



# Christchurch Boys' High School

## Conditions of Enrolment and Acceptance

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**CODE:** Christchurch Boys' High School has agreed to observe and be bound by the Code of Practice for the pastoral care of international students established under section 28F of the Education Act 1989 and the Code Administrator is NZQA. Copies of the Code are available on request from this institution or NZQA website at [www.nzqa.govt.nz](http://www.nzqa.govt.nz)

### 1. Tuition Fee

All tuition fees payable by international students are inclusive of New Zealand Goods and Services Tax (GST).

The tuition fee must be paid in full to CBHS **by the designated date on the Invoice of Fees**.

**The Offer of Place document will be given after Tuition Fees have been paid.** The Offer of Place document and evidence of the payment of tuition fees are required as part of the New Zealand Immigration Services visa requirements.

The tuition fee includes all **tuition** costs in the subjects the student has enrolled in, but **does not include items such as** uniform, stationery, exam fees, sports team fees, music lesson fees, field trips etc.

### 2. Refund of Tuition Fees

See 'Christchurch Boys' High School Fees Refund Policy for International Students'.

### 3. School Activity Fee

All international students are charged a school activity fee at the time of enrolment. The amount of the fee depends on the length of time the student is studying at Christchurch Boys' High School. The activity fee covers all items not covered by the tuition fee. Additional funds may be required during the year if the cost of the student's activities exceeds the paid amount. Likewise if a student's school activity account is in credit, the credit amount will be refunded to the student at the end of their study at Christchurch Boys' High School.

### 4. English Language Requirements

Intending students must be aware that all instruction is in English. Students wanting to gain qualifications must therefore have suitable ability in written and spoken English for whatever year level they are applying. If, after testing, a student has clearly not reached the necessary level, CBHS reserves the right to:

- a. Request the student receives intensive full-time English language tuition or
- b. Place the student in the year level best suited to the student's English ability.

## 5. Guardianship

School policy requires that all students must have a guardian who does not live at the same address. This must be from one of the following three groups:

1. A school recognised guardianship company
2. A CBHS appointed guardian
3. A close friend or relative of the student's family who is over 25 years old and a permanent resident.

## 6. Change of Status Regulation

Any student who acquires permanent resident status or whose parent acquires a work or study permit must live in the Christchurch Boys' High School Zone if he wishes to continue studying at this school.

## 7. Health and Travel Insurance

It is **COMPULSORY** for each student to have a comprehensive health and travel insurance policy. Students are not entitled to publicly funded health services while in New Zealand. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and may be viewed on their website at [www.moh.govt.nz](http://www.moh.govt.nz).

## 8. Accommodation

During the school year, international students must live with either:

1. A parent
2. In homestay accommodation provided by the school
3. Designated Caregiver accommodation (living with a relative or close family friend)

**The school must receive a written request at least 14 days prior to any change wanting to be made.**

## 9. School Rules

Students must abide by the laws of New Zealand and the school rules of Christchurch Boys' High School.

### 9.1 Addresses of Students

Parents are asked to inform International staff of any change of telephone number, address or family circumstances, whether temporary or permanent. The student is required to live with his parent, designated caregiver or homestay parent at all times. CBHS must be notified of any changes and new homestay care must be arranged with the approval of CBHS.

## 9.2 Alcohol and Drugs

Any student who is in possession of or consumes alcohol, tobacco or drugs at school or at any school-related activity or while in public dressed in school uniform, or who directly or indirectly aids or abets any student to possess, smoke or consume any of these substances at school or at any school-related activity or while in public dressed in school uniform, may be stood down by the Principal.

## 9.3 Attendance

Under the Education Act exemption is automatically granted to a student who is unable to attend school because of illness. In all cases of sickness host parents or parents must telephone the school office. This is especially important if a student is being internally assessed in any subject.

The Principal may exempt a student for a period if he is satisfied that there is valid reason for the absence. **If leave is required, e.g. for family reasons, a letter must be written to the Principal well in advance.** If a student's behaviour or school attendance is unsatisfactory, the following process will be followed:

1. Students will be counselled by the Dean/Guardian/Principal. Normal school procedure will be followed.
2. If the student's behaviour or attendance does not improve, the student will be put on formal attendance check/given a written warning. The student's parents and/or guardians will be informed.
3. If improvement still does not occur, CBHS reserves the right to withdraw the student's Offer of Place in consultation with student's parents. NZ Immigration Service will be informed.

The student must respect school term dates. All holiday travel must be within school holiday time only. Failure to comply will result in the student being marked absent without permission. The student will be given the term dates at the time of enrolment.

## 9.4 Work

Students in Years 9, 10 and 11 cannot work in paid employment in New Zealand while enrolled at CBHS. Year 12 and 13 students who want a part-time job must see the International Student Director for the correct forms and procedures required from CBHS and the NZ Immigration Service if they wish to work in part time employment in New Zealand. A variation in their student visa may also be required to allow an international student to undertake paid work.

## 9.5 Cycling

It is law in New Zealand to wear a cycle helmet while cycling. Cycling to school is encouraged.

## 9.6 Dental or Medical Appointments

Where possible these appointments should be made for after school hours, particularly for students in senior forms. Most dentists keep these times for examination of students if requested. If it is necessary to keep appointments in school hours, these should be arranged at the beginning or end of a school session so as not to interfere with more than one class. Students with these appointments must take to the Bursar's office that day (or the previous day for an early morning appointment), a card from the dentist or doctor, or a parent's note, and see that an entry is made in the appointments book. On returning to school the student must report back to the Bursar's office. He will be given a slip for entry into class.

## 9.7 Homework

Students receive regular homework. As students work at different speeds it is difficult to lay down guidelines for hours of homework, but students would normally do one to two hours a week night in Year 9 and 10 while seniors would be expected to do two to three hours homework each week night.

## 9.8 Lateness

It is very important students learn to be punctual in preparation for life beyond school. Students are expected to leave home in time to deal with traffic and delays so they are not late to school. All students are expected to be on time and there are consequences for lateness. Only appointment cards will be accepted as a valid reason for lateness. The school appreciates students' host parents and parents support in this matter.

## 9.9 Medication

If a student is required to take medication it must be lodged with the Bursar's office who will make it available when needed. If students have a medical condition the International Student Director must be informed of it.

## 9.10 Naming of Personal Property

All clothing, books and sports gear must be clearly named. No responsibility will be taken for lost property but considerable effort will be made to find named clothing and equipment.

## 9.11 School Hours

### *Summer timetable (Terms 1 and 4)*

|           |                |   |               |
|-----------|----------------|---|---------------|
| Monday    | 8.45am-1.25pm  | - | 2.10pm-3.10pm |
| Tuesday   | 8.45am-1.25pm  | - | 2.10pm-3.10pm |
| Wednesday | 9:30am-12.40pm | - | 1.25pm-2.20pm |
| Thursday  | 8.45am-1.25pm  | - | 2.10pm-3.10pm |
| Friday    | 8.45am-1.25pm  | - | 2.10pm-3.10pm |

### *Winter timetable (Terms 2 and 3)*

|           |                |   |               |
|-----------|----------------|---|---------------|
| Monday    | 8.45am-1.25pm  | - | 2.00pm-3.00pm |
| Tuesday   | 8.45am-1.25pm  | - | 2.00pm-3.00pm |
| Wednesday | 9:30am-12.40pm | - | 1.15pm-2.10pm |
| Thursday  | 8.45am-1.25pm  | - | 2.00pm-3.00pm |
| Friday    | 8.45am-1.25pm  | - | 2.00pm-3.00pm |

## 9.12 Circumstances Under Which the School May Terminate Tuition

- a. Serious health (emotional or physical) concerns when it is considered the student should return to the care of his parents.
- b. Unacceptable behaviour in school and/or in homestay.
- c. Unacceptable school attendance.
- d. Any illegal behaviour which breaks New Zealand law.

## 10. Liability

CBHS will not be liable for any loss or damage to property or persons, except where such liability is imposed by New Zealand law.

## **11. Grievance Procedures**

If an international student or parent of an international student wishes to make a complaint related to their recruitment and the welfare and support they have received from the school, he or she should first contact the Principal (or the Director of International Students). If the problem cannot be resolved, the parent or student may write to the Board of Trustees, explaining fully their complaint.

If the dispute is not resolved within 20 days of the Board receiving such complaint, the complainant may write to the International Education Appeal Authority, Tribunals Unit, Private Bag 32011, Wellington or [ieaa@justice.govt.nz](mailto:ieaa@justice.govt.nz) ("the IEAA") seeking their assistance in resolving the dispute.

Any grievance procedure comes under the exclusive jurisdiction of the New Zealand Courts. New Zealand law is applicable.

## **12. Privacy Act**

All information collected in the enrolment form is collected to maintain Christchurch Boys' High School's records. This information and any other information collected about the student will be used to provide for the educational and general advancement of the student and for the purpose of carrying out the activities of the school. Any information collected by the school may be provided to education authorities (under Section 7(4) of the Privacy Act 1993). International students and parents may at any time view their own personal information and request correction.