

PROSPECTUS FOR  
INTERNATIONAL STUDENTS



TARGET ROAD SCHOOL

Auckland  
New Zealand

# PROSPECTUS FOR INTERNATIONAL STUDENTS

**TARGET ROAD SCHOOL** Auckland, New Zealand

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## APPLICATION REQUIREMENTS & PROCEDURES

To apply for enrolment as an international student, please complete the online application form and provide the following documents:

- Passport
- Student visa/permit (Note: A student may attend as an international student on a visitor's visa for up to three months while their student visa application is being processed)
- Evidence of medical and travel insurance
- Information on any medical conditions or learning difficulties (if applicable)
- A non-refundable administration fee of NZ \$500.00

### Procedures for Overseas Students:

1. Documents are checked and assessed.
2. An Offer of Place is made and a Fees Invoice is sent.
3. Fees are received via bank transfer.
4. Evidence of Medical and Travel Insurance is sighted.
5. The Offer of Place is confirmed.

**Procedures for Students in New Zealand:** Upon receipt of a completed enrolment application, the school will:

- Meet with the student and their parent(s).
- Check all documentation.
- A translator should be brought if needed.

### Final Steps

1. Parents will be informed in writing if a place is available.
  2. If no places are available, parents can choose to be placed on a waiting list.
  3. When a place becomes available, parents will be notified and will have 14 days to accept or decline.
  4. The Principal has the discretion to place a student in a particular year or class.
  5. If the application is accepted, parents have 14 days to pay the fees to accept the placement.
  6. Once fees are received, an Offer of Place letter will be issued.
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## **INTERNATIONAL STUDENT PROGRAMME POLICY**

Target Road School believes that enrolling students from different cultures enriches the school's environment and the education it provides.

### **Education Goals:**

- To foster a dynamic and exciting teaching and learning environment for all students.
- To prepare students for an internationally integrated world.
- To develop an international education perspective for everyone involved.
- To diversify the school's income to provide better resources and facilities for all students.

**Practices and Procedures:** The school is committed to:

- Providing programs that are appropriate for the learning needs, abilities, and development stages of its international students.
- Offering effective pastoral guidance and support.
- Providing appropriate facilities and resources.
- Adhering to the Ministry of Education's Code of Practice for the Pastoral Care of International Students.
- Promoting activities that celebrate cultural differences.
- Providing opportunities for international students to learn about and appreciate New Zealand life and culture.
- Promoting staff development to enable them to work more effectively with international students.
- Reviewing and setting international fees annually to ensure there is no cross-subsidisation from New Zealand taxpayers or school parents.
- Implementing a transparent and fair refund policy for international student fees.

### **Responsibilities:**

#### **The Board of Trustees is responsible for:**

- Establishing the strategic direction for international education.
- Approving and reviewing the international education policy.
- Setting fees for international students.
- Approving the allocation of resources to maintain the international student program.

#### **The Principal is responsible for:**

- Ensuring compliance with legislative requirements.
- Appropriately staffing and resourcing the international student program.
- Reporting to the Board of Trustees.
- Making recommendations to the board.
- Ensuring compliance with the Code of Practice for the Pastoral Care of International Students.
- Delegating duties as needed to ensure compliance with the Code of Practice.

**Evaluation and Review:** The international student program will be reviewed annually.

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## **CONTRACTUAL AGREEMENT**

This agreement is between Target Road Primary School and the parent/guardian of the student.

Name of parent:

Home address of parent:

New Zealand Address of Parent:

### **Terms and Conditions:**

- The applicant confirms they are not a resident of New Zealand and will inform the school of the days they are present in the country.
- The school agrees to enrol the student based on the terms set out in this agreement.

#### **1. School Obligations:**

- Provide tuition in accordance with the New Zealand Ministry of Education Code of Practice.
- Designate an International Student liaison.
- Ensure the safety, health, and well-being of the student. The school is not liable for harm to the student or their property outside of school hours.
- Protect and refund fees in advance as per the Code of Practice.

#### **2. Parent Obligations:**

- Pay tuition fees as agreed.
- Provide academic, medical, or other information relevant to the student's well-being when requested.
- Provide proof of Medical and Travel Insurance.

#### **3. Authorisations:** The applicant authorises the Principal to:

- Receive information about the student from any relevant person or body.
- Provide consent for school-authorised activities.
- Provide consent in a medical emergency if the applicant cannot be contacted.
- Take necessary steps to ensure the student complies with school rules.

- Obtain any information needed to process the application or fulfil the school's obligations.

**4. Limitation of Liability:** The school's liability will not exceed the amount of tuition fees paid.

**5. Termination:**

- The school may terminate a student's enrolment with 3 days' notice for unacceptable behaviour or if the home environment threatens the child's safety.
- If a student wishes to withdraw due to changed circumstances (e.g., financial difficulty, change in immigration status), a letter must be sent to the Principal.
- Students are subject to the Ministry of Education's provisions for expulsion and stand-downs.
- Upon termination, the Principal will arrange a refund of fees for any full term remaining.

**6. Miscellaneous:**

- **Force Majeure:** Neither party is in breach of their obligations if performance is prevented by an event beyond their reasonable control.
- **Governing Law:** This agreement is governed by New Zealand law, and the applicant submits to the exclusive jurisdiction of the Courts of New Zealand.
- **Terms of Agreement:** This document contains the entire understanding of the parties. The school may change the terms in writing at any time, with notification to the applicant.

**7. The Privacy Act:**

- Personal information collected by the school may be used and disclosed to process the application, provide tuition, and communicate with the student and/or applicant.
- All personal information is held by the school.
- Failure to provide requested information may result in the school being unable to process the application.
- The student/applicant has the right to access their personal information held by the school under the Privacy Act 1993.

Signature of applicant (Parent) ..... Date .....

Signature for Target Road Primary School ..... Date .....

## ENROLMENT CONDITIONS

As a condition of enrolment, the parent(s) accept that:

1. The student will participate in the general school program.
2. The student does not have special educational or behavioral needs requiring additional provisions.
3. The student will live with their parent(s) while attending the school.
4. The student and parent(s) will abide by the school's rules regarding behavior and conduct. Unacceptable behavior or providing false information may lead to the termination of tuition.
5. The student will observe the conditions of their Visa and Student Permit. Breaching these terms will be reported to the New Zealand Immigration Service, which may result in the student having to leave New Zealand.
6. Tuition fees must be paid in full before enrolment or renewal. All additional costs must be paid promptly.
7. The conditions of the fees Refund Policy are accepted.

The school observes the Code of Practice for the Pastoral Care of International Students. Copies are available from the school or the [Ministry of Education website](#).

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## STUDENT FEES & ASSOCIATED COSTS

Fee Type	Amount (NZD)
<b>Administration Fee</b> (Non-refundable, GST incl.)	\$500.00
<b>Annual Tuition Fee</b> (GST incl.)	\$14,000.00
<b>One Term Tuition Fee</b>	\$5,000.00
<b>Two Terms Tuition Fee</b>	\$9,000.00

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### Short-term Students (less than one school term):

- **Administration Fee:** \$500.00 (GST Inclusive)
- **Cost per week (1-5 weeks):** \$500.00 per week (GST inclusive)
- **Cost per week (6-10 weeks):** \$400.00 per week (GST inclusive)

### Additional Compulsory Costs:

- School Uniform (excludes shoes)
  - Stationery
  - School Trips (as requested)
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## IMMIGRATION & INSURANCE

**Code of Practice:** Target Road School observes and is bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education.

### Health and Travel Insurance:

- Most international students are not entitled to publicly funded health services in New Zealand. Exceptions include residents or citizens of Australia, nationals of the United Kingdom, or holders of a temporary permit valid for two years or more.
- If you do not fall into one of these categories, you will be liable for the full cost of any medical treatment.
- You must have medical insurance covering treatment in New Zealand for the duration of your stay.
- It is also strongly recommended that you have insurance to cover travel to and from New Zealand.
- Evidence of medical and travel insurance must be provided upon enrolment.

**Immigration:** Full details on visa and permit requirements are available from the New Zealand Immigration Service.

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## REFUND CONDITIONS

All refund applications must be made in writing to the Principal.

- **If the student has not yet started the course:** Tuition fees may be refunded in full, less a \$500.00 administration charge.
  - **If the student is in the first half of the course:** The tuition fee may be refunded less an administration fee of \$500.00 and the cost of the course up to the time of withdrawal.
  - **If the student is in the second half of the course,** A refund will only be considered for special reasons, such as serious illness of the student or their family. A letter of explanation or a medical certificate is required. The Principal's decision is final.
  - **No refunds** will be given if a student is asked to leave due to inappropriate behaviour or poor attendance.
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## FOR FURTHER INFORMATION

### Target Road School

- **Website:** [www.target.school.nz](http://www.target.school.nz)
- **Address:** 80 Target Road, Totaravale, Auckland 0629
- **Phone:** +64 09 444 8493
- **Email:** [shaner@target.school.nz](mailto:shaner@target.school.nz), [principal@target.school.nz](mailto:principal@target.school.nz)

**Useful Websites:**

- **Code of Practice:** <http://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice-NZQA.pdf>
  - **NZ Ministry of Health:** <http://www.moh.govt.co.nz>
  - **New Zealand Immigration Service:** <http://www.immigration.govt.nz>
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**TARGET ROAD SCHOOL**

**APPLICATION TO ENROL AS AN INTERNATIONAL STUDENT**

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**Student Details**

- **Full Name:** \_\_\_\_\_ (Family Name)  
\_\_\_\_\_  
(First Name)
  - **Preferred Name:** \_\_\_\_\_
  - **Date of Birth:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_
  - **Gender:** Male / Female
  - **Country of Origin:** \_\_\_\_\_
  - **Desired Enrolment Period:** From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_
  - **Desired Year Level:** \_\_\_\_\_
- 

**Accommodation**

- **Will the student be living with a PARENT? YES / NO**
- 

**Parent Details (If the student will be residing with a parent while attending Target Road School)**

- **Caregiver 1 Full Name:** \_\_\_\_\_
- **New Zealand Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- **Phone Number:** \_\_\_\_\_
- **Mobile Phone:** \_\_\_\_\_

- **Caregiver 2 Full Name:** \_\_\_\_\_
- **New Zealand Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **Phone Number:** \_\_\_\_\_
  - **Mobile Phone:** \_\_\_\_\_
- 

## **Health and Medical Information**

*All International students who enrol at Target Road School must be in good health and have New Zealand Medical Insurance.*

- **Does the student have any known medical conditions? YES / NO**
    - If YES, please provide details: \_\_\_\_\_
  - **Proof of Medical Insurance:**
    - **Type:** \_\_\_\_\_
    - **Policy Number:** \_\_\_\_\_ *(Please provide a photocopy of the medical insurance policy)*
- 

## **Special Educational Needs**

*Target Road School expects to be able to meet the learning needs of students enrolled at the school.*

- **Does the student have any special educational/cognitive, or behavioural needs? YES / NO**
    - If YES, please provide details: \_\_\_\_\_
- 

## **Declarations and Agreements**

Please confirm the following:

- I have been informed about and received a summary of the Code of Practice for International Students: YES / NO
- I have been informed of all costs involved with enrolment, the school's policies regarding fee protection and refunds, and the grievance procedures: YES / NO
- I have read, understood and accept the policies, rules and procedures regarding International Students at Target Road School and agree to abide by them.
- I agree that all disputes will be dealt with in accordance with New Zealand Law.
- I confirm all the information contained in this application is true and correct to the best of my knowledge and belief.
- I will inform the school if there are any changes to the details of this application, including any change of address or living circumstances.
- I understand that withholding of relevant information or giving false information may result in the termination of enrolment.

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### **Emergency Contact**

*Please provide emergency contact details for your child in case we are unable to contact you.*

- **Name:** \_\_\_\_\_
  - **Contact Number:** \_\_\_\_\_
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### **Signature**

- **Parent Signature:** \_\_\_\_\_
  - **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- 

If you have any complaints about the school and if you are not satisfied by the outcome of our complaints process, you may notify the New Zealand Qualifications Authority (NZQA). Please refer to the [NZQA website](#) for more information on their role and process.

You may also be able to take your complaint to [Study Complains](#) – a dispute resolution provider specialising in supporting international students in resolving disputes with their schools.

### **OFFICE USE ONLY**

#### **Verification Check**

Passport, student visa and student permit  
photocopied

Details: Passport verified & photocopied

Passport copied

Proof of Residential Details

Medical Insurance details checked and photocopied

Copy of Summary Code

Refund & Fees Protection Policies

#### **Verified & Photocopied**