



Student Name:

School:

We agree that on the acceptance of the Student to the Saint Kentigern Trust Board we will abide by the following terms and conditions:

Standards of Conduct

1. We understand that the student, as a member of the Saint Kentigern community, is a representative of the College, both inside and outside the College, and that his/her behaviour should be above reproach at all times. We agree that any behaviour which, in the reasonable opinion of the Principals, is of a disgraceful or criminal nature (whether or not charges are laid), or for any act or omission that is in breach of the policies and/or rules of the College, and /or for any action or omission by the student which may, in the opinion of the College bring or have the potential to bring the College into disrepute, or for any other cause which, in the opinion of the College is reasonable cause may result in a student's stand-down or exclusion from the College. Actions bringing, or potentially bringing the College into disrepute could include actions taken by students outside or beyond the College grounds or school activities but which influence perception about the College, such as but not limited to online activity or activities undertaken outside the College but in uniform.
2. We as parents/guardians pledge our support of the College as it seeks to implement and maintain its policies and rules of the College, allowing for the right of parents/guardians to discuss with the College the disciplinary procedures that are applied from time to time.
3. We understand the College has and will continue to develop policies and rules on various matters (including within the Parent Handbook). We acknowledge that our son/daughter must know and follow the College's policies and rules. We understand the College may introduce new policies and rules, revoke or amend all or any of the policies or rules at its discretion. A breach of College policies or rules may result in our son/daughters stand-down or exclusion from the College, or the requirement that he/she be given the status of "conditional enrolment" for a designated period of time.

Special Character of Saint Kentigern

4. We support the Christian character of the Saint Kentigern Trust Board and agree that our son/daughter receive regular teaching in Christian Education, and that he/she attend the Sunday Chapel services that are appropriate for his/her House or year group.
5. We as parents/guardians agree to support the parent education and information evenings provided by the school, including attendance by a caregiver at parent/teacher evenings, that will be held from time to time.

Attendance and Accommodation

6. We as parents/guardians of the student will ensure that he/she is under responsible adult supervision whilst living as a student of the school in Auckland, and that at no time will he/she be in a living situation where there is no suitable adult supervision.
 - The school requires punctual and regular attendance from all students.
 - Lateness or absence must be explained to the school.
 - Leave from the school during term time must be applied for in writing in advance, and is granted at the discretion of the Principal as per the school's attendance policy in the Parent Handbook. All course requirements must be fulfilled.
 - Students who are in Years 1-8 must live with a parent .
 - International students are required to have an attendance rate of 85% each year. If attendance falls below this, enrolment may be reviewed.

Visa Status

7. We understand that our son/daughter has been accepted for one year on the grounds that he/she is an overseas student. If during the year of study the family acquires Permanent Residency status or obtains a work visa, we accept that no refund will be made on overseas student fees.

Payment of Fees

8. We irrevocably accept that fees must be paid in full before the student commences due to NZ Government Visa requirements.
 - We accept responsibility for the payment of the fees which include tuition (and boarding) fees, and any other fees and expenses required by the Saint Kentigern Trust Board.
 - The Saint Kentigern Trust Board reserves the right to review any fees charged and will notify parents accordingly.
 - The Saint Kentigern Trust Board reserves the right to recover any collection costs or charges incurred in recovering unpaid accounts
 - Any other fees charged are payable by the 20th of the month following date of invoice

Withdrawal and refund policy

9. We understand that the Saint Kentigern Trust Board has accepted our son/daughter in good faith for one year. It is expected that he/she will fulfil his/her obligations by attending regularly for that year. Full refunds, less the NZ\$1500 non-refundable acceptance fee, will only be given in the following circumstances:

- a) New Zealand Immigration (NZIS) has refused a student visa for study in New Zealand.
- b) The Saint Kentigern Trust Board is unable to provide a place in the desired study programme.

In all other instances the following refund conditions apply:

- c) Students who withdraw before commencement and after payment of fees and who have given one month's notice will forfeit 25% of the annual total fees.
- d) Students who withdraw before commencement and after payment of fees and who have not given one month's notice will forfeit 50% of total fees.
- e) Students who withdraw after commencement at the school will forfeit all fees.
- f) Students who are asked to leave the school for any reason after sufficient warnings have been given will forfeit all fees.

In the event of withdrawal we accept that the Saint Kentigern Trust Board will contact NZIS in writing informing them that our son/daughter will no longer be a student with the Saint Kentigern Trust Board from this date, that the Saint Kentigern Trust Board will take no further responsibility for his/her welfare from this time, and that the Student Visa issued for the Saint Kentigern Trust Board will no longer be valid.

Use and updating of information held by Saint Kentigern

10. We will notify the school of any change in the information contained in the Application for Enrolment Form as soon as is reasonably practical.
11. We acknowledge that the purpose of the collection of this information is to provide for the educational and general advancement of the student, and for fundraising purposes.
12. We agree that this information may be released to parties outside the Saint Kentigern Trust Board or otherwise used at the discretion of the Principal in circumstances relating to the education, health, welfare or safety of the student where it is impractical or unreasonable to obtain specific consent.
13. We agree to our son's/daughter's name, photo or details of his/her school activities appearing in news or publicity material for the Saint Kentigern Trust Board.
Yes No
14. Travel Consent. We give permission for our son/daughter to travel on educational and sports trips whilst enrolled with the Saint Kentigern Trust Board.
Yes No
15. Designated Caregivers of International Students will have full access to the OLE, which will include student reports. If you do not wish for this to happen, please tick box alongside:
16. We acknowledge that we have the right to access and request correction of any personal information collected by the Saint Kentigern Trust Board and that we may do so by contacting the school.
17. We agree that the information provided may be shared as appropriate with other schools operated by the Saint Kentigern Trust Board.

Signed (Parent/Legal Guardian) _____

Full Name _____

Date _____

Signed (Parent/ Legal Guardian) _____

Full Name _____

Date _____

COLLEGE

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Auckland, New Zealand 2140
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BOYS' SCHOOL

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GIRLS' SCHOOL

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PRESCHOOL

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