

Parents/caregivers to keep
this booklet



Woodford House

International Student Application Requirements and Procedure

2011 / 2012

Private Bag 1001, Havelock North, Hawke's Bay, New Zealand
Telephone: (+64 6) 873 0700 Fax: (+64 6) 873 0719
Email: enquiries@woodford.school.nz
Website: www.woodford.school.nz



Woodford House

Application Requirements

1. **Complete, sign and return the following forms (as provided):**

- Application for Enrolment
- Special Character Statement
- Privacy Act Disclosure Consent
- Acceptance of Place Agreement

2. **Include all of the following documentation with your application:**

- A photocopy of the student's most recent school reports.
- Two references:
one should be a testimonial, including a behavioural record, from the Principal or a teacher of the student's current school; the other should be a character reference from a person not related to the student.
- A short written comment from the student about why she would like to study in New Zealand.
- A letter from the student's doctor indicating that she is in good physical and mental health.
- A photocopy of the student's passport (front pages).

4. **Attach the student's photograph to the application.**

5. **Make payment of the Enrolment Fee of NZ\$500.**

School bank account details are as follows:

Name of Account: Woodford House Trust
Bank and Branch: ANZ, Hastings, New Zealand
Account Number: 010646 0023244 - 00

Please quote the student's full name as a reference.

6. **Scan and email, fax or post the above information to:**

Dean of International Students
Woodford House
Private Bag 1001
Havelock North 4130
NEW ZEALAND

Email: enquiries@woodford.school.nz
Fax: +64 6 873 0719

Conditions of Acceptance

To be accepted for a place at Woodford House the following conditions must be met:

- Satisfactory level of English (telephone interview will take place to assess)
- Satisfactory testimonial and character reference
- Receipt of all other completed documentation as indicated in points 1 and 2 on the previous page
- Payment of \$500 enrolment fee

Offer of Place

Once the above conditions have been met the school will forward an Offer of Place form to the student. This form is to be included with your application for a Student Visa from the New Zealand Immigration office in your country.

Payment of the full year's fee is then required – NZ\$37,100. A receipt will be forwarded to the student – the receipt is required for their application for a Student Visa.

Please Note: Allow at least four weeks for a Student Visa application to be processed by Immigration Services.

When the student has completed the New Zealand Immigration Service's requirements and received the Student Visa please advise the School of the student's arrival date in New Zealand, and also your flight details. Please also forward a copy of the student's Visa.

Please note: The New Zealand school year begins in early February and ends in mid-December. Students will be required to arrive at the end of January to begin the school year (exact dates may differ from year to year – the school will advise).

Medical, travel and personal insurance is a condition of enrolment for International students studying at Woodford House. Copies of the policy documentation must be supplied with the payment of fees. If the insurance policy does not meet code standards a new one may be required.

Should you require any further assistance regarding your application, please do not hesitate to contact the Dean of International Students, email enquiries@woodford.school.nz



Woodford House

Terms of Boarding at Woodford House

Information

While the School at Woodford is operated by a Board of Trustees elected from amongst the School Community, the Boarding Houses are not part of the Integrated School which is that Board's responsibility. The Boarding Houses on the School grounds are operated by the Woodford House (Proprietors) Trust Board.

Terms

These terms of Boarding constitute a contract between you and the Woodford House Trust Board where your signed Application for Enrolment seeks to have your daughter enrolled as a boarder and is binding upon you upon acceptance of enrolment.

In this Boarding Contract the term "Parents" include Parent(s) or any other person(s) who has completed the Application for Enrolment of the Pupil. "Pupil" means the person to whom this enrolment application refers under the heading "enrolment information".

1. In addition to the Boarding Fees invoiced annually in advance, the Parents of the pupil enrolled as a Boarder ("the Pupil") shall pay:
 - (i) The costs of repairing any damage occasioned to the Boarding House premises by the Pupil during her occupation.
 - (ii) The cost of any extras or expense incurred by the Pupil and charged to the Parent's account at the School.
2. The Proprietors shall allocate the Pupil a room or living space in one of its Boarding Houses either as inspected by the Parents or the Pupil or as existing at the date of this Contract. The Boarding House or place at which the Pupil is accommodated may vary from year to year or term to term as required by the Proprietors for the proper administration of the Boarding Houses and the functions of Woodford House as a School.
3. The Pupil shall be entitled to exclusive use of her allocated room or space subject only to rights of access by the Principal, Deputy/Acting Principal, Chairperson of the Board of Proprietors and appointed Boarding House Staff.
4. The Pupil shall be entitled to reasonable space in the storage room forming part of the Boarding Houses to store reasonable quantities of luggage during term time.
5. The Pupil may invite other female Woodford House pupils into her allocated room or space with the consent of the Boarding House Staff at times permitted by Boarding House rules published by the Proprietors, Boarding House Staff or Woodford House School from time to time.
6. As part of the consideration for payment of the Boarding Fees the Proprietors will provide for the Pupil in the School Dining Room (on each School term day and otherwise at their discretion on such basis as they may reasonably fix) breakfast, lunch and dinner. The quantity will be sufficient and appropriate (in the opinion of the Principal) for the reasonable needs of a pupil at the School of the age of the Pupil from time to time. The Proprietors shall have no obligations to provide meals after the close of the last day of School at the end of each term.

7. The Parents acknowledge that the nature of meals provided in the School Dining Room pursuant to this Contract will be the same for all boarders and where relevant, daygirls and that individual pupils tastes, likes and dislikes will not be catered for on an individual basis but that a reasonable range of appropriate food will be available as part of the menu each week. On application to the Principal reasonable special dietary needs will be catered for.
8. The Pupil shall comply with the rules of the Boarding House and/or directions of the Principal, the Acting Principal, the Boarding House staff or any member of the Woodford House Teaching Staff.
9. During the Pupil's occupancy of the Boarding House, the Housemistress and/or the Principal or Acting Principal shall be in loco-parentis in respect of the Pupil and may make such decisions or give such directions with respect to the Boarding House or activities, actions or responsibilities of the Pupil both as a Boarder and at Woodford House or for the purposes of educational or social activities beyond the Woodford House grounds as they may deem appropriate having regard to the age of the Pupil and the nature of the issue.
10. The Proprietors agree to notify the parents in the event that they are advised by House Staff that any conduct of the Pupil is such as to raise concern as to whether the Proprietors should continue to provide boarding accommodation for the Pupil and where appropriate, through the Principal, to consult with the parents about the most effective method of avoiding or remedying the continuance or repetition of such conduct.
11. This Contract may be cancelled by the Proprietors and the Pupil required to vacate the Boarding House forthwith in the event that the Pupil:
Either:
 - (a) Brings alcohol or prohibited drugs, cigarettes or substances into any of the Boarding Houses or the grounds of Woodford House at any time.
 - (b) Consumes, stores or uses or gives to other students alcohol or prohibited drugs, cigarettes or substances in the Boarding Houses or grounds of Woodford House.
 - (c) Leaves the Boarding House after lights out without the consent of the Boarding Housemistress on duty.
 - (d) Leaves the Woodford House grounds at any time without the consent of the Boarding Housemistress or otherwise as permitted by rules published by the Proprietors or the Board of Trustees of the School from time to time.
 - (e) Engages in conduct unbecoming a pupil or boarder at Woodford House which may or does lower the reputation of the Boarding Houses at Woodford or the School or endangers the security of the Boarding Houses or other pupils boarding or attending at School.
 - (f) Persistently refuses to comply with the directions of the Boarding Housemistresses or the Principal or Acting Principal or refuses to comply with a direction, breach of which would expose the Pupil or any other pupil to the risk of injury or damage to their health or safety.
 - (g) Fails to observe the Special Character requirements of Woodford.

- (h) Wilfully damages any of the School buildings or the Boarding Houses.
- (i) Assaults or uses abusive language to any member of Staff of Woodford House or its Boarding Houses or theft, misappropriation or unreasonable retention of any other pupil's property.
- (j) Allows any person other than a parent access to any Boarding House or the pupil's room or living space in any Boarding House at any time without the consent of the Housemistress first obtained.

or in the event that:

- (i) The Pupil is suspended or expelled by the Board of Trustees of Woodford House for any misconduct as a pupil of the School.
 - (ii) The Parents fail without reasonable explanation to pay any extras incurred or the cost of repair of any damage to the premises occasioned by the Pupil, when such expenditure cannot be funded from the Disbursements Provision fund paid by the parents and held by the school.
12. In the event that a Disciplinary Committee appointed by the Proprietors is satisfied that the conduct of the Pupil rather than the default of the Parents contravenes clause 11 then before cancelling this contract, the Disciplinary Committee of the Proprietors shall:
- (a) Notify the Parents of the conduct of the Pupil by telephone, fax or e-mail to the address appearing in the enrolment application or to any other address advised by the pupil.
 - (b) Provide the Parents and the pupil with an opportunity to put their view of the nature of the conduct and where relevant any matters in mitigation.
 - (c) Consider the Parents' and the pupil's views and representations.
 - (d) Make such decision as they in their absolute discretion consider appropriate having regard to all of the information before them.
13. The Parents and the Pupil acknowledge that in the event that this Boarding Contract is cancelled such that the Pupil must vacate the Boarding House, neither the Proprietors nor the Board of Trustees of Woodford House warrant that a continued place as a day girl pupil may be available at the School due to day girl roll constraints applied by the Ministry of Education. In such event, the Parents agree that the Pupil will be withdrawn from the School and that no claim shall lie against the Proprietors or the Board of Trustees of Woodford House or that a refund of any fees will be given.
14. The Proprietors shall take all reasonable steps to ensure the security and safety of the Pupil in the Boarding Houses by:
- (i) The maintenance of fire sprinkler systems where installed.
 - (ii) The maintenance of smoke alarms, a fire alarm system and proper emergency means of egress.
 - (iii) Ensuring that the Boarding Houses have a Building Warrant of Fitness current under the Building Act and that any works or recommendations required or advised in respect of the Boarding Houses are carried out as promptly as the urgency of the particular work or recommendation may reasonably require having regard to the use of the buildings and the safety and needs of the Pupils.

- (iv) Maintenance of reasonable levels of supervision by Boarding Housemistresses.
 - (v) Maintenance of personal security by external access restricted, emergency doors and access ways at night, security cameras where appropriate, and the use of a Security Firm and other patrols where necessary.
 - (vi) Regular emergency evacuation practices to ensure pupils are familiar with proper procedures.
15. Notwithstanding the provisions of Clause 14, the Proprietors do not warrant by this Contract that the Boarding Houses are or will be at any time any more impregnable to unauthorised persons than the average pupils own home nor so secure that any Pupil could not admit unauthorised persons nor leave the Boarding House without permission should the Pupil deliberately decide to leave in breach of any Rules and in a manner designed by the Pupil either alone or in concert with others to avoid detection. No liability shall attach to the Proprietors for any loss, damage or injury to the Pupil in any such event.
16. In the event of damage or destruction to the Boarding Houses or School premises by any act of God (including but not limited to earthquake, fire, explosion or wind damage) such that accommodation cannot reasonably or safely be provided in the Boarding House, accommodating the Pupil, or any other Boarding Houses available, then the decision of the Proprietors to close the Boarding House or Boarding Houses for such period or periods as the Proprietors deem appropriate shall be final. In such event the Proprietors shall take all reasonable steps to notify the Parents and to assist the Parents to make other accommodation and/or educational arrangements (either temporary or permanent) as might be appropriate in the particular circumstances.
17. In the event of temporary or permanent closure of the Boarding House or Houses in the circumstances set out in Clause 16, the liability of the Parents for Boarding Fees shall not be greater than the unexpired portion of that terms Boarding and Tuition Fees. The Proprietors shall not be liable to refund any fee paid in advance in respect of the term during which the Boarding House or Houses shall be closed but shall refund any Boarding and Tuition Fees paid to it for any terms accommodation in advance of the term current at the time closure.
18. This Contract will inure and apply from year to year while the Pupil continues to be educated at Woodford House and shall not expire upon the completion of any year of education at Woodford unless either:
- (a) The Proprietors terminate this contract by reason of the breach of its terms or by reason of an inability to provide boarding accommodation due to act of God or other force majeure.
 - (b) The Proprietors determine to vary the terms of Boarding House accommodation such that a new contract requires execution and this Contract is terminated. In such event, one terms notice shall be given to the Parents of the provisions of the new contract before acceptance of it is required if the Pupil is to remain a Boarder at Woodford House.

Provided however that this clause and the terms of this Contract shall not impose upon the Proprietors any obligation to provide boarding accommodation from year to year should the Proprietors determine not to do so in respect of the Pupil. In such circumstances, the Proprietors need not give reasons for their decision but shall give to the Parents 10 weeks' notice of their determination by any of the means provided in the enrolment application.

19. Termination or cancellation of this Contract for any reason shall not affect the rights of the Proprietors to recovery monies or other losses incurred caused by any antecedent default of the Pupil or the Parents.



Woodford House

POLICY ON ENROLMENT FOR INTERNATIONAL BOARDERS for the Board of Proprietors

RATIONALE

The provision of boarding is integral to Woodford House. International boarders are welcomed for enrolment. The mixing of cultures enriches the School and the students in it.

AIMS

1. To have clear guidelines for the acceptance of international boarders.
2. To enable access to the School for those girls who will best thrive in this environment and whose needs Woodford House, by way of its Special Character, is able to address in educational learning, social development and religious instruction.
3. To provide clear guidelines for both parents and the Principal for entry into Woodford House as a full boarder.
4. To protect the viability of the School and the substantial investment in Woodford's boarding facilities.
5. To encourage loyalty to the boarding school from both pupils and parents.
6. To set out expectations of behaviour.

GUIDELINES

1. Students must board at Woodford House - homestays are arranged for holiday time and exeats.
2. Applicants as international boarders must be willing to accept the conditions of the Woodford House Special Character, as outlined.
3. A copy of current passport must be provided including visa and permit details.
4. The student parents and designated caregiver must attend a formal interview with the Principal.
5. A copy of a recent school report must be provided.
6. A copy of travel and medical insurance must be provided.
7. The Principal may contact the current school.
8. Students and parents accept that the New Zealand Curriculum is taught at the School.
9. Students should have some understanding of English and be able to communicate in English. The School reserves the right to place the student in appropriate courses based on the student's competency in English.
10. Lessons in English as a Second Language (ESOL) may be available at an extra cost. The School will determine the need for ESOL lessons in consultation with parents and teachers. The need for ESOL lessons and availability of an ESOL teacher will be influential in determining the availability of a position in the School.
11. With Woodford's Special Character in mind, the student's attitude to wanting to come to Woodford and the student's expected behaviour within the School will be considered.

12. The Principal, on behalf of the Board of Trustees and the Proprietors, will rely on the information gathered for the purposes of deciding whether a student can be accepted for enrolment at Woodford House. Matters considered will include the School's Special Character requirements, existing facilities, education requirements and student support networks.
13. When there are more applicants than places available, taking into consideration the class size restriction, the Board shall not give preference of enrolment to the parents of any child unless the Proprietor concurs that those parents have established a particular or general connection with the Special Character of the School to the satisfaction of the Board.
14. The Principal will write to parents/guardians to either offer or decline a place for the student. A written acceptance by the parents/guardians and payment of the Disbursements Deposit and Boarding Enrolment Fee secures a place.
15. Boarders are encouraged to embrace the boarding culture at Woodford by engaging in the opportunities to develop their leadership qualities and contribute to boarding life up to and including Year 13.
16. Because of the pressure for day girl places, a student who enrolls as a boarder and is accepted as such, will be ineligible to change her status to a day girl. Parents/guardians will be expected to sign the Woodford House Policy on Enrolment for Boarders accepting this condition on enrolment - once a boarder, always a boarder.
17. A student who enrolls as an international boarder and is accepted as such may be eligible to change her status to a boarder if family circumstances change, and requirements are satisfied.
18. Fees must be paid in advance. A receipt will be issued in order to facilitate New Zealand Visa application.
19. If an international boarder wishes to leave before the end of her Year 13 year, her parents/guardians are to notify the School in writing, before the end of Term 3, or with one full terms notice, as the case may be. Fees in lieu of notice will be charged as per the Enrolment Contract.
20. No student may own or drive a motor vehicle while enrolled at the School.
21. Each year level is regarded as a new course and requires parents to re-confirm the enrolment contract.
22. Parents must provide their current residential address and their preferred mode of communication, especially in case of emergency.
23. The School will conduct homestay visits as required by the Code of Practice.
24. Woodford House is a signatory to the Code of Practice of International Students and nothing in this policy will negate this.



Woodford House

POLICY ON ENROLMENT OF INTERNATIONAL DAY STUDENTS for the Board of Trustees

RATIONALE

Woodford House welcomes international day students for enrolment. The mixing of cultures enriches the School and the students in it.

AIMS

1. To have clear guidelines for the acceptance of international day students.
2. To enable access to the School for those girls who will best thrive in this environment and whose needs Woodford House, by way of its Special Character, is able to address in educational learning, social development and religious instruction.
3. To provide clear guidelines for both parents and the Principal for entry into Woodford House as an international day student.
4. To protect the viability of the School and the substantial investment in Woodford's boarding facilities.
5. To encourage loyalty to the School from both students and parents.
6. To set out expectations of behaviour.

GUIDELINES

1. Applicants as international day students must be willing to accept the conditions of the Woodford House Special Character, as outlined.
2. The student, parents and designated caregiver must attend a formal interview with the Principal.
3. A copy of current passport must be provided including visa and permit details.
4. A copy of a recent school report must be provided.
5. A copy of travel and medical insurance must be provided.
6. The Principal may contact the current school.
7. Students and parents accept that the New Zealand Curriculum is taught at the School.
8. Students should have some understanding of English and be able to communicate in English. The School reserves the right to place the student in appropriate courses based on the student's competency in English.
9. Lessons in English as a Second Language (ESOL) may be available at an extra cost. The School will determine the need for ESOL lessons in consultation with parents and teachers. The need for ESOL lessons and availability of an ESOL teacher will be influential in determining the availability of a position in the School.
10. With Woodford's Special Character in mind, the student's attitude to wanting to come to Woodford and the student's expected behaviour within the School will be considered.
11. The Principal, on behalf of the Board of Trustees, will rely on the information gathered for the purposes of deciding whether a student can be accepted for

enrolment at Woodford House. Matters considered will include the School's Special Character requirements, existing facilities, education requirements, Enrolment Scheme rules and student support networks.

12. When there are more applicants than places available, taking into consideration the class size restriction, the Board shall not give preference of enrolment to the parents of any child unless the Board concurs that those parents have established a particular or general connection with the Special Character of the School to the satisfaction of the Board.
13. The Principal will write to parents/guardians to either offer or decline a place for the student. A written acceptance by the parents/guardians and payment of the Enrolment Fee secures a place.
14. International students are encouraged to embrace the culture at Woodford by engaging in the opportunities to develop their leadership qualities and contribute to School life up to and including Year 13.
15. A student who enrolls as an international day girl and is accepted as such, may be eligible to change her status to a boarder or international boarder if family circumstances change, and requirements are satisfied.
16. Fees must be paid in advance. A receipt will be issued in order to facilitate New Zealand Visa application.
17. If an international day student wishes to leave before the end of her Year 13 year, her parents/guardians are to notify the School in writing, before the end of Term 3, or with one full term's notice, as the case may be. Fees in lieu of notice will be charged as per the Enrolment Contract.
18. Woodford House reserves the right to terminate tuition. Reasons for this may include:
 - In the event of continued and unexplained absenteeism
 - The exclusion or expulsion of the student in accordance with the Education (Stand-down, Suspension, Exclusion, and Expulsion) Rules 1999
 - Provision of false or misleading information by the student on enrolment
 - Inadequate progress by the student
 - Failure by the student to pay fees
 - Woodford House is unable to guarantee accommodation due to the student's behaviour
 - In the event of criminal behaviour by the student (including such behaviour outside the signatory's premises)
 - An inability to attend for reasons such as illness or family obligations, where the student cannot make up the missed course time and needs to re-enrol if they wish to complete the course.
19. No student may own or drive a motor vehicle while enrolled at the School.
20. Each year level is regarded as a new course and requires parents to re-confirm the enrolment contract.
21. Parents must provide their current residential address and their preferred mode of communication, especially in case of emergency.
22. The School will conduct homestay visits as required by the Code of Practice.
23. Woodford House is a signatory to the Code of Practice of International Students and nothing in this policy will negate this.



Woodford House

POLICY ON FEES PROTECTION AND REFUND OF FEES FOR INTERNATIONAL STUDENTS

For the Board of Proprietors and Board of Trustees

RATIONALE

International students who enrol for a year's study make a financial commitment for that time. The school should be protected if a student's circumstances change. Likewise, an international student's prepaid fees need to be safeguarded in the event of the school closing, or in the event that the school becomes unable to offer the programme in which the student enrolled to study.

AIMS

1. To have clear guidelines so students/parents know the financial consequences of early departure during the school year.
2. To record how prepaid fees are managed by the school, pending those fees being earned.

GUIDELINES

1. If a student changes her mind before coming to Woodford, full fees are refunded minus a \$1,000 administration fee.
2. If a student withdraws from Woodford after beginning the course, there will be no refund except in the case of:
 - a) return home because of the student's serious illness (medical certificate required).
 - b) return home because of death or serious illness of a close member of the student's family (medical evidence required).
3. In the cases of both 2a and 2b, the school will retain amounts to cover costs already incurred.
4. No refunds will be made to students who are asked to leave the school because of misbehaviour, poor attendance, or any other gross misconduct.
5. No refunds will be made to students who wish to transfer to another school for whatever reason.
6. No refunds will be made to students who gain Permanent Residence after having begun the year at Woodford.
7. Any application for a refund must be made in writing to the Principal, setting out the special circumstances of the claim.

8. Except in exceptional circumstances, no refund is payable to a student who withdraws after the beginning of the first day of Term 3.
9. If a student withdraws early or is sent home, the New Zealand Immigration Service will be notified.
10. Prepaid fees will be deposited with the Woodford House Foundation (WHF), which is a separate legal entity and registered with the New Zealand Charities Commission. The WHF unconditionally guarantees (Guarantee dated 16 August, 2002) the refund of any unearned prepaid fees in the event that the school is unable to fulfill the provision of boarding and/or tuition as contracted to the individual international students. The WHF will hold prepaid unearned fees in registered New Zealand bank term deposits, pending advice from the School that the fees have been earned. The WHF, like the Board of Proprietors (BoP) and the Board of Trustees (BoT) is subject to annual audit.