

CAMBRIDGE MIDDLE SCHOOL

CONDITIONS OF ENROLMENT

In addition to the conditions listed here, all conditions that are part of the contract with parents, the homestay contract, the fees refund policy and other school policies also apply.

1. Students and parents/legal guardians must accept and abide by rules regarding behaviour and conduct that apply to all students. Unacceptable behaviour may result in the termination of tuition.
2. Students must observe the laws of New Zealand.
3. Students must observe the conditions of their visa. If a student breaks the terms of the visa the school will report the fact to the New Zealand Immigration Service, which may result in the student having to leave New Zealand.
4. Because class placements are decided on the evidence of assessment after arrival in New Zealand; **all** information given before enrolment about placement on courses and in classes is **provisional**. 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.
5. The student will attend the school on all occasions when it is open unless prevented by illness or other urgent cause.
6. Tuition may be terminated if the student fails to comply with the school rules or breaches the conditions of their visa.
7. Tuition fees will be paid in full before enrolment, or before enrolment is renewed (whichever applies)
8. Homestay fees will be paid in full before enrolment, or before enrolment is renewed (whichever applies)
9. All additional costs (as outlined in the school prospectus) will be paid promptly, as required.
10. The conditions of the Fee Refund Policy will be accepted
11. All students are required to have travel and medical insurance for the duration of their period of enrolment. The school may arrange insurance unless students choose to

make their own arrangements, in which case proof must be provided that the insurance purchased is adequate.

12. All international students must obtain an insurance policy that includes a fees protection clause. Cambridge Middle School can arrange a suitable insurance policy. If a student's insurance is arranged independently, a copy of the policy must be sent to the school before enrolment to ensure that fees protection coverage is adequate.
13. All international students must live in one of the following types of accommodation:
 - a) A homestay organised by the school
 - b) With their parents or legal guardians (proof of legal guardianship must be supplied)
 - c) With a designated caregiver chosen by their parents/legal guardians. All accommodation offered by designated caregivers must be approved by the school, as required by the *Code of Practice for Pastoral Care of International Students*. An indemnity must be signed by parents giving the designated caregiver authority.
14. All disputes will be dealt with in New Zealand law.
15. The schools complaints procedure for international students will be used to deal with grievances.
16. Parents must inform the school of their address, telephone number, fax number and e-mail address (whichever applies). The student and/or parents will advise the school of any change in the contact details of the student or parents.
17. The student and/or parents will provide academic, medical and other information that is relevant to the wellbeing and course placement of the student.