

International Student Handbook

Updated July 2022

Table of Contents

[International Students 2](#_Toc56968888)

[Course Details 2](#_Toc56968889)

[Community Based Education 2](#_Toc56968890)

[Sport & Physical Recreation 2](#_Toc56968891)

[Code of Practice 2](#_Toc56968892)

[Health and Travel Insurance 2](#_Toc56968893)

[Immigration 3](#_Toc56968894)

[Tuition 3](#_Toc56968895)

[Enrolment Procedures 3](#_Toc56968896)

[Conditions of Acceptance 3](#_Toc56968897)

[Refund Conditions 4](#_Toc56968898)

[Withdrawal 4](#_Toc56968899)

[Fees Protection 4](#_Toc56968900)

[Disputes and Complaints 4](#_Toc56968901)

[INTERNATIONAL STUDENT ENROLMENT FORM 5](#_Toc56968902)

[TRAVEL AND MEDICAL INSURANCE 6](#_Toc56968903)

[HEALTH 6](#_Toc56968904)

[TERMS AND CONDITIONS 8](#_Toc56968905)

[Blanket Consent for EOTC 9](#_Toc56968906)

[STUDENT DECLARATION 10](#_Toc56968907)

[PARENT DECLARATION 10](#_Toc56968908)

[ACCEPTANCE OF TERMS: 11](#_Toc56968909)

## International Students

### The Peace Experiment by Jason Whisman — Kickstarter**Course Details**

Peace Experiment offers a Montessori learning programme for 11 - 18 year old students. While we do not have specialist teachers who will assist with tutoring English to non-English speaking students; we do have staff who are able to support an ESOL (English as a Second Language) programme.

There are no uniform requirements at Peace Experiment, and the stationery is provided for free.

NCEA is the national school leaving qualification and is optional for those wishing to gain levels 1, 2 or 3.  Students may study at any level that they feel comfortable at; and may choose any set of topics, subjects or standards that they are eligible for.

### **Community Based Education**

The school believes in the value of using the community to create opportunities for education to assist in personal and social development; such as the use of the public library, swimming pools, gymnasium, Mt Wellington reserve, local shops and train station and bus hub.

### **Sport & Physical Recreation**

All students are encouraged to participate in Physical Education, sport and fitness activities to create active, healthy and integrated individuals.

### **Code of Practice**

Peace Experiment 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 from this institution or from the NZ Ministry of Education website at [http://www.minedu.govt.nz](http://www.minedu.govt.nz/).  Peace Experiment is a signatory to the [Code of Practice](http://www.education.govt.nz/our-work/legislation/regulations-to-support-international-students/)for International Students

### **Health and Travel Insurance**

International students are not entitled to publicly funded health services while in New Zealand unless they are:

* A resident or citizen of Australia; or
* A national of the United Kingdom in NZ; or
* The holder of a temporary permit that is valid for 2 years or more.

If you don’t belong to one of these special categories and you received medical treatment during your visit, you will be liable for the full costs of that treatment.  We also strongly recommend that you obtain insurance to cover your travel to and from New Zealand.

### **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](http://www.immigration.govt.nz/)“

### **Tuition**

For 2021, Including GST, the tuition fee is **$NZ** 4310.31 per year including GST.  This is usually paid quarterly. The Tuition fees increase by 5% per annum.

There is also a $NZ447 non-refundable application fee, and a bond payable in advance of $NZ4310.31.  Students must have medical insurance, that covers the entire duration of the time enrolled, which costs approximately $NZ 300 pa.

Should you be submitting an application to NZ immigration for permanent residency, it is recommended that fees be paid term by term, or per semester.

All international students attending Peace Experiment must have current medical insurance.

### **Enrolment Procedures**

You can find the Application for Enrolment online. The International Student’s parents complete the Application for Enrolment form.

1. The application is submitted for approval, to the principal from the Board of Trustees
2. Once the application has been approved, a Letter of Acceptance of Application, (Offer of Place), together with ‘Current Fee Structure’ form, is forwarded to the student.
3. A Tuition Agreement is signed between the School and the Student’s parents and payment of the fee is made. The amount of the fee is determined by the term of tuition chosen by the Student. A copy of this Agreement is given to the Student.
4. Once payment of the International Fee has been made, a receipt is issued.
5. The Student can now apply to the Immigration Office for a Student Visa, showing the receipt and Tuition Agreement to support their application. The visa or permit must be endorsed with the name of the school at which the student is seeking to enrol.
6. Once the appropriate Visa is obtained, the Student is in a position to commence studies at Peace Experiment on the date agreed to in the Tuition Agreement.

PLEASE NOTE: NO STUDENT CAN COMMENCE STUDIES AT **PEACE EXPERIMENT** WITHOUT ALL RELEVANT DOCUMENTATION.

### **Conditions of Acceptance**

* Peace Experiment accepts International students from Age 11 - 18.
* Parents must be willing to sign the Tuition Agreement and abide by the School’s rules as they apply to all students, including International Students
* Students will only be accepted if there is sufficient space available in the school, and the student is deemed an appropriate match for the school culture (understanding of Montessori and so on)
* All applications will be approved by the Principal, and if accepted will receive a letter of acceptance and invoice for the school fees.  An invoice will then be available with a Offer of Placement.
* Students who are not accepted will receive a letter from the Principal.

### **Refund Conditions**

To be eligible for a refund of the International Fee, an application must be made in writing to the Board of Trustees by the parent or legal guardian of the student stating clearly the reason for withdrawal of the student and received 10 weeks prior to the date of leaving.

If the withdrawal is made prior to the student commencing school, a full refund shall be made, less application fee.

There will be no refund if a request to withdraw is made

1. after the student has reached the mid point of his/her contract except in exceptional circumstances, e.g. a Breach of the Fair Trading Act or Consumer’s Guarantee Act.
2. After two weeks of the start of a term

In determining any refund, the Board of Trustees will take into consideration the special circumstances of the withdrawing student and –

* – The costs to the school in providing the tuition
* - Costs incurred in employing staff and providing facilities
* - Payments made to the New Zealand Government.
* - Any other costs already incurred by the school.

No refund will be made to a student who –

* Transfers to another school or educational institution
* Is asked to leave because of misbehaviour, poor attendance or violation of the contract with the school, or breaks New Zealand Law
* Becomes a permanent resident after the 1st of March (in any year) if enrolled in the school prior to the 1st of March.

### Withdrawal

International students who wish to withdraw from Peace Experiment must:1. Provide written approval from their parents2. Notify the Principal and complete the school leaving process

### **Fees Protection**

The Board guarantees a refund of unspent International School Fees, in the unlikely event of the school not being able to deliver its normal programme.  The guarantee lasts until the tuition has been provided.

This policy is in keeping with the Code of Practice for the Pastoral care of International Students.

### **Disputes and Complaints**

In most cases a discussion with the staff or the principal will sort out problems.  This includes problems with learning, friends and other students.  However some problems might need more support, or an external agency.

* International Phone number: +64-4-918 4975 Freephone (within NZ): 0800 00 66 75
Email: complaints@istudent.org.nz Website: www.istudent.org.nz
You must be able to show them that you have tried to get the school to act before you contact them.
They will consult the school to see if anything can be done to help you.
* Guidance on how to deal with complaints can be found at <https://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/int-students-make-a-complaint-updated.pdf>
* Information and rules about the Student Contract Dispute Resolution Scheme can be found at <http://legislation.govt.nz/regulation/public/2016/0042/latest/DLM6748715.html>

## Questions for INTERNATIONAL STUDENT ENROLMENT FORM

|  |  |
| --- | --- |
|  | START DATE: FINISH DATE: Year Level: |
| STUDENT INFORMATION |
| Family Name: (as in passport)  |  |
| Date of Birth: day month year  |  |
| Given Name(s): (as in passport)  |  |
| Gender:  | Male Female |
| Preferred Name:  |  |
| Address: |  |
| Country:  |  |
| Post Code:  |  |
| Home Phone: + country code area/city code phone number |  |
| Student Cell Phone:  |  |
| Student’s personal email address:  |  |
| School Transferring From:  |  |
| Nationality:  |  |
| Visa status - (Please 🗸 tick one)  | a) Student Visa b) Visitor Visa c) Work Visa (Parent) d) Exchange Programme (Programme name): |
| First Language:  |  |
| Date of Arrival in New Zealand:  |  |
| Passport Number:  |  |
| Passport Expiry date: : day month year  |  |

SUPPORT PERSON/RELATIVE IN NEW ZEALAND (IF YOU HAVE SOMEONE)

|  |  |
| --- | --- |
| Full Name:  |  |
| Address: |  |
| Post code: |  |
| Home Phone:Cell Phone:  |  |
| Name of Workplace:Workplace Phone:  |  |
| Email Address:  |  |

**PARENTS’ INFORMATION**

|  |
| --- |
| Caregiver1 Full Name:  |
| Occupation:  | page2image1000106592Cell Phone:  |
| Name of workplace:  | page2image1000059552Work Phone:  |
| Personal email address:  |
| Address: Country: Post Code:  |

|  |
| --- |
| Caregiver 2 Full Name:  |
| Occupation:  | page2image1000080016Cell Phone:  |
| Name of workplace:  | page2image1000193392Work Phone:  |
| Personal email address: page2image1000167120 |
| Address: (If different from above)Country: Post Code:  |

TRAVEL AND MEDICAL INSURANCE
N.B. It is compulsory for all International Students to have Travel and Medical Insurance while in New Zealand

### HEALTH

1 List any medical conditions that the school should be aware of including allergies to food, bee stings, etc. Please state the severity e.g. mild, moderate, severe.

List any medication the student is taking:

2 List any mental health psychological issues or learning disabilities we should be aware of, e.g. depression, anxiety, eating disorders, dyslexia, attention deficit disorder etc.

## TUITION CONTRACT FOR INTERNATIONAL STUDENTS AT Peace Experiment AND THE PARENTS OF THOSE STUDENTS

The Parties to this contract are: (International student)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AND

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Parents of the International Student)

AND
Peace Experiment Board of Trustees (“The School”)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please make sure you have read and understood all the terms and conditions of enrolment before signing the declaration at the end.

### TERMS AND CONDITIONS

The school will provide tuition services to the “Parents/Student”. The above parties acknowledge that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ “the student” is the recipient of the tuition services but is not party to this contract if under 18 years.

The school will provide tuition in accordance with the New Zealand Ministry of Education Code of Practice for the Recruitment, Welfare and Support of International Students.

The “Parents/Student” appoint and authorise the Principal of the School (or such other person as may be appointed by “The School” to carry out the principal’s duties) to:

3.1  Receive information from any person, or authority concerning the student for medical, educational and welfare purposes.

3.2  Provide consents in respect of any activity carried out and authorised by “The School”.

3.3  Receive financial information relating to the student for immigration requirements.

3.4  Provide consents that may be necessary to be given on the student’s “parents”

“The School” shall use its best endeavours to ensure the safety, health and well-being of the student but shall not be liable for:

4.1 Any damage or harm caused to the student or the student’s property arising out of the student’s accommodation arrangements or while attending the School or outside of normal school hours.

The Refund Policy for “The School” is based on Section 4B(7) of the Education Amendment Act (N. 4) 1991.

5.1  In order to be eligible for any refund the “Parents/Student” must apply in writing to “The School”.

5.2  If you change your mind before coming to New Zealand, full tuition fees will be refunded. “The School” reserves the right to deduct an administration cost of NZ$500.

5.3  If the “Parents/Student” wishes to cancel the student’s study after coming to New Zealand, or undertake alternative study after the course has started, no refund will be made except in the case of:

a)  Return home because of student’s serious illness

b)  Return home because of death or serious illness of a close member of the student’s family

c)  Compassionate grounds at the discretion of Peace Experiment

In the cases under New Zealand law, the school must retain amounts to cover costs already incurred. The balance will be refunded. Medical evidence must be provided.

5.4  No refunds will be made to the “Parents/Student” whose student is asked to leave the School because of misbehaviour, poor attendance, non-compliance with homestay regulations or violation of the New Zealand law, including traffic laws.

5.5  No refunds will be made to the “Parents/Student” who wishes to transfer the student to another school in New Zealand or overseas for whatever reason.

5.6  No refunds will be made to “Parents/Student” whose student returns home for any reason other than the student’s serious illness or death/serious illness of a close member of the family.

5.7  No refunds will be made to the “Parents/Student” who acquire Permanent Residence for the student or whose parents acquire a Work Visa/Permit, after having enrolled at the School.

6. The “Parents/Student” agree that the student will comply with the School Rules.

1. The “Parents/Student” must advise the International Department of any change of address, or contact details.
2. The “Parents/Student” acknowledge that personal information of the student or the “Parents/Student” held by “The School” can be used for the purpose of application for tuition, provide tuition and associated services provided by the school and as a means of communication with the “Parents/Student” with that information as “The School” sees fit.
3. All disputes will be in terms of New Zealand Law and held in New Zealand Courts.
4. The “Parents/Student” agree that the student will live in accommodation arranged or approved by the school.
5. The “Parents/Student” accept the right of “The School” to change an academic course if it is seen to be necessary for the student.
6. Medical and Travel Insurance: International students (including group students) must have appropriate and current medical and travel insurance while in New Zealand
7. Eligibility for Health Services: Most international students are not entitled to publicly funded health services while in New Zealand. If 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
8. 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 at www.acc.co.nz
9. Immigration: “Full details of immigration 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 www.immigration.govt.nz

CODE: Peace Experiment has agreed to observe and be bound by the
The Education (Pastoral Care for International Students) Code of Practice 2016
Copies of the Code are available from the New Zealand Qualifications Authority website at http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/

1. Internet Acceptable Use:
Peace Experiment makes the Internet available to students for use in their subject areas and in their homestay if applicable. We also allow students their own email account if requested (through the Library Information Centre). Before being allowed to use the Web, all students must obtain the permission of their parent/caregiver and they must agree to abide by the school’s Acceptable Use Guidelines.

Both you and your child must sign below as evidence of your acceptance of the school’s Internet Use Guidelines.

We would be grateful if you would read through the following requirements and discuss them with your child, and then complete the permission section below.

The following are not permitted on the Peace Experiment Computers:

•  sending or displaying offensive messages

•  downloading, sending or displaying obscene pictures

•  using obscene language

•  harassing, insulting or attacking others

•  damaging, or attempting to damage computers, computer systems

•  breaking copyright laws – downloading unauthorised music or videos

•  installing and playing games

Blanket Consent for EOTC

Education Outside The Classroom (EOTC) is the name given to all events/activities that occur outside the classroom, both on and off the school site. This includes co-curricular events also (e.g. sport, music, etc.)

Our school believes in using a range of environments and experiences to enhance our students’ learning.
We have ready access to the beach, rivers, mountains, and the bush in our area and beyond. We are also close to various built environments in our community, such as local businesses and recreational facilities. These areas offer rich learning opportunities for our students. Our students need to learn how to be safe both in and out of school. Thus some of the learning for students occurs beyond the school site and this document is seeking your consent for your child/ren to participate in such learning.

Yours sincerely,

### STUDENT DECLARATION

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (student name) have read and understood the terms and conditions of being an international student at Peace Experiment, as set out in this agreement, and agree to abide by the rules of the school and by the homestay accommodation rules and to do my best to fit in with the lifestyle of my homestay family. I accept that my homestay family and the school are responsible for me and I agree to them enforcing these rules. I have carefully studied the above rules and understand that failure to comply with these rules may result in dismissal from the school.

In accordance with the Privacy Act, 1993, I, the student, consent to the information contained in this application being available to the Ministry of Education, NZ Qualifications Authority and relevant institutions for the advancement of my education, and other agencies where disclosure is required for the maintenance of law and order, and to this information being available for school use for the purpose of improving my performance as a learner and ensuring my personal safety.

I agree to information regarding my school performance being transferred between educational institutions to which I am transferring or have transferred.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Student) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### PARENT DECLARATION

We (the parents) fully accept the authority of Peace Experiment and all the provisions set out in the previous pages, as well as the accompanying document, INTERNATIONAL ENROLMENT INFORMATION PACK. We are aware that Peace Experiment, as a signatory, will act according to the Education Code of Practice (http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/) The term of this agreement is for the duration of the student’s involvement at this school.

We have read and understood the following, as contained in the two documents:

•  Refund policy

•  Fees protection

•  Consent for EOTC

•  Acceptable Internet use

•  Uniform information

•  Homestay rules and contract (if applicable)

If \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is accepted at Peace Experiment he/she will obey the conduct and uniform codes as outlined in this agreement. We agree to pay for any fees or levies set, and any careless damage to school property.
Further, we give permission for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s photograph to be used for publicity purposes. We declare that all the information provided is true and complete and that we have attached all relevant documentation as required by the school (see below). We understand that failure to disclose relevant information or the provision of false information may result in termination of this contract.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent’s signature) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent’s signature) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The School

Signed: Date: on behalf of the Board of Trustees

Thank you for your application and we look forward to welcoming your child to Peace Experiment.

Finally, remember to attach the following information to your enrolment form:

🞏 Copy of Passport (showing status where relevant) – if born outside New Zealand 🞏
🞏 Any relevant medical / behavioural documentation

## ACCEPTANCE OF TERMS:

By signing below you acknowledge and accept the terms and conditions detailed below:

• I agree to abide by the rules and policies of the school at all times.

• I confirm that information supplied in this application is true and correct.

• I have read, understood and signed the Tuition Agreement which shall apply if my application is successful.

• The above-mentioned child will participate in the general school programme that gives Peace Experiment its special character.

• As parents we will support Peace Experiment policies and procedures.

• Should I obtain residence or a work permit, the enrolment period is valid up to and including the last date of International Fees paid.

For International Students:

Offers of course placement will be decided by the Principal. Should your application be successful, you will receive a letter (“Offer of Place”). You will need to make payment of fees to secure the place. If you accept the Offer of 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. A parent must sign the terms.

The parents will be bound by these terms and conditions.

SIGNATURE OF PARENT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:

APPROVED/DECLINED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (official use only)