of false information could lead to the enrolment being cancelled
- I / We understand that the refund of tuition fees will occur only as set out in the Refund Policy
- I / We agree to be bound by the Tuition Agreement and Refund Policy and to ensure the student complies with the School Rules and Conditions of Enrolment

Signatures of Parents: _____

Student's Signature: _____

Date: _____

If the student / parents fail to provide any information requested in this application for tuition, the School may be unable to process the application.

Send completed application to:

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New Plymouth 4343
NEW ZEALAND

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