

International Student Application Form



1. STUDENT DETAILS

Family Name:

Legal First Name(s):

Preferred First Name:

Gender:

Date of Birth:

Birth Place:

Please Provide A Copy of The Student's Birth Certificate

Nationality:

Country of Citizenship:

First Language:

Other Languages:

Ethnic Origin:

Religion:

Length Of Time You Wish To Enrol For:

From:

To:

2. EDUCATION DETAILS

Present School:

Attended Since:

Present Level of Schooling:

Early Childhood Centre:

Attended From:

Attended To:

English Language
Ability:

Amount Of Time Spent In An English Speaking
Country:

Years:

Months:

3. IMMIGRATION DETAILS

Full details of visa and permit requirements, and reporting requirements are available through Immigration New Zealand and can be viewed on their website.

Passport Number:

Country of Issue

Passport Expiry Date:

Please provide a copy of the student's passport identification page and evidence of visa status

Current Visa Status:

Date of Arrival in New Zealand:

Date of Departure from New Zealand:

International Student Application Form



4. PARENT DETAILS

This form can be completed by the father or mother of the student, or both parents. If a legal guardian completes the form, evidence of legal guardianship (e.g. court papers) must be supplied.

PARENT ONE

Relationship to Student:

(Please provide a copy of guardianship papers, if applicable)

Family Name:

First Name:

Full Address:

Phone:

Email:

PARENT TWO

Relationship to Student:

(Please provide a copy of guardianship papers, if applicable)

Family Name:

First Name:

Full Address:

Phone:

Email:

How did you find out about Cotswold School?

International Student Application Form



5. CONTACT DETAILS

New Zealand contact details for the parent/guardian of the international student named above. **Caregiving parents are required to live with the international student at all times.**

Name of Caregiving Parent (Please Enter Full Name):

Mother

Father

Legal Guardian

New Zealand Address:

New Zealand Phone:

New Zealand Mobile:

Email:

If you do not yet know your New Zealand contact details, these will need to be supplied to confirm enrolment.

Contact Details of Parent In Home Country:

If both parents are living in New Zealand, please provide next of kin contact details.

Name of Parent/Next of Kin:

Address:

Phone:

Mobile:

Email:

Emergency Contact Details In New Zealand:

A person other than a parent, authorised to collect your child in an emergency.

Primary Contact Name:

Primary Contact Phone:

Primary Contact Mobile:

Primary Contact Email:

Primary Contact Relationship to Student:

Primary Contact Name:

Primary Contact Phone:

Primary Contact Mobile:

Primary Contact Email:

Primary Contact Relationship to Student:

International Student Application Form



6. HEALTH & TRAVEL INSURANCE

Under the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code), all international students must have appropriate and current medical and travel insurance while studying in New Zealand.

As part of our international student enrolment procedures it is compulsory for this insurance to be sighted and approved before the student can start their tuition course. A copy of your insurance documents must be sent to Cotswold Mātāhae School and must be in English. We also recommend that the caregiving parent has travel and medical insurance.

Further information can be found on our website - <https://hail.to/cotswold-school-nz/article/3cBuhHs> and also for the publication [Information For Parents of International Students](#).

Name of Insurer:

Policy Number:

Type:

Policy Start Date:

Policy End Date:

Eligibility For Health Services:

Most international students are not entitled to publicly funded health services while in New Zealand so may be liable for the full costs of any treatment. For information about entitlements to publicly funded health services, see the [Ministry of Health: Guide to Eligibility](#).

Accident Insurance:

The Accident Compensation Corporation (ACC) provides accident insurance for all New Zealand citizens, residents, and temporary visitors to New Zealand, but international students may still be liable for all other medical and related costs. For more information see [ACC: Am I Covered?](#)

7. HEALTH & LEARNING NEEDS

I understand that I must disclose to the school if my son/daughter has any additional needs which may affect their ability to study their ability to study for example mental health needs, illness or behavioural problems. Failure to do so may result in additional fees being required or termination of the enrolment.

Does the above named student have good health? Yes / No

If no, please detail:

Does the above named student have any pre-existing medical conditions, concerns or health needs? Yes / No

Please describe:

Cotswold School expects to be able to meet the learning needs of all children enrolled at the school.
Does the above named student have any special learning or behavioural needs? Yes / No

Please describe:

Please note: International students with special needs are not eligible for Ministry of Education Special Needs Funding. Enrolment of international students with special needs may attract additional costs.

We may contact you for further information prior to approving this application

International Student Application Form



8. ACCOMMODATION

International students at Cotswold School must live with a caregiving parent or legal guardian. Parents are expected to arrange their own accommodation for themselves and their child while in New Zealand.

I understand that I must organise my own accommodation in New Zealand ☐ Yes ☐ No

Accommodation Details In New Zealand (if known)

Rental ☐ Living With Friends ☐ Living In Own Home ☐

Homestay ☐ Hotel/Motel ☐

Accommodation Address:

Phone:

Mobile:

Email:

International Student Application Form



9. DECLARATIONS (TO BE COMPLETED BY A CAREGIVING PARENT)

- | | | |
|--|------------------------------|-----------------------------|
| I have been informed about and received a summary of the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I have been informed about all costs involved with enrolment and the school's policy regarding fee protection and refunds. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I have received a copy of the Cotswold Mātāhae School's Prospectus and Policies relevant to international students and have read and understood them. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I give consent to my child having their photograph, name and examples of their learning used in both digital and printed form (school website, newsletters, newspaper) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I give consent to my child participating in school trips. Separate consent will be requested for overnight or higher risk trips. Information about all trips will be provided. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| When I can't be contacted in cases of serious illness or emergency, I give consent for my child to be taken to emergency/medical services. I agree to meet any costs incurred for the treatment and/or transport of my child to receive medical attention. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I agree that my child will abide by the laws of New Zealand, by the rules of Cotswold Mātāhae School, and by all the terms and conditions of enrolment. Please find all school policies here. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I agree that all disputes will be dealt with in accordance with New Zealand law. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I confirm all the information contained in this application is true and correct to the best of my knowledge and belief, this includes immigration, medical and educational information. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I acknowledge that the provision of false information or the withholding of relevant information may result in the termination of enrolment. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I will inform the school if there are any changes to the details of this application. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I accept the responsibility for the student named above for the period of enrolment and I understand that the student named above must live with me for the period of the enrolment. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I agree to pay all fees as they are invoiced within the terms of the invoice. Failure to do so may result in the termination of this agreement. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I have read and understood the refund policy . | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I have included with this application proof of my residential address. (e.g. Rent Agreement, Power Account, Telephone Account) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I have included with this application a copy (in English) of the Medical and Travel Insurance for the student named above. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I will provide the Student's and Parent/Legal Guardian's passports for the school to photocopy. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

International Student Application Form



10. CONFIRMATION OF INFORMATION

I agree that all the information supplied in this application form is true and accurate.

Caregiving Parent's Name:

Signed:

Date:

11. SUBMITTING YOUR APPLICATION

Please send your application form and accompanying documentation to international@cotswold.school.nz

Documents to be sent with this form:

- Signed copy of the Tuition Agreement (Pages 8 – 13 of this document)
- The student's latest school report.
- A copy of the student's birth certificate.
- A copy of the student's passport.
- A copy of the Caregiving Parent's passport.
- Evidence of Visa Status.
- Evidence of legal guardianship (if applicable)
- Travel and Medical Insurance – copies of policies in English
- A copy of the student's immunisation record in English certified by a medical professional.
- Proof of residential address.

Office Use Only

☐☐☐☐☐☐☐☐☐☐

Tuition Agreement (Terms & Conditions of Enrolment at Cotswold School)



BETWEEN: Cotswold Mātāhae School ("the School")
Cotswold Avenue, Bishopdale, Christchurch 8053, New Zealand
Telephone: 64 3 359-8035; Fax: 64 3 359-4460; Email: marie.bianco@cotswold.school.nz

AND: Caregiving Parent's Name: _____ ("the Parent/s")
Address: _____

Phone: _____

Email: _____

FOR THE ENROLMENT OF: Student's Name: _____ ("the Student")

CONDITIONS OF ENROLMENT

1. All enrolments are subject to the following conditions, which become legally binding on confirmation of enrolment by the School.

The conditions in this agreement apply to the whole time the student is enrolled at the school.

Dates of Enrolment: From: _____ To: _____

The School shall provide tuition to the Student in accordance with the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code) and the laws of New Zealand in return for a fee.

A copy of the Code of Practice 2021 is available from the School or from the NZQA website International Students section – see <https://www2.nzqa.govt.nz/international/study-nz-quals/code-international-students/>.

IMMIGRATION REQUIREMENTS FOR INTERNATIONAL STUDENTS

2. All students must meet the requirements of Immigration New Zealand to study in New Zealand. See <http://www.immigration.govt.nz/new-zealand-visas/options/study> for more information.
3. Students may be enrolled at the School for up to 3 consecutive months if they have a Visitor Visa. Students must have a Student Visa for enrolments longer than 3 months.
4. The Student's passport and visa, and Parents' passports and visas, must be shown at enrolment. The Parents must ensure that all documentation, including visas and insurance, is kept up to date. The School will notify Immigration New Zealand if it becomes aware of a breach of visa conditions.
5. If a Parent gains a work permit, or becomes a New Zealand permanent resident, the international enrolment will be terminated, and a new enrolment procedure must be completed. The family must live within the School enrolment zone for their child to continue to be a student at the School. The School's Fee Protection and Refund Policy will apply.
6. The School will report any termination of enrolment to Immigration New Zealand immediately.

SPECIAL NEEDS OF THE STUDENT

7. Parents must inform the school of any sickness, health issues, behavioural problems, disability or special education needs on the student's application form and parents must sign that the information given is accurate. Please note that international students are not eligible for special needs funding. Failure to fully disclose this information could result in termination of enrolment and may nullify insurance policies.

FEES

8. The tuition fee must be paid in full in order to enrol the student, or before the enrolment is renewed. See the [International Student Fees](#) for current fees.

Fees can be paid into: Cotswold Mātāhae School Board of Trustees Account: 12-3149-0316613-00

Tuition Agreement (Terms & Conditions of Enrolment at Cotswold School)



9. The tuition fee includes all tuition costs in the New Zealand Primary School Curriculum, but does not include:
 - Uniforms, stationery, workbooks, writing materials, and electronic devices
 - Specialised music tuition and associated costs
 - Costs associated with any extra-curricular activities, e.g. sports, ski day, camps, and day trips
 - Specialised assessment if required
 - Any specialist teaching required other than English as an additional language (EAL)
 - New Zealand school dental and health services
 - Entry into academic competitions.
10. Parents are expected to pay accounts promptly to the School when invoices are issued.
11. Where fees have been paid but the student withdraws before the course begins, an administration fee will be deducted from any refund given.

FEE PROTECTION AND REFUND

12. The conditions of the Fee Protection and Refund Policy must be accepted and signed before enrolment begins. The School holds sufficient reserves to be able to refund the Student's fees if the School is unable to provide, or continue, the course of tuition.
See the [Fee Protection and Refund Policy](#).

INSURANCE

13. Most international students are not entitled to publicly funded health services while in New Zealand. International students receiving medical treatment while in New Zealand may be liable for the full costs of that treatment.
14. ACC (the Accident Compensation Corporation) provides accident insurance for all New Zealand citizens, residents, and temporary visitors to New Zealand, but international students may be liable for all other medical and related costs.
See www.acc.co.nz for more information.
15. The Student must have comprehensive travel and medical insurance for the full period of enrolment from leaving home to returning home. Parents will provide the School with evidence of insurance, in English, before enrolment begins.
16. Appropriate insurance, as outlined in the Code of Practice, should cover:
 - Travel to and from New Zealand, within New Zealand, and outside New Zealand (if part of the course)
 - Medical care in New Zealand, including diagnosis, prescription, surgery, and hospitalisation
 - Repatriation or expatriation of the student as a result of serious illness or injury, including cover of travel costs incurred by family members assisting repatriation or expatriation death of the Student, including cover of:
 - Travel costs of family members to New Zealand
 - Costs of repatriation or expatriation of the body
 - Funeral expenses.

The School also checks if the student's insurance policy includes:

- Unlimited sum insured health cover
 - Loss of baggage and other personal items
 - Disruption to travel plans, e.g. missed flights or delays
 - Cost of medical care in any stopover countries
 - Emergency dental treatment
 - Search and rescue operation to locate the insured if needed
 - Negligence causing bodily injury (including death) of another person or loss of or damage to property
 - False arrest or wrongful detention.
17. The insurer must be a reputable and established company with a credit rating no lower than A from Standard and Poors, or B+ from A M Best. AAA is the highest credit rating. The insurer must be able to provide 24/7 cover.

LIVING ARRANGEMENTS

18. The Student must be living in accommodation that complies with the Code of Practice at all times.
19. All students must live with at least one parent or legal guardian while studying at Cotswold Mātāhae School.
20. The parent that is living with the student in New Zealand must have the appropriate Visa and Permit for the duration of the student's study at Cotswold Mātāhae School.
21. Students are not to live with designated caregivers.

Tuition Agreement (Terms & Conditions of Enrolment at Cotswold School)



21. Should a student be found not to be living with a parent or legal guardian, the school is required to notify the Immigration New Zealand and the student permit may be revoked.
22. The Student must be living in accommodation that complies with the Code of Practice at all times.

Definitions from the Code:

Parent:	In relation to an international student, means the mother or father of the student who is responsible for the student's well-being and financial support.
Legal Guardian:	In relation to an international student, means a person who, by court or testamentary appointment is responsible for the student's well-being and financial support, and provides for the care of the student in the student's home country.

23. If staff are concerned that the Student has been or is likely to be mistreated, abused, or neglected, it is obliged to notify the relevant child welfare authority, e.g. Child, Youth & Family or the police.

ENROLMENT

24. An international student enrolment form will be completed at the time of enrolment, and enrolment will begin after all documentation is completed.
25. The Parents must provide any information requested in relation to the Student's enrolment before the application is processed, including a recent school report (in English).
26. The Parents must disclose any known learning differences or difficulties, and any social, emotional, or health needs the Student has. Enrolment may be terminated if the Student is found to be unsuitable for the programme the School is able to offer.
27. The School will issue a certificate of enrolment at the completion of the course and once all accounts have been paid and school resources returned.

SCHOOL

Quality assurance information about New Zealand schools is available from the Education Review Office website www.ero.govt.nz/.

28. The Student is part of the regular school assessment and reporting programme and will receive the same learning opportunities as all students at the School. This includes access to extracurricular activities.
29. All classes are taught in English and are based on the New Zealand Curriculum.
30. The School will place the Student in the year level best suited to the Student's needs. The School may change a Student's class placement after enrolment if it is in the Student's best interests.
31. The School provides orientation for the Student and the Parent(s).
32. English for Speakers of Other Languages (ESOL) tuition is based on individual needs.
33. The Student is expected to take part in all school learning activities. The Parents give permission for the Student to take part in education outside the classroom (EOTC). There may be additional costs for EOTC activities.
34. School staff will monitor progress and deal promptly with any issues that may affect learning. If the Student is found to have unexpected learning or behaviour difficulties, the enrolment may need to be reviewed.
35. After the Student has settled in, a review conference will be held to inform the Parents about how the Student is adjusting to all aspects of school life.

STUDENTS OBLIGATIONS

36. The Student is expected to follow all school rules and policies including attendance, behaviour, and uniform. In particular, the Student must read, understand, and sign:
 - *Digital Technology & Cybersafety Student Responsible Use Agreement*

Attendance

37. The Student must follow the School's attendance rules and maintain satisfactory attendance. The Student must attend school on all occasions when it is open unless prevented by illness or other urgent or approved cause. The School reserves the right to terminate this agreement and inform Immigration New Zealand if the Student fails to comply with Ministry of Education attendance requirements.
38. The School must be notified about any planned absence by the Student and reasons given.
39. The Student must not attend school if they are unwell. The School must be notified about any absence due to illness.

Tuition Agreement (Terms & Conditions of Enrolment at Cotswold School)



40. The School must be informed about any infectious conditions the Student may show symptoms of.

Behaviour

41. If the Student's behaviour is causing concern, a meeting will be arranged with the Student, the Parents, classroom teacher, International Student Coordinator, and the Principal to resolve any issues. The Parents may arrange to have an interpreter present. If the Student's behaviour does not improve, written notification will be given to the Parents and the Student may be asked to leave.
42. It is acknowledged that all relevant provisions of the Education Act 1989 will apply to the Student while in New Zealand. Any decision under these provisions to expel or suspend the Student for a specified period will terminate this agreement and the refunds policy will apply. The Parents will have no claim for damages or for compensation if this agreement is terminated in these circumstances.

PARENTS'S OBLIGATIONS

43. The Parents agree to provide the school 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.
44. The Parents are expected to support the School and the Student's learning. If the Parents have any concerns, they must inform the School immediately.
45. The Parents will comply with all New Zealand laws. Any breach will be reported to the appropriate authorities.
46. The Parents must maintain an up-to-date visa as stipulated by Immigration New Zealand.

Contact details

47. The School must have the correct contact address and phone details for international students at all times. This includes:
- Contact details for where the student is living
 - A local emergency contact
 - Home country emergency contact details, e.g. parent(s) and/or next of kin.
48. If any contact details change, the School must be notified immediately.

LIABILITY

49. The School shall do its best to ensure the safety, health, and well-being of the Student but will not be liable for any damage or harm caused to the Student or the Student's property.
50. The School will not be liable for:
- Any loss or damage to the Student's property, however caused, during or after school hours
 - Any wilful damage done by the Student to school property incurring cost (this is the financial responsibility of the Parents).
51. In no event will the School liability exceed an amount equal to the tuition fees paid by the Student.

Force Majeure

52. Neither party is liable to the other for failing to meet their obligations under this agreement to the extent that the failure was due to circumstances beyond their reasonable control (the Fee Protection and Refund Policy will apply).

PRIVACY AND AUTHORISATIONS

53. Personal information collected by the School about the Student and/or the Parents may be held, used, and disclosed to third parties to enable the School to:
- Process the enrolment application
 - Provide tuition to the Student
 - Provide the Student and/or the Parents with information or advice about products and services that may be of interest to the Student and/or the Parents
 - Communicate with the Student and/or the Parents for any purpose.
54. All personal information provided to the School is held by the School at Cotswold Avenue, Bishopdale, Christchurch.
55. Under the Privacy Act 2020, the Student and the Parents have the right to access and request corrections to any personal information concerning them held by the school.
56. Under the Privacy Act 2020, any information collected may be provided to education authorities.
57. Information relating to the education, health, wellbeing, or safety of the Student may be released to relevant parties outside the School, at the discretion of the School.
58. Photographs and videos of the Student may be used for the Student's records and in any publicity material for the School.

Tuition Agreement (Terms & Conditions of Enrolment at Cotswold School)



59. The Parents of the Student authorise staff of the School to:
- Receive information from any person, authority, or corporate body concerning the Student, including but not limited to medical, educational, and welfare information
 - Receive financial information relating to the Student, including bank account details, debt, and/or income of the Student
 - Provide consents in respect of any activity carried out and authorised by the School
 - Provide necessary consents on the Student's behalf in the event of a medical emergency where it is not reasonably practicable to contact the Parents.

GRIEVANCE PROCEDURES

60. If the Student or the Parents wish to make a complaint related to the welfare and support they have received from the School, the first contact is the class teacher or International Student Coordinator, and then the Principal. (See the School's informal complaints procedure.)
61. If the problem cannot be resolved, the Student or the Parents may write to the Board of Trustees. (See the School's formal complaints procedure.)
62. If the complaint is not resolved through the School's internal complaints procedures, the Student or the Parents can contact NZQA about their complaint. All international students are given information about this complaints process.

ENTIRE AGREEMENT

63. This agreement consists of:
- Application to Enrol as an International Student
 - International Students Tuition Agreement
 - Information For Parents of International Students Booklet
 - Fee Protection and Refund Policy
 - Digital Technology & Cybersafety Student Responsible Use Agreement
64. This agreement contains the entire understanding of the parties and supersedes all prior discussions and agreements covering the subject matter of this agreement.
65. The terms of this agreement may be changed at any time by the School, and any such change will be notified to the Student in writing.
66. This agreement will be construed and take effect as a contract made in New Zealand and will be governed by New Zealand law, and the Student and the Parents submit to the exclusive jurisdiction of the New Zealand courts.
67. This agreement may be renewed yearly subject to the satisfactory performance and attendance of the Student. The issuing of an invoice for a new period of tuition, and the receipt of fees for that period will be understood by both parties to constitute a renewal of this contract for the period for which tuition fees have been paid.
68. Notices given under this agreement must be in writing and sent to the addresses set out in the enrolment application. Notices sent by post will be deemed to have been received 5 working days after posting.
69. Email correspondence is also a suitable means of communication, and emails will be deemed to have been received when acknowledged by the party or by return email.
70. Nothing in this agreement limits any rights the Parents and/or the Student may have under the Consumer Guarantees Act 1993.

TERMINATION OF AGREEMENT

71. The School's responsibility for the student ends on their last day of enrolment.
72. Either party may terminate this agreement at any time upon 2 weeks' written notice being given to the other party. If the agreement is terminated, the Fee Protection and Refund Policy will apply.

EXECUTION AND ACCEPTANCE OF TERMS

73. The parties acknowledge that before signing this agreement, they have had the opportunity to seek independent legal advice in respect of its content and effect.
74. The parties agree that any dispute in relation to this agreement will be resolved in accordance with the School's policies and the requirements of the Code of Practice, including the Dispute Resolution Scheme.
75. I have read and understood the terms and conditions set out in this agreement, including the attached document, and agree to them:
- Fee Protection and Refund Policy

Tuition Agreement (Terms & Conditions of Enrolment at Cotswold School)



76. I have read and understood the terms of the following school policies and undertake to abide by them:
- Digital Technology & Cybersafety Student Responsible Use Agreement
77. I have read and understood the information and policies contained in:
- Information For Parents of International Students Booklet
78. I acknowledge that providing false information or withholding relevant information may result in termination of enrolment.

Parent 1

Name:

Signature:

Address:

Email:

Phone:

Date:

Parent 1

Name:

Signature:

Address:

Email:

Phone:

Date:

School

By signing below, the authorised signatory of the School confirms that they are authorised to sign on behalf of the School, and confirms the School is bound by the agreement in all respects.

Name:

Signature:

Position:

Date:

Digital Technology & Cybersafety

Student Responsible Use Agreement



Digital technologies like iPads, Chromebooks and computers are tools that can help us learn at school in all sorts of ways. Some of these ways include looking at interesting things online, talking to people, creating music and media, gathering new ideas, and learning how to use tools.

When we use digital technologies and online spaces it's important that we learn ways to keep ourselves safe, and that we make positive choices in ways we behave when we are online. At Cotswold Mātāhae School we call this being a 'digital citizen' and good digital citizens help to make our school a safe and positive place for everyone.

This agreement shares what Cotswold Mātāhae School does to help make learning online safe, and what we need to do. We know it is not always easy to understand everything about online spaces. It can be complicated at times, and sometimes things can go wrong. This is why it's important that we commit to making it as safe as possible to use digital tools and online spaces for learning.

Cotswold Mātāhae School Role

Cotswold Mātāhae School supports you by helping you learn in the best ways we can, and keeping you safe at school whether you are online or offline.

We will do this by:

- Making everybody aware of their responsibilities
- Planning times in the terms to learn about positive online behaviours and ways to keep safe
- Overseeing students' use of school's digital devices and online spaces
- Offering access to the internet and online platforms
- Using filtering software to protect everybody
- Helping students who need support to deal with online problems even if these happen outside of school hours
- Keeping safe the personal information the school collects about you
- Protecting your rights to a safe and positive online environment
- Providing opportunities to use digital technologies in the learning at school
- Having a plan to help you when something serious or illegal happens that involves digital technology or online spaces. This might include getting in touch with the Police or Netsafe.

Your Responsibilities

As a student of Cotswold Mātāhae School and also part of our community, we ask you to help make our school a place that is safe, friendly, and fair. This means taking our school values and acting on these whether you're online, or offline, and help to make our school a positive place to learn, connect and play. This is being a 'digital citizen'.

As a digital citizen, you will:

- **Keep it kind.** Think about others online and talk or share in respectful ways.
- **Keep it to yourself.** Keep passwords and information about yourself and other people private and offline as it can be easily shared, viewed, screenshot, or changed by others to mean different things. Nothing is private online.
- **Keep it careful.** Because things you do or say online can be seen by others, be careful to share the things you can feel proud of, or would be happy sharing with someone face to face.
- **Keep it positive.** Always respect others online and communicate in a positive, respectful way.
- **Post with caution.** Anything you post or do online can influence what people think of you. Put your best foot forward online.
- **Don't believe everything you see.** Always think carefully about the information you see online – not everything is true. If you are unsure of something talk to a teacher.
- **Avoid online bullying.** Creating or forwarding content that is harmful or hurtful towards someone else is not okay at any time. Sending multiple messages to somebody who doesn't want them is also considered online bullying and is never okay.
- **Be security smart.** Keep personal information secure by using strong passwords and not sharing them with other students. Always log out of a site, or device. Get permission before downloading software to the school network or connecting new devices.
- **Respect others' rights.** Always ask first if you need to use someone else's device, online sites, and their image, ideas, creations or work that's stored online.
- **Recognise other's work.** When we use or take others' work or ideas from the internet, we need to make sure we copy or use these in ways that are okay because there are rules about this. Your teacher will help you to use things you find online in the right ways.
- **Use personal devices sensibly.** Keep your device(s) on silent during school hours and only use it outside of class time unless you have been given permission to use it during lessons.
- **Seek help.** Sometimes you or someone you know will feel unsafe or come across bad or hurtful content online. If this happens talk to a trusted adult about what can be done.

Digital Technology & Cybersafety Student Responsible Use Agreement



Online Incidents

Despite the good things technology offers and people's best intentions, sometimes things will go wrong. Sometimes these things are on purpose, and sometimes they are accidents. [Insert school] will support you if something goes wrong online.

Online bullying. Online bullying is not accepted at our school. If you or somebody else is being bullied or criticised online, report it. Keep the content so we can investigate it. Stop any further contact with the person who is bullying. You can report to **Mr Simpson or your class teacher** for help. It's important to think about sharing what's happened with a trusted adult like a parent, a member of your whānau, or someone else who looks after you.

Report a problem. We need your help to keep our school safe. If you see something on the school systems that you don't think should be there, we need you to report it as soon as you can to **Mr Simpson or your class teacher**. This is really helpful and important, so that the school can find out what the problem is and fix it as soon as possible, and help those who might need it.

Online safety support. Netsafe is our New Zealand online safety organisation that is able to help when things go wrong online, when we have problems with content or negative things that others are doing online. They provide free, private advice for you and your family seven days a week for all online safety challenges. They can be contacted on 0508 638723 or online at netsafe.org.nz

Student Statement

I know about the ways I should use digital devices and online spaces at school for learning. I know that I should be kind, careful and responsible when I use devices, and when I go online, and this is the same for the devices that school owns, or if it is my own device that I bring to school.

I know that if I behave in ways that are not safe online, or kind or responsible, that this is not okay at Cotswold Mātāhāe School. There may be some actions that my school might have to take, such as not being able to use the school device or a device I have brought from home.

I understand and agree to use digital technology and the internet at school safely and for learning, whether it is on a school device or one I have brought from home.

Signed: _____ **Name:** _____ **Date:** _____

Parent/ Whānau/ Guardian Declaration

I know that if my child makes choices or behaves in ways that don't align with this Student User Agreement there may be consequences or outcomes that the school will talk about with me.

Signed: _____ **Name:** _____ **Date:** _____

Fee Protection & Refund Policy



Fee Protection

Fees paid by international students are secure and protected against the possibility of an interruption to the course.

Our School's internal procedures to monitor income and expenditure ensures that money is controlled appropriately.

Fees are:

- Separately coded and audited.
- Not spent in advance on the premise that future students will attend the school.
- Accrued forward each month and the income is spread across the year's financial reporting.
- Monthly reporting to the board details both income and expenditure and is monitored closely.
- The board holds sufficient reserves to be able to refund the student's fees if necessary or because the school is unable to provide or continue a course or programme.

Fee Refund Policy

If a student withdraws from their course of study before the completion date, you may be eligible for a refund of tuition fees. The school will always investigate your claim for a refund and act fairly.

1. The school will consider refunding all or part of your fees if:
 - There are special circumstances and you supply proof (e.g. the child has a serious illness or accident, or you need to return home because of the death of a family member).
 - Your child gains permanent residency during the course (you will need to provide documentation of the residency within 14 days of it being granted)
 - The school is closed for a period of one week or more due to force majeure. (Force majeure means an event beyond the reasonable control of the school, such as snow, earthquake, etc.)
2. The school does not refund fees if your child:
 - Has been asked to leave the school because of poor attendance or a breach of enrolment conditions.
 - Wishes to transfer to another educational institution for any reason.
 - Has special needs that you did not sufficiently explain to the school on the enrolment form.

Refund Conditions

1. If the application is made before the start of the course, the school will refund the fees in full, less an Administration Fee of \$500.25NZD to cover any costs incurred by the school.
2. If the application is made after the start of the course a minimum of 28 days' notice is required.
3. If the application is made before the second half of the course, the fee will be partially refunded and calculated on weeks remaining in the contractual tuition period less:
 - An Administration Fee of \$500.25 NZD
 - Costs to the school already incurred for tuition
 - Components of the fee already committed for the duration of the course
 - Specialist fees (if applicable)
 - Appropriate proportions of salaries for teachers and support staff (if applicable)
 - Costs already incurred for the use of facilities and resources
 - The proportion of the government levy the school is required to pay
 - Any other costs already incurred
 - Agent commission paid.
4. If the application is made after the second half of a course there will be no refund except under exceptional compassionate circumstances.

How To Apply For A Refund

- Parents must apply in writing to the Board of Trustees (within one month of your child's last day at school or within one month of your child gaining permanent residency) explaining the special circumstances of the claim.
- If your child is leaving, you must also complete the official leaving process.
- Any refund will be based on the date that the letter of application for the refund is received.

Fee Protection & Refund Policy



Payment of Refunds:

Any refunds will be paid directly to the parent of the student unless the school is instructed otherwise in writing.

Termination of Enrolment

The school is required to notify Immigration New Zealand when a student's enrolment is terminated.

Acceptance of Terms & Conditions

I understand and accept these fee refund terms and conditions:

Parent's Name:

.....

Parent's Signature:

.....

Date:

.....