



TRIDENT HIGH SCHOOL



International Student Enrolment Information Handbook

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Background

This is an application pack for an overseas student to study at Trident High School in accordance with the provisions of the Education Pastoral Care of International Students Code of Practice 2021.

Term dates for 2024

Term 1	TBC
Term 2	Monday 29 April – Friday 5 July
Term 3	Monday 22 July – Friday 27 September
Term 4	Monday 14 October – Wednesday 20 December (at the latest)

Procedural Checklist

Prospective students need a clear idea of what procedures need to be completed in order to qualify for acceptance at Trident High School as an international fee-paying student.

The following is a checklist clarifying the essential actions:

1. Application Form – please complete and include 2 passport photos.
2. Placement form – please complete.
3. Contract for Acceptance of Enrolment – please complete.
4. Tuition Agreement – please complete.
5. Guardian's Passport – Include a copy of the guardian's passport details.
6. Insurance cover – Insurance is compulsory for all international students.
7. Accommodation Information – Please complete.
8. Homestay Contract
9. Copy of applicant's passport and two photos; copy of parent's passport.

Once Trident High School is in receipt of the above documents an Offer of Place will be given.

Offer of Place (Acceptance and Deposit)

On receipt of the Offer of a Place, reply accepting the Offer of a Place and attach a NZ\$500 non-refundable deposit. The deposit should be paid into :

Account Name: Trident High School
Account Number: 12 3253 0004257 00
Bank: ASB
Branch: Whakatane
Swift Number: ASB BNZ 2A
Address: Trident High School, Arawa Road, Whakatane, New Zealand
Tel: +64 7 3088159 Fax: +64 7 3080154
Email: principal @trident.school.nz

Once you have received the receipt for the deposit you then take your "Offer of Place" document to your nearest New Zealand Embassy/High Commission and get an application for a visa. The "Offer of Place" document is required to enable you to apply for a student visa. The Visa Offer will advise you on what other documents you need. Once you receive approval you must then pay the school fees. These can be credited directly to the Trident High School Bank account. The account number is above.

Processing Applications

See the Code, Part 7, Outcome 15, clauses 624.

Enrolment Procedures for International Students

1. The application form is completed and signed and sent in with the following attachments:
 - Details relating to school record (an English Translation may need to accompany the original)
 - Evidence of English Language ability
 - A copy of the International Student's passport

Send forms to Trident High School by email.

- Email: pa@trident.school.nz
- Fax: 64 7 3080184
- Post: Trident High School, Arawa Road, Whakatane 3120, New Zealand

(Completion of the attached forms does not constitute acceptance.)

An offer of place, subject to payment of fees, homestay agreement is provided to the parents with an invoice for fees. Once the above payment is made, a Letter of Acceptance, with receipt of payments and all necessary information relating to Trident High School is issued.

Trident High School reserves the right to cancel the Offer of Place and refund fees paid (as per the 'no refund policy') in the event it ascertains any adverse comment from the previous schooling of the applicant, or any of the applicant's referees.

International Students Entry Criteria

- Trident High School accepts students at Year 9-15 level
- The school seeks to recruit students who have had some English language skills. However, English language assistance is available.
- It is important that students have a genuine desire to learn, and they must have a good record of attendance at their previous school
- Students must be willing to sign the tuition agreement and abide by the school's rules as they apply to international students
- School reports and testimonials should accompany an application to study
- The school reserves the right to place the student in appropriate courses based on the student's competency in English
- The school reserves the right to adjust placements and individual programmes at any time if it is in the student's interests to do so
- Timetable restrictions may mean that it is not possible for a student to do all their preferred options
- Any student enrolling after the academic year has begun may have a limited choice of subject options
- Students and parents/legal guardians must agree to accept and abide by rules regarding behaviour and conduct that apply to all students

Features of our International Student Programme

Trident High School is a co-educational Year 9-15 school in Whakatane in the Eastern Bay of Plenty. It is 80kms from Tauranga. The school has a proud tradition of academic excellence and the backing of a supportive community.

The school is committed to providing the best possible educational environment for its students through high quality teaching, extensive pastoral care procedures and the backing of the community.

Because of our small international student numbers, students are well served and receive comprehensive support. They are welcomed into the school by other students and soon become very much a part of the school.

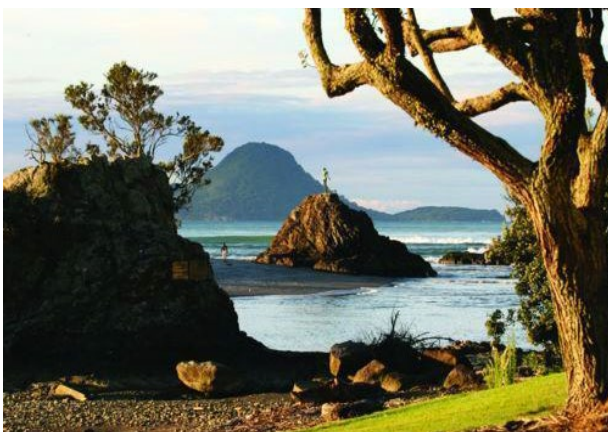
At Trident High School we have deliberately restricted the number of international students to ensure that those fortunate enough to enrol receive the best possible support. Through our Learning Support Coordinator, students receive language assistance and are quickly integrated into full school life.

Our Deputy Principal maintains close contact with each student, monitoring progress and ensuring that students are well supported. Regular contact with homestay families also ensures that students are happy and well looked after.

Whakatane



The Whakatane district in the Eastern Bay of Plenty is one of the most diversely beautiful areas in New Zealand. Sandy beaches are predominant along the 54 kilometres of coastline. Central areas are farming areas. The total area of the district covers 433,000ha.



Trident High School



The Trident High School Logo

The logo embodies the concept of cultures within a partnership that focuses on a student learning and advancing with courage. The three 'koru' represent the community, school and parents nurturing the student. The motto 'Kia Manawa Nui' means "have

Trident High School offers a quality education in a safe and caring environment. The school is committed to providing opportunities and helping every individual reach his or her potential.

The school ethos is based on Quality Work and Respect for Others. The school focuses on high standards, expectations and achievement.

Facilities

Trident has extensive grounds and modern facilities. Aside from well equipped classrooms for everyday learning, there is a gymnasium and a multi-purpose auditorium, as well as a climbing wall and an astroturf for sporting events. There is a well equipped library, a purpose-built drama/music/art complex.

Teaching Staff

Our staff are well qualified and offer quality learning experiences through exciting and innovative programmes that cater for student's needs. Teachers across the school will help you reach your academic and personal goals. There is a specialist Careers Advisor who can help you with advice and information on your subject choices, qualifications and tertiary programmes. Trident High School staff will support you to gain qualifications to enable you to gain entry to appropriate tertiary institutes.

ESOL

The Learning Support Coordinator will assess your English ability on arrival at the school and arrange a programme to suit your needs. This will help you quickly gain fluency in speaking, reading and writing English.

Student Welfare

There is a strong network of staff to provide support and guidance for students. Along with the Deputy Principal, students will meet regularly with Whanau Ako teachers and Deans. We have 2 Professional Guidance Counsellors who are available on request.

Troubleshooting

Withdrawing from the course

See the Code, Outcome 20, clauses 881.

If you want to withdraw from Trident before the completion of your course of study you may be eligible for a refund as per section 357(3) of the Education and Training Act 2020.

<https://www.legislation.govt.nz/regulation/public/2012/0312/latest/whole.html>. You must write an application for a refund to the Board of Trustees explaining why you have withdrawn and your reason for seeking a refund and hand it to a Deputy Principal. If you apply after the start of the course but before the second half of the course, your fees will be refunded less:

- an administration fee of \$500
- any costs to the school for tuition, staffing, facilities, resources etc
- two weeks Homestay payment (if we have organised your stay)
- the proportion of the government charge the school must pay

If you apply after the second half of the course, you will not receive a refund except in exceptional circumstances. No refund will be made if you have had your tuition terminated for breaches of the enrolment contract in terms of attendance, behaviour or lack of progress.

Immigration Status

See the Code, Part 7, Outcome 16, clauses 678.

You must have a Student Visa stating the course of study and that you will be studying at Trident High School in Whakatane. If your visa is due to expire during your stay, the Deputy Principal can help you apply for a renewal. If your immigration status changes after enrolment as a fee paying International Student, you do not automatically have the right to a place at Trident High School. If you live outside the Trident Zone, you may have to re-apply to attend the school. For full details on visa and permit requirements go to www.immigration.govt.nz.

Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021

When students come from other countries to study in New Zealand, it is important that those students are well informed, safe, and properly cared for.

Code

The Code prescribes the required outcomes that education providers and their agents need to deliver for their international students.

Trident High School 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 [Pastoral Care of Tertiary and International Learners Code of Practice 2021](#)

Immigration

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand and can be viewed on their website at <http://www.immigration.govt.nz>

Eligibility for Health Services

Most international students are not entitled to publicly funded health services while in New Zealand. If you do not belong to one of these special categories and 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 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 www.acc.co.nz

Insurance

See the Code, Part 7, Outcome 15, clause 65.

We must ensure that all documentation for Insurance has been received and our international students must have appropriate insurance covering:

- a. Travel insurance for the student's travel:
 - a. To and from NZ and
 - b. Within NZ and
 - c. If the travel is part of the course, outside NZ
- b. Medical care in New Zealand, including diagnosis, prescription, surgery and hospitalisation and
- c. Repatriation or expatriation of the student in case of serious illness or injury, including cover of travel costs incurred by family members assisting in repatriation and
- d. Death of the student, including cover of:
 - a. Travel costs for family members to and from New Zealand; and
 - b. Costs of repatriation or expatriation of the body
 - c. Funeral expenses

Subclause (1)(a)(i) and (ii) includes the school learner's travel to and from their country of origin or citizenship before their educational instruction begins and after it ends (which may be outside of the enrolment period).

Please carefully consider the type of insurance you have already obtained. It must cover all the above categories and remain in place for the entire time your child is enrolled with our school.

Please include copies of the relevant insurance policies in English. We cannot check that the required insurance is in place for the purposes of Part 7 Outcome 15 of the Code unless we receive a full copy of the insurance policy in English.

Grievance Procedures

Financial or contractual Disputes

See the Code, Part 7, Outcome 17, clause 70.1.e, and Outcome 21, clauses 82.

Section 238M of the Education & Training Act 2020, established the International Student Contract Dispute Resolution Scheme (DRS). *See the Code, Part 7, Outcome 22, clauses 84, and Outcome 13, clause 57.c.iii.* requires the school to comply with the DRS rules. The DRS resolves contractual and financial disputes between international students and the school. If your dispute is related to financial or contractual matters, then it will be referred to Fairway Resolution Limited (the agency appointed to administer the DRS) under the International Student Contract Dispute Resolution Rules 2016. (DRS).

Complaints

In the event of a difficulty or problem please seek help straight away. Do not wait for it to become a big problem. If you are not confident that your English is good enough you can always bring a friend who has better English. At all stages of the internal complaint process you are entitled to have support or representation, however if costs are involved then you will be responsible for them. Please use the following process when making a complaint:

Internal Procedures

- Step 1** If it is a homestay issue contact the Deputy Principal.
 If it is a curriculum matter, discuss it with the teacher. If you are still unhappy, make an appointment to see the Dean.
 If it involves another student(s) in your class, discuss it with the class teacher. If the problem continues, see the Guidance Counsellor or the Deputy Principal.
 For financial matters see the Executive Officer.
- Step 2** If the complaint is not dealt with to your satisfaction, make an appointment to see the Principal, Mrs Scott-Jones.
- Step 3** If you are still not satisfied with the matter you may ask the Board of Trustees to consider the matter.

If you do have a problem, please ask for help while it is still a little problem. Do not wait for it to become a big problem. If you are not confident that your English is good enough, you can always bring a friend.

International Education Appeal Authority

If you believe the school has breached the Code of Practice for the Pastoral Care of International Students and you have not been able to settle the matter following the school's internal procedures, you may bring the matter to the International Education Appeal Authority. The IEAA is an independent body established to deal with complaints from international students about pastoral care aspects of advice and services received from their education provider or the provider's agent. The IEAA enforces the standards of the Code of Practice. When making a complaint to the IEAA you must be able to show them that you have tried to get the school to act. You can write to the IEAA at –

The International Education Appeal Authority

Ministry of Education
PO Box 1666
Wellington
New Zealand
Phone 06 4 462 6660
Email: ieaa@justice.govt.nz

Orientation Programme

See the Code, Part 7, Outcome 17, clauses 670, Outcome 18, clause 72.c to e, and Outcome 19, clauses 78 79.

Students will be provided with a proper orientation process through the school's administration, ESOL department and the Deputy Principal. The students work through an Orientation Booklet and have a checklist to make sure that all documentation and orientation activities are completed.

An orientation programme will be provided which includes the following activities –

- Introduction to Whakatane and the local environment

- Advice on living environments and daily living – what to expect

- Familiarisation with the school layout, systems and resources

- School rules, procedures, counselling, support systems and how to access these – name and contact details of key personnel

- School cultural and sporting activities

- How to make a complaint – grievance procedures

- English competency testing

- Academic planning

- Familiarisation with New Zealand laws, culture and learning

In some situations, students will require more intensive language tuition before full release into mainstream classes

Designated Caregiver

See the Code, Part 2, clause 5.1, and Part 7, Outcome 18, clauses ~~74~~ and 76-77.

Our checks, vetting and meetings are not a substitute for your choice of the Designated Caregiver. If we approve that person, you are still promising to us that:

1. You and no one else have the only responsibility for placing your child with the Designated Caregiver. You take full responsibility for and accept the decisions made by your Designated Caregiver.
2. You understand that if anything goes wrong with the placement, we are not liable to you or anyone else. If we rely on what you say or permit us to do, and if we or anyone else suffers a loss or gets into trouble, your promise to us to pay any costs or expenses that we may have to pay and promise not to make any claims against us for those things.
3. You will let us know immediately if your child is no longer with the Designated Caregiver or if you are aware of anything that may affect the health and welfare of your child with the Designated Caregiver.

In order to carry out our responsibilities under the Code we may need medical and personal information from or relating to you, your child and the Designated Caregiver. To the extent permitted by law you will provide us with that information and also give us the authority to request it from any person or agency on your behalf and on behalf of your child, and their Designated Caregiver. You acknowledge that we can present this document to anyone we want information from.

As part of your application, we will assess the Designated Caregiver and inspect their residence.

For the purposes of clauses 26(1) of the Code this will involve:

- Checks to ensure the accommodation is safe, in acceptable condition, and meets all regulatory and legislative requirements.
- Checking that an appropriate safety check has been completed for the Designated Caregiver.
- Checks to determine that the home is not a boarding establishment. There cannot be more than 4 international students staying at the residence.
- Maintaining effective communication with your child and your or the child's legal guardian when accommodation issues arise.
- Interviewing your child and visiting the Designated Caregiver's home to monitor and review the quality of residential care.

We will meet your child regularly to ensure that the accommodation remains suitable.

For the purposes of clause 26(1) of the Code we may at any time check the Designated Caregiver to see if they have a criminal record or present other risks to your child. We can do this by getting a New Zealand Police check, a check under the Vulnerable Children's Act 2014 or in some other way. We will do a safety check under that Act on every person over 18 years who supervises, or lives in the same accommodation, as the student.

To the extent that you are legally able to do so, you authorise us to perform the above checks and use this information to determine the suitability of your Designated Caregiver.

Our approval of the Designated Caregiver is a requirement of the application being accepted. If we do not approve of your choice, we may contract you to arrange for another caregiver.

Homestay

See the Code, Part 7, Outcome 71.c and Outcome 18, clauses ~~73~~ and 76.

See the Code, Part 2, clause 5.1, and Part 7, Outcome 18, clauses 70.2, ~~74~~ and 76-77.

All students who study at Trident High School must be home stayed. The school has this as a requirement because it believes it is in the best interests of the students. Academic progress is enhanced when students are continually exposed to the use of the English language and greater study time is available within a homestay environment. It is a safer environment.

Homestays are arranged for the student by the Homestay Manager employed by the school. Students must fill out a 'Student Profile' prior to their arrival in New Zealand to assist the Homestay Manager in finding a suitable family.

Management of Homestays

The Deputy Principal is to select and monitor homestay carers for international students. The focus is on finding families who will provide a safe physical and emotional environment.

Guidelines

- 1 The Deputy Principal will make an assessment of the homestay to determine that it is not a
- 2 boarding establishment

- 3 All homestay carers over 18 years of age will be vetted

- 2 The homestay manager will make an assessment of the homestay carer's suitability to provide suitable accommodation and appropriate physical and emotional support and guidance

- 3 The school provides guidelines and support structure for homestay providers through the homestay manager

- 4 The homestay manager will carry out ongoing monitoring of the homestay families. This involves a physical visit to each student's home at least once a term

Appendix

- 1 A profile of homestay carers must be produced. This needs to include
 - *full names of all residents*
 - *address and contact phone numbers*
 - *occupations*
 - *all information of relevance (description of home, family interests etc)*

- 2 All caregivers are provided with copies of policies and guidelines relating to the care of students

- 3 Information about the homestay family must be provided to the International director in order for the student's family and/or agent to be fully informed about arrangements for the student's care.

Copy of Homestay and Student Profile forms are attached.

Performance Agreement

Rules for International Students

See the Code, Part 7, Outcome 15, clause 66, and Outcome 18, clause 73

The staff of Trident High School endeavour to give special care and attention to all our International Students and to encourage them to reach their full potential. We need to have an assurance of support by the student's parents or caregivers and the promise of the student's willingness to comply with the rules and standards of the school and the community to ensure the well being of all concerned.

Attendance

Students are to attend all classes at all times. If a student cannot attend because of ill health, the school must be advised. A doctor's certificate is required for any absence of three or more days. Absence for any other reason must be approved beforehand by the Deputy Principal.

Homework

This must be completed every day or as required.

Co-operation

The student must show consideration and respect to all staff members, to all other students and to themselves.

Homestay

Any rules laid down by a homestay carer are to be respected. The student is expected to be reasonable, courteous and helpful in the house, keeping his/her bedroom tidy etc. Students will not be away from home unless prior permission has been given.

Curfews

The New Zealand law states that young students are to be under supervision at all times. Any change to the curfew rules must be negotiated beforehand. The students must tell the homestay parents where they are at all times and must contact them if they are going to be later than expected. The students must give their host parents the telephone number where they can be contacted anytime they are away.

The following are times that students must be home as an indication only, and you can discuss these further with your host family. Your host family and you will be able to agree on a mutually convenient time to be home and this must be adhered to at all times. If you are going to be late, it is very important that you ensure your host family is aware. If you fail to do this, then it could cause unnecessary concern and worry for your family.

AGE	SUN - THURS	FRIDAY	SATURDAY
14 – 15 years	6:00pm	Under supervision	Under supervision
15 – 16 years	7:30pm	10:00pm	11:00pm
16 – 17 years	7:30pm	12:00am	12:00am

Circumstances in which Tuition may be terminated

See the Code, Outcome 20, clauses 881

There may be circumstances where the school may terminate the student's enrolment if the behaviour of the student is unacceptable. This must be in accordance with the principles of natural justice (which includes those necessary to ensure the prompt, considered, and fair resolution of the matter that is the subject of the action).

The parent or caregiver will be given notice of intention to terminate.

Failure to provide information on change in caregiver circumstance or change of address may result in enrolment being terminated.

Unless assurance can be given by parents/caregivers that behavioural patterns leading to termination can be rectified then enrolment will be cancelled following procedures set down for local students.

Students are at any time throughout their enrolment subject to the provision of suspension and/or expulsion as set down by the Ministry of Education.

Frequent or unexplained absences once reported to New Zealand Immigration Service may result in tuition being terminated.

Student visas must be current and valid, unless there are circumstances beyond the student's control.

Fees

See the Code, Part 7, Outcome 20, clauses 801.

As required by the Code, outcome 8, clause 29, Trident High School ensures that the international student fees they receive are secure and protected in case the student withdraws, the educational instruction ends, or the school closes. Internal procedures help the school monitor income and expenditure to ensure that money is controlled appropriately.

Fees received in advance should only be recognised as income earned by the school as each term commences. A portion of advance fees is transferred to the school's main bank account in instalments. Remaining fees paid in advance are available to be refunded if necessary.

Fee refunds

See the Code, Part 7, Outcome 20, clauses 801.

As required by the Code, outcome 8, clause 30, Trident High School's refund policy is reasonable and meets legal requirements, including an outline of the refund conditions for the following situations:

- failure by a student to obtain a study visa (the Code 81.2.a)
- voluntary withdrawal by a student (the Code 81.2.b)
- the school ceasing to provide the agreed educational programme (the Code 81.2.c)
- the school ceasing to be a signatory to the Code of Practice (the Code 81.2.d)
- the school ceasing to be an education provider (the Code 81.2.e).

If the school ceases to provide the agreed educational programme or ceases to be a signatory to the Code of Practice, Trident High School will deal with the fees paid for services not delivered or the unused portion of fees by:

- refunding the amount in question to the student (or the student's parent or legal guardian) (the Code 81.3.a)
- transferring the amount to another signatory as agreed with the student (as specified in the Code) (the Code 81.3.b).

The school will always investigate requests for a refund and act fairly.

Schedule of Fees

Tuition

Academic Courses Years 8 – 13

NZ\$15,500 per year - 4 terms
(NZ\$5,000 for one term)
NZ\$500 Admin Fee (non refundable)
All fees include GST

Does not include NZQA examination entry fees or individual subject fees.

Administration Fee

\$500.00

\$500.00 Homestay placement fee

Personal Expenses

Transfer from Auckland to Whakatane	<i>approx</i>	NZ\$500
Uniforms	<i>approx</i>	NZ\$300
Homestay 46 weeks	<i>approx</i>	NZ\$280 per week
Insurance – personal & medical	<i>approx</i>	NZ\$614 per year organised by parents
Stationery	<i>approx</i>	NZ\$200 per year
Phone money (includes phone top-up etc)	<i>approx</i>	NZ\$50 per week

Homestay payment is in advance to satisfy student visa requirements.

Transfer of Funds

We expect that all tuition and personal expenses will be transferred directly to the School account from which payments will be made at regular intervals.

Account Name: Trident High School
Account Number: 12 3253 0004257 00
Bank: ASB
Branch: Whakatane
Swift Number: ASB BNZ 2A

Address: Trident High School, Arawa Road, Whakatane, New Zealand
Tel: +64 7 3088159 Fax: +64 7 3080154
Email: principal @trident.school.nz

All fees are quoted in NZ dollars and include Goods and Services Tax (GST)

Enrolment Procedure

See the Code, Part 7, Outcome 15.

Application for enrolment is to be made to **Trident High School** only on the enclosed application forms. These can be emailed.

If the application is successful, the student will be offered a place at **Trident High School**. Enrolment acceptance forms will be sent together with an "Offer of Place" form for immigration purposes.

Parent/Legal guardian signs and returns acceptance form and remits the school tuition fees. School will issue an official receipt.

Student's visas can then be obtained from the nearest New Zealand Immigration Service office.

Schedule of Fees

Currency to be in New Zealand dollars. Payment is required prior to commencement of academic course.

Overseas Students Health Cover

Students must take out Medical/Health Insurance. The school can arrange this policy at time of enrolment. Proof of insurance is to be provided if not arranged by the school. Students traveling to New Zealand must have the insurance prior to departure.

Uniform

Students who attend are expected to wear school uniform/dress code. Uniform cost varies between NZ\$250 – \$500.

Book/Stationery

Textbooks are issued to students and personal stationery will need to be purchased.

Subject Fees

Some subjects chosen may have additional fees due to material usage/trips. Payment of these is not included in the Tuition Fees.

Accommodation

Homestay accommodation can be organised through **Trident High School**. All families are local and approved by the school. Placement fee – NZ\$500.00. Cost per week – NZ\$280.00. (This is a 7 day accommodation with all meals and their own room. Laundry will be included in services provided.)

Welfare

Counsellors are available to help with any student problem.

Refund Policy

The school operates a Refund Policy approved by the Board of Trustees. See Deputy Principal.

Special English Tuition

An ESOL programme for all levels is taught on site by our specialist staff. Extra tuition can be made available if required by special arrangements – cost on application.

Courses and subjects are planned and fully discussed with the student by these teachers. Educational understanding and success is very important to us.

2024 Academic School Year

The 2024 academic year starts around the **first week in February**.

N.B. We can accept enrolment and entry at any date during the year provided vacancies are still available and external New Zealand examinations are not entered.

Further information will be provided on acceptance of enrolment. Enquiries are welcome. Application forms may be obtained from pa@trident.school.nz.

Subjects

Subjects chosen by the student depend on what course they wish to do at a University or Institute of Technology. Mathematics and Sciences are required for many courses.

If the student is entering the school at Year 12 or Year 13 there are many subjects that are unavailable unless studied previously. These may include languages, Physics and Chemistry. Other subjects are able to be taken for the first time however the student may find this difficult.

Please make sure to let us know what degree course the student wishes to study so that we can give the best possible advice on subjects taken.

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>.



Contract for Acceptance of Enrolment

Before your application can be considered, please read and sign the following acknowledgements (*to be signed by a parent or guardian of a student under the age of 20 years*).

1. You guarantee the good behaviour of the student in New Zealand.
2. You accept that the student will comply with the school rules and regulations.
3. You accept the right of the school to effect a change of course if this is seen to be in the best interests of the student.
4. You have read, understood and signed the attached Tuition Agreement which shall apply if your application is successful.
5. You accept that the student will attend school regularly.
6. You guarantee that in the case of making private homestay arrangements for the student's stay in New Zealand, you will ensure the homestay is acceptable by obtaining prior approval in writing from the school.
7. You guarantee not to request extended student leave from the school which will interrupt the academic progress of the student unless there are exceptional circumstances. This will be considered at the discretion of the International Manager.
8. You will notify the school in writing if there is any change in any private homestay arrangements before the change takes place, and gain the acceptance of the school in writing.

You guarantee the student has adequate funds for travel, personal effects and medical insurance.

9. You guarantee the student will comply with the rules and requirements of Trident High School homestay services as outlined in Schedule 3 of the Tuition Agreement.
10. At no time shall the Student operate or own a motor vehicle.

Signed: _____ Relationship to Student: _____
(Parent/Guardian)

Full Name: _____ Date: _____
(Parent/Guardian)

Address: _____
(Home Country)

Applicant's Name: _____

Should your application be successful, you will receive a letter to confirm an offer of a place. However, you will need to pay the year's fees before a visa will be granted. If you accept the offer of a place then this application for tuition and the attached tuition agreement shall be the terms and conditions of agreement by which tuition shall be provided to the student. If the terms are signed by a parent or guardian and the student is under the age of 20 years, then the parent or guardian shall be bound by these terms and conditions.



Tuition Agreement

This document is the Tuition Agreement. It is the Contract between the Parent and Trident High School.

If **Trident High School** accepts the Student named in the **Application for Tuition** for tuition in New Zealand, the following terms and conditions shall apply:

1. The School shall provide tuition in accordance with the New Zealand Ministry of Education Code of Practice for the Pastoral Care of International Students.
2. The School shall approve and monitor homestay or designated care in accordance with the requirements of the New Zealand Ministry of Education Code of Practice.
3. The Parents or legal Guardians of the Student who have signed the Application for Tuition on behalf of the Student (“Parents”) irrevocably appoint and authorise the Principal of the **Trident High School** (or such other person as may be appointed by Trident High School to carry out the Principal’s duties) to:
 - 3.1 Receive information from any person, authority or corporate body concerning the Student including, but not limited to, medical, educational or welfare information;
 - 3.2 Provide consents in respect of any activity carried out and authorised by Trident High School;
 - 3.3 Receive financial information relating to the Student, including bank account or income of the Student while in New Zealand;
 - 3.4 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 Parents.
4. The Parents irrevocably authorise the Principal of the **Trident High School** to advise the Student’s homestay hosts (whether or not arranged through Trident High School) of all matters and information required to be provided to Parents of any Student under the Education & Training Act 2020 and agree to appoint the homestay hosts as their agents in New Zealand to receive such information in substitution for the Parents.
5. The Parents agree to provide **Trident High School** with academic, medical or other information relating to the wellbeing of the Student as may be requested from time to time by the School.
6. **Trident High School** shall use its best endeavours to ensure the safety, health and wellbeing of the Student but shall not be liable for:
 - 6.1 Any damage or harm caused to the Student or the Student’s property arising out of the Student’s homestay (whether or not such homestay was arranged by or through **Trident High School**).
 - 6.2 Any damage or harm caused to the Student or the Student’s property while attending **Trident High School**
 - 6.3 Unless the harm was as a result of gross negligence on the part of **Trident High School**

6.4 Any damage or harm caused to the Student or the Student's property outside normal school hours and, in the case of Student's property, shall not be responsible for any damage to such property that may occur outside **Trident High School** premises.

7. Without restricting Clause 6, but subject to Clause 8, Trident High School liability in relation to the supply of services to the Parent is limited to the amount of fees paid by the parent for the provision of the services in respect of which liability arises.
8. Nothing in this Agreement limits any rights the Parents and/or Student may have under the Consumer Guarantees Act 1993.
9. Either Party may terminate this agreement at any time upon three (3) weeks written notice. If the agreement is terminated the refunds policy for International Students as outlined in the Refunds Policy shall apply.
10. It is acknowledged that the suspension, expulsion and exclusion of Students provisions as set out in the Education & Training Act 2020 shall apply to the Student in New Zealand. Any decision under these provisions to expel or exclude the Student shall terminate this Agreement and the Refunds Policy shall apply.
11. Neither Party shall be in default or in breach of their obligations under the Agreement to the extent that the performance of those obligations is prevented by an event of *force majeure*.
12. 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 Parents irrevocably submit to the jurisdiction of the Courts of New Zealand, agree 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 on the grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.
13. The Parents agree that the Student will comply with school rules and policies including the school rules for International Students set out in School Rules.
14. If an application for homestay has been made by or on behalf of the Student, then this shall be subject to the undertakings and agreements set out in the Application for Homestay.
15. Notices given under this Agreement must be in writing and given to the addresses set out in the application forms. Those sent by post shall be deemed to have been received five (5) days after posting.
16. This agreement shall consist of the Application for Tuition, Application for Homestay (if required) and this Tuition Agreement, including the attached Schedules 1, 2 and 3. This Agreement contains the entire understanding of the Parties and overrides any prior promises, representations, understandings or agreements. The terms of the Agreement may be changed by Trident High School in writing to the Parents and shall continue in force while the Student is enrolled with Trident High School.

The Parents acknowledge that:

- a) Personal information of the Parents and/or Student collected or held by the School is provided and may be held, used, and disclosed to enable Trident High School to process the Application for Tuition, provide tuition and homestay services to the Student, provide to the Student and/or Parents advice or information concerning products and services the School believes may be of interest to the Student and/or Parents, and to enable Trident High School to communicate with the Student and/or Parents, for any purpose;
- b) All personal information provided to Trident High School is collected and will be held by the School at Arawa Road, Whakatane. Phone (07) 3088159 Fax (07) 30910841;
- c) If the Student/Parents fail to provide any information requested in the Application for Tuition, the School may be unable to process the application.
- d) The Student/Parents 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.
- e) The Student/Parents authorise Trident High School to obtain at any time from any person or entity any information it requires to process and/or accept the Application for Tuition or to perform or complete any of the other purposes under this Agreement. The Parents authorise any such person to release to Trident High School any personal information that person holds concerning the Student/Parents.
- f) The conditions in this Tuition Agreement apply for the whole time the Student is enrolled at Trident High School.

EXECUTION

I have read and understood the terms set out in this Agreement and agree to them.

Signature of Parent _____ Date _____
(To be signed by the Student if aged 20 years or over, or by a Parent in all other cases)

Full Name _____

Relationship to Student _____
(Where signed by a person other than the Student)



Standards of Behaviour Trident High School and Homestay

The following requirements for all students apply at all times.

1. Students are required to wear the full school uniform as set out in the Trident High School Policy.
2. Punctuality is important and all students are required to arrive at school by 8:35am to be ready for the daily 8:40am start. Trident High School does not accept lateness.
3. Students are always expected to show a high standard of courtesy and regard to teachers and other students at all times. Disruptive behaviour is not tolerated. Students are expected to leave and enter classrooms quietly and to quickly get ready for work each period. Students must have all equipment they require for each period's work and each item of equipment must be clearly named.
4. Under no circumstances will alcohol, cigarettes, lighters, matches, or illegal drugs be allowed in Trident High School or at home. Offensive weapons (eg. knives, air pistols, lasers) are also strictly prohibited. This also applies to all school functions, activities, trips and camps.
5. Threatening behaviour or abusive language towards others (staff or students) is not tolerated. Fighting is strictly forbidden.
6. Students must exercise all care in respecting Trident High School and Home Property. Damage will result in the cost of repairing the item being met by the student concerned. Deliberate vandalism (including graffiti) is not tolerated.
7. Graffiti on buildings, textbooks, exercise books, folders or school bags is not permitted.
8. Cell phones are only to be used with teachers approval.
9. Unauthorised visitors on the school property or at home are not permitted.
10. Theft and interference with another person's property (including uniform items) will not be tolerated.
11. Trident High School's language policy encourages students to use language that does not discriminate against people by reason of their gender, age, ethnicity, sexual orientation, religion, first language or because of any disability they may have.



Trident High School

International Student Discipline Policy

Exclusion of Students from School

An International student once enrolled at a school has the same rights as a domestic student and cannot be excluded from school other than in accordance with the stand down and suspension provisions of the Education Act.

The decision to suspend a student will be made by the Principal on the grounds of gross misconduct or continual disobedience.

In addition, where a decision is made to exclude a student from the school's homestay arrangements and this necessitates a return home, the following procedures will be followed:

1. The agent (if used) and parents of the International student will be notified of the matters causing concern
2. A decision will be made as to whether the student should be given permission to enrol with an alternative provider in New Zealand
3. The principal's decision can be referred to the Board of Trustees where the student has been suspended or removed from the homestay
4. The student has the right to attend the hearing and to be represented as provided for in the 1989 Education Act.

*All International Students are required to sign a Tuition Agreement (*copy attached*)

Trident High School Behaviour Code is outlined below:

Positive Behaviour for Learning (PB4L)

At Trident High School we focus on student success through reinforcing our core values of:

- Respect for Others (Manaakitanga)
- Quality Work (Whāia te iti kahurangi)
- Courage (Kia Manawa Nui)

We expect responsible behaviour and use strategies that encourage this. Failure to demonstrate the required standard of behaviour could result in your enrolment at the school being terminated. The following details the expected behaviours

<p>Respect</p>	<ul style="list-style-type: none"> · be polite and respectful to staff and other students · allow others to learn · be respectful of the environment – put rubbish in the bin · be thoughtful and tolerant of others and do not put others down · Use your manners – disagree without being rude · Create a safe environment – do not be involved in harming others or theft · Allow others to move freely around the school · Follow classroom instructions and routines – listen respectfully · Use cell phones, computers, internet etc in a legal and safe way
<p>Quality Work</p>	<ul style="list-style-type: none"> · attend school and classes · be on time · be prepared for lessons – bring the right equipment · do your best - 'Best first time' · be in the right place at the right time · make positive use of the resources and learning opportunities (ask when you have trouble) · complete homework
<p>Kia Manawa Nui (Courage)</p>	<ul style="list-style-type: none"> · do what's right · participate in all learning and support school activities · report unsafe activities or accidents · look after others including visitors · keep our school free from drugs and alcohol

Application Forms and Consent forms

Forms can be downloaded from the International section on our website:

www.trident.school.nz

Trident High School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. Copies of the Code are available on request from Trident High School or from the Ministry of Education website at www.minedu.govt.nz



International Student Application Form

Student Details:

Family Name: _____ First Name/s: _____

English Name (if any): _____ Gender: M / F

Date of Birth: _____

Address in home country: _____

Home Telephone: _____ Fax: _____

Email: _____

Citizenship Details:

Country of Birth: _____ Nationality: _____

Country of Citizenship: _____

First Language: _____ Other Language/s: _____

Passport Number: _____ Country of Issue: _____

Passport Issued On: _____ Expires: _____

Parents/Legal Guardian Details:

Father's Name: _____

Home Address: _____

Home Telephone: _____ Fax: _____

Business Telephone: _____ Email: _____

Mother's Name: _____

Home Address: _____

Home Telephone: _____ Fax: _____

Business Telephone: _____ Email: _____

Agent/Education Advisor Details:

Name of Company: _____

Consultant: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Agreement:

I/We confirm that the information included in this application is correct.

Name/s: _____

Signature/s: _____

Date: _____

Relationship/s to student: *(circle one)* Mother and/or Father Guardian Other

If other person, please state relationship to the student: _____

Complete and return application to: pa@trident.school.nz



International Student Placement Form

Please complete in English

Student Details:

Family Name: _____ First Names: _____

English Name (if any): _____ Gender: M / F

Date of Birth: _____

Education Details:

How many years Junior High School have you completed? _____

How many years of High School have you completed? _____

Name of present school: _____

Class/Level: _____

Subjects you are studying this year: _____

Important: *Please enclose High School grades and a letter of reference from the School Principal or Teacher. Both documents must be in English.*

Language Details:

How many years have you studied English? _____

Where did you study? _____

English Level: Beginner / Elementary / Intermediate / Higher Intermediate / Advanced

Course Required:

Subjects you would like to study: _____

What are your plans for future study? _____

Arrival Details:

Do you need airport pick-up upon arrival in New Zealand? Yes / No

Arrival Date: _____ Arrival Time in New Zealand: _____

Flight Number: _____

Accommodation Details:

Do you need homestay on arrival? Yes / No

Your Religion: _____

What are your interests? _____

Sports / Hobbies: _____

Do you like children? Yes / No

Do you like pets? Yes / No

Medical Information:

Do you suffer from any illness the school should know about? Yes / No

If yes, please provide details including medications: _____

Important: All International students attending Trident High School must have comprehensive medical insurance. The school is able to arrange full insurance if required.

Agreement:

I have read and understood the information concerning Trident High School. I agree to abide by the school rules and New Zealand Law at all times.

Signed by Student: _____ Date: _____

Please complete and return the student placement form to:

Principal or PA principal@trident.school.nz

New Zealand



Travel and Activity Permission Form

Our child is authorised to travel under the supervision of Trident High School and participate in the following activities checked below. We understand that no travel can be undertaken without the written permission of Trident High School.

- | | |
|----------------------|-------------------------|
| Skiing | White Water Rafting |
| Snowboarding | Jet Boating |
| Ice Skating | Skateboarding |
| Swimming | Rollerblading/Skating |
| Volleyball | Squash/Tennis |
| Netball | Badminton |
| Rugby | Biking |
| Cricket | Golf |
| Basketball | Surfing/Paddle Boarding |
| Horse Riding | Yachting/Sailing |
| Hiking/Rock Climbing | Football |
| Bungee Jumping | Hockey |
| Abseiling | |

Trident High School shall use its best endeavours to ensure the safety, health and wellbeing of the student but shall not be liable for any damage or harm caused to the Student or the Student's property arising from the student's participation in sporting activities and travel excursions (whether arranged in conjunction with Trident High School or independently by the Student). The terms of the agreement may be changed by the school in writing to the parents and shall continue in force while the student is enrolled with the school.

Parent/Guardian

Date

Parent/Guardian

Date



Homestay Accommodation Request Form

Family Name: _____

First Name: _____ English Name: _____

Home Address: _____

_____ City: _____

Country: _____ Telephone: _____

Date of Birth: _____ Age: _____

Male / Female

Nationality: _____ Religion: _____

Medical Insurance Company: _____

Health Comments: _____

Name of any family member residing in NZ: _____

Do you prefer a family:

- With no children
- With children under 12 years old
- With children over 12 years old

Many NZ families have a cat or dog. Are you allergic to animals? If so please give details:

What hobbies or sports are you interested in?

Homestay Accommodation

How long is accommodation required for? _____

Do you smoke? Yes / No

Are you a vegetarian? Yes / No

Are there any foods you cannot eat? If so please give details: _____

Arrival Date: _____ Time: _____

Flight #: _____

Fees:

Placement NZ\$500.00

NZ\$280.00 per week (payable 12 weeks in advance and fully refundable if one month's notice is given)

Trident High School Homestay Services

Conditions of Registration

Trident High School Homestay Services agree to place the student in suitable homestay care. Checks are made to ensure that both students and host family are compatible.

Students will be met at the airport and transferred to the host family.

Refund of accommodation fees will be given if cancellation notice of 4 weeks is given.

A minimum of 12 weeks accommodation must be paid in advance by direct credit.

If students go on holiday for one week or more they will pay a reduced fee of \$200.00 per week for every week they are away, providing one month's notice is given.

I accept the Condition of Registration and wish to apply under these terms.

Signature of Parent or Guardian: _____

Date: _____



Homestay Student Profile

To be completed by Student and/or Agent

Please print:

Last name		First name/s			
Street		Postal Code			
	Country		Citizenship		
	Number	Place of Birth	Date of Birth		
		Weight (kg)	Eye Colour	Hair Colour	Sex (M / F)
			Religion		
	Mother or Legal Guardian				
Last name		First name			
Street		City		Country & Post Code	
Area Code/Phone Number			Fax Number		

Mother or Legal Guardian

Last name		First name		
Street		City		Country & Post Code
Area Code/Phone Number			Fax Number	

Brothers and Sisters

Name	Age	Sex M/F	School / Occupation

Nearest relative or friend to contact if parent or legal guardian is not available (2 please)

Name	Area Code/Phone Number	Relationship
Name	Area Code/Phone Number	Relationship
List hobbies, interests, including sports you participate in, in order of importance to you.		
Do you sing or play a musical instrument? If so state which.		
What are your household responsibilities?		
Indicate any part-time jobs or work experience you may have had.		
Do you have relatives living in your host country, if so where?		
Indicate the foreign languages you speak and/or have studied.		
Language	Years of Study	
How do you feel about learning about a new and different language and culture?		

Medical

Indicate with an **X** if you have had any of the following illnesses

	Yes	No		Yes	No		Yes	No
Asthma.....	•	•	Eczema.....	•	•	Rheumatic Fever.....	•	•
Cancer/Tumours.....	•	•	Hepatitis.....	•	•	Rubella.....	•	•
Chickenpox.....	•	•	Measles.....	•	•	Scarlet Fever.....	•	•
Convulsive Disorder.	•	•	Migraine Headaches.	•	•	Thyroid Disease.....	•	•
Diabetes.....	•	•	Mumps.....	•	•	Ulcer.....	•	•
Dyslexia.....	•	•	Nervous/Mental/Disturbance	•	•	Urological Problems.	•	•
Eating Disorder.....	•	•	Whooping-Cough.....	•	•	Physical Handicaps.	•	•

Are there any health conditions i.e. allergies, we have to take into consideration by any normal host family? If yes please explain.

If you will be required to take any prescription medications during your stay, please specify which medications and for what condition.

Do you have any special Dietary requirements e.g. Vegetarian



Homestay Contract

The Homestay Contract is to be completed by the Parent of a Student wishing to stay in a homestay arranged by Trident High School.

This document is not relevant for a Student who is staying in Designated Care (i.e. where a Parent wishes their son/daughter to live with a close relative). There is a separate document for Designated Care.

In return for Trident High School approving and supervising a homestay for:

Student's Name: _____

1. I guarantee the good behaviour of the student in New Zealand. I understand that unacceptable behaviour on the part of the Student in homestay may lead to termination of the Student's enrolment at Trident High School.
2. I undertake to pay NZ\$500 homestay placement fee to Trident High School and NZ\$280.00 a week, twelve weeks, in advance, to Trident High School to cover board payments. Trident High School will make payments to the homestay.
3. I understand that the Student may not make national or international telephone calls from the homestay premises unless the charges are reversed. If any such calls are made I guarantee to reimburse the homestay for any costs.
4. I undertake that the Student will not leave the homestay for another permanent address without the knowledge of the homestay supervisor.
5. I undertake the Student will give Trident High School at least two weeks' notice before leaving the homestay. The Student will pay two (2) weeks board from the date of giving notice to the School, whether or not he/she remains in the homestay during that period.
6. I understand that, in the event of the Student not coming to New Zealand, Trident High School will retain the NZ\$500 placement fee. The advance board payments will be refunded in full, although if there is a less than one week's notice given, the School may deduct a sum to compensate the homestay for inconvenience experienced or expenses incurred in anticipation of the Student's arrival.
7. I understand that Trident High School may communicate personal information relating to the safety and wellbeing of the Student to the homestay parents.

8. I understand that the homestay parents may communicate personal information relating to the safety and wellbeing of the Student to Trident High School.
9. I undertake that, in the event the Student misbehaves in homestay to the extent that it becomes impossible to find a new placement of appropriate standard, Trident High School may notify me and then may return the Student to the Student's homeland at my expense.
10. I authorise Trident High School to approve any holiday arrangements the Student may wish to make. If the School declines to approve the proposed arrangements but the Student continues with the planned activities, I acknowledge that the School has no liability or responsibility for the consequences.
11. 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 Parents irrevocably submit to the jurisdiction of the Courts of New Zealand, agree that proceedings may be brought before any Court including any forum constituted under the Arbitration Act 1908 within New Zealand and waives any objection to proceedings in any such court or forum on the grounds that the proceedings have been brought in an inconvenient forum.

Signature of Parent: _____ Date: _____

Full Name: _____

Relationship to Student: _____

Address: _____

Phone: _____ Email: _____



Trident High School
Arawa Road
Whakatane
New Zealand

Phone: 64-7-3088159
Fax: 64-7-3080184
Email: principal@trident.school.nz