

Ilam School

International Student Enrolment Package

Student Name: _____

Application Date: _____

Requested Enrolment Dates From: _____ To: _____



OUR SCHOOL VALUES

Positive • Safe • Kind • Respectful

“Celebrating Achievement, Celebrating Diversity”

International Student Prospectus

Welcome to Ilam School

Kia ora, talofa, konnichiwa, ni hao, namaste, malo e lelei, annyeong haseyo, shalom, assalam alaikum, bula.

Welcome to Ilam School. We hope you find this enrolment package helpful. If you have any questions, please ask.

Ilam School is a caring and inclusive primary school for children aged 5-11 years. This is Years 0-6 in the NZ Education System. We are located in north-west Christchurch, close to the University of Canterbury and about 10 minutes from Christchurch International Airport.

Our staff have a long history of supporting international students. We provide language support for children and families, and our school community includes students from many cultural and national backgrounds.

Rights and Responsibilities in New Zealand

Ilam School follows the Code of Practice for the Pastoral Care of International Students. All students must meet Immigration New Zealand requirements.

Important Health & Insurance Notice:

Most international students are not entitled to publicly funded health services in New Zealand. ACC provides accident insurance for citizens, residents, and temporary visitors to New Zealand.

International students must have current medical and travel insurance for the full period of study.

What Families Need to Know

- Enrolment is subject to space being available.
- Class and course placement are provisional and may change after assessment.
- Students and parents/legal guardians must follow school rules, behaviour expectations, and visa conditions.
- Tuition may be ended if school rules or visa conditions are breached.
- Tuition fees must be paid in full before enrolment.
- Additional costs must be paid promptly.
- International students aged 5-9 years must live with a parent.
- All disputes are dealt with under New Zealand law.
- Parents must keep contact details up to date.

Enrolment Process, Documents & Support

The Enrolment Process

When you apply, the school will:

1. Check your child's eligibility to attend.
2. Check and photocopy your child's passport.
3. Send you this prospectus and enrolment form.

If the enrolment is accepted, the school will:

1. Send an invoice for tuition and administration fees.
2. Issue a receipt and an Offer of Place once payment is received.
3. Request a copy of the student's visa(s).
4. Arrange a meeting soon after arrival in New Zealand.
5. Confirm a start date and provisional class placement.
6. Provide information about uniform and stationery requirements.

Documents Required

For Enrolment Application	Before the Start Date
<ul style="list-style-type: none">● Passport● Enrolment application and prospectus● Immunisation certificate/record● We also require a copy of a recent school report from your child's current school.	<ul style="list-style-type: none">● Visa(s)● Proof of travel/medical insurance

Support at School

Orientation is provided by language support staff. Students are introduced to their classroom and supported through a buddy system. Students are monitored during their transition into school.

Parents are welcome to contact the teacher at any time with questions or concerns, or to discuss their child's learning and progress.

Concerns and Complaints

1. Talk with the classroom teacher first.
2. If needed, talk with the principal or deputy principal.
3. If still unresolved, use the school's formal complaint process.

If a formal complaint is needed, it must be made in writing and sent confidentially to the principal or presiding member. International students may also contact NZQA or iStudent Complaints if needed.

Attendance, Accommodation, Insurance & Fees

Attendance, Withdrawal, and Termination

Students must attend regularly whenever school is open. Parents must notify the school about absences, planned leave, or withdrawal. The school will notify Immigration New Zealand where required.

Persistent truancy, inaccurate application information, or unacceptable behaviour may lead to termination of enrolment.

Accommodation

- Students aged 5-9 years must live with their parents.
- Students aged 10 years and above may live with a designated caregiver.
- The school checks passports, birth certificates, visa dates, and living arrangements.

Insurance Requirements

All students must have current, acceptable medical and travel insurance. This must be verified by the school before enrolment and must cover:

- Medical expenses
- Emergency evacuation
- Travel disruption
- Personal liability
- Repatriation
- Search and rescue

Fee Schedule

Full Year Item	Amount	Per Term Item	Amount
Annual tuition fee	NZD \$13,000	Term tuition fee	NZD \$4,000
Administration fee (one-off)	NZD \$500	Administration fee (one-off)	NZD \$500
Total Full Year	NZD \$13,500	Total Per Term	NZD \$4,500

* Note: Additional fees may apply for camps and activities, music lessons, stationery, and uniforms.

Fee Protection and Refunds

The school protects international students' income through internal financial monitoring and auditing procedures. The Board maintains sufficient reserves to refund fees if required.

Refunds may be considered in cases of serious illness or accident, family bereavement requiring return home, permanent residency being granted, or force majeure events. Refund applications must be made in

writing. The school may deduct administration costs, tuition already provided, and other committed costs. Refunds are not normally provided after the second half of the course.

International Learners Code of Practice 2021

The Code sets minimum standards for the pastoral care of international students. Students should first use the school's internal complaints process. Further support is available from NZQA and iStudent Complaints.

Please follow this link to the Tertiary and International Learners Code of Practice:

<https://www2.nzqa.govt.nz/tertiary/the-code/>

Enrolment Form A: Student Details

Family Name

First Name

Preferred Name

Date of Birth

Gender

Ethnicity

Country of Birth

Passport Number

Visa Status

Date of First Entry into NZ

Previous School(s) / ECE Facility in NZ

Dates of Attendance:

Length of Enrolment Requested

Language Spoken at Home

Medical Information

Does your child have any allergies, medical conditions, or requirements we should know about?

Enrolment Form B: Parent Details

Parent / Next of Kin in Home Country

Name

Address

Phone

Mobile

Email

Parent Living with the Student in New Zealand

Name

NZ Address

Phone

Mobile

Email

Enrolment Form C: Learning Needs

Ilam School expects to be able to meet the learning needs of children enrolled at the school.

Please indicate Yes or No to each item below, so that this can be discussed before enrolment is accepted:

Neurodevelopmental Conditions

- | | |
|---|--|
| ADHD | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Autism Spectrum Disorder (ASD) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Global Developmental Delay | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Intellectual Disability | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Foetal Alcohol Spectrum Disorder (FASD) | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Learning Disorders

- | | |
|---|--|
| Specific Learning Disorder (e.g. dyslexia, dysgraphia, dyscalculia) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Auditory Processing Disorder | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Language Disorder (receptive and/or expressive) | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Behavioural and Emotional Disorders

- | | |
|--|--|
| Oppositional Defiant Disorder (ODD) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Conduct Disorder | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Pathological Demand Avoidance (PDA) profile | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Anxiety Disorders (including school refusal) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Selective Mutism | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Depression or other mood disorders | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Trauma-related disorders (e.g. PTSD) | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Communication and Social Interaction

- | | |
|-------------------------------|--|
| Social Communication Disorder | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Speech and Language Disorders | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Sensory and Regulation Difficulties

- | | |
|---|--|
| Sensory Processing Disorder | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Significant emotional regulation difficulties requiring behavioural plans | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Medical and Neurological Conditions

- Epilepsy or seizure disorders Yes No
- Significant sleep disorders Yes No
- Tourette Syndrome or tic disorders Yes No
- Any condition requiring regular medication that may affect learning or behaviour Yes No

Safety-Related Considerations

- History of absconding or wandering Yes No
- History of aggression toward peers or adults Yes No
- History of unsafe online behaviour Yes No

Additional Information

Enrolment Form D & E: Declarations & Permissions

D. Declarations

Please tick as appropriate:

- **Code of Practice:** I have been informed about and received information about the Code of Practice for International Students. Yes No
- **Fees and Refunds:** I have been informed about all costs involved with enrolment and the school's policy regarding fee protection and refunds. Yes No
- **Prospectus:** I have read, understood, and accept the policies, rules, and procedures regarding international students at Ilam School, and agree to abide by them. Yes No
- **New Zealand Law:** I agree that all disputes will be dealt with in accordance with New Zealand law. Yes No
- **Accuracy:** I confirm all the information contained in this application is true and correct to the best of my knowledge and belief. Yes No

E. Permissions

- **Education Outside the Classroom (EOTC):** I give permission for my child to attend Education Outside the Classroom activities. Yes No
- **Medical Permission:** I give permission for the school to sanction any required emergency medical treatment. Yes No
- **Student Information:** I give permission for my child's first name, image, or work to be published in the school newsletter, on the school website, or in the wider online community. Yes No
- **Internet Usage:** I give permission for my child to access the internet under teacher supervision as required for learning in the classroom. Yes No

Acknowledgement: I acknowledge that if I have provided false information or withheld relevant information, the school may terminate the enrolment. I will inform the school of any changes to the details of this application.

Signed by Parent:	
Name of Parent:	
Date:	

Enrolment Form F: VisaView Permission

Ilam School will use VisaView to verify visa status.

Parent Name

Student Name

Passport Number

Passport Expiry Date

Parent Signature

Date

Agreement to Provide Tuition Services

Agreement between Ilam School and the Applicant

This agreement is between Ilam School and the Applicant. The Applicant applies for tuition for the Student in New Zealand and wishes the Student to attend Ilam School. The School agrees to enrol the Student subject to the terms of this agreement.

Name of Applicant

Name of Student

Address of Applicant

School & Applicant Obligations

Ilam School Obligations: Ilam School agrees to observe the NZQA Code of Practice, provide tuition equivalent to that for domestic students, assess English and learning levels, and ensure that accommodation arrangements meet the requirements.

Applicant Obligations: The Applicant agrees to pay tuition fees, provide requested academic and medical information, ensure the student follows school rules, ensure attendance requirements are met, and accept accommodation requirements.

Authorisations & Other Terms

Authorisations: The Applicant authorises the Principal or delegated staff to obtain relevant educational and medical information, provide consent during emergencies, communicate with designated caregivers, and ensure school policies are followed.

Other Terms: The school's liability shall not exceed the tuition fees paid. Either party may terminate the agreement with five days' written notice. This agreement is governed by the laws of New Zealand. This agreement includes: Application to Enrol, Agreement to Provide Tuition Services, International Student Prospectus, and Privacy Act conditions.

Privacy Act: Personal information may be used for enrolment, tuition, communication, and administration purposes.

Immigration and Insurance: Students must meet Immigration New Zealand requirements and must have current medical and travel insurance.

Execution

I have read and understood the terms of this agreement and agree to them.

Signed by Applicant:	Signed by School:
Designation:	Date:

