



Application to Enrol at Macleans College International Students

麦克林斯中学国际学生申请表

Macleans College
麦克林斯中学
Macleans Road, Bucklands Beach
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International Student Applications

国际学生申请表

Background:

背景:

This is an application for an overseas student to study at Macleans College, Auckland in accordance with the provisions of the Education (Pastoral Care of International Students) Code of Practice 2016 (“the Code”)

此表为奥克兰麦克林斯中学国际学生申请表，遵守 2016 年教育（国际学生关爱辅导）行业规则（以下简称“规则”）。

Procedural Checklist

程序清单:

A prospective student needs a clear idea of what procedures need to be completed in order to qualify for acceptance by Macleans College as an international fee paying student.

为了能够被麦克林高中录取，成为该校一名国际付费学生，拟报名学生应清楚了解申请程序。

The following is a checklist clarifying the essential actions:

下列清单列举了必做事项:

1. **Application**
Complete an application form and send to Macleans College.
Please include 2 passport photos.
申请
填写申请表，寄到麦克林斯中学，请附上 2 张护照片。
2. **Passport**
Please include 1 copy of the student’s passport details.
护照
请附上学生护照复印件一份
3. **Guardian’s Passport**
Please include 1 copy of the guardian’s passport details.
监护人护照
请附上学生监护人护照复印件一份
4. **Insurance**
Health and medical insurance is compulsory for all international students.
保险
所有国际学生必须办理健康及医疗保险
5. **Accommodation**
住宿
 - a) Will accommodation be arranged by you so that the student lives with a relative or close family friend in New Zealand? Yes / No 是/否
If yes, please complete the Designated Caregiver form.
是否由您自己安排学生住在亲属或亲近朋友家中？
如果选择 是 ，请填写指定看护人表格。
 - b) If the answer in 5 a) is “No” do you require Macleans College to arrange for a homestay carer for the student? Yes / No 是/否

If yes, we will forward to you a letter advising on the accommodation to be provided.

如果在 5a) 选择 否，你是否需要麦克林斯中学为学生安排寄宿家庭？
如果在此处选择 是，我们会发送一封邮件告知有关寄宿信息。

6. **Course Selection**
Completed and signed option/subject selection sheet.

选课表

填写选课表并签名

7. **Performance Agreement**
To be signed by guardian/parents/student

行为规则协议

由监护人/父母/学生签名

ONCE THESE HAVE BEEN COMPLETED FULLY AND ARE IN RECEIPT OF MACLEANS COLLEGE:

麦克林斯中学在收到这些填好的表格和文件后：

8. **Offer of Place (Acceptance and Deposit)**

On receipt of the "Offer of a Place", reply accepting the "Offer of a Place" and attach a NZ\$1000 non-refundable deposit. This deposit should be made payable to "Macleans College". The "Offer of Place" is required to enable you to apply for a student visa.

录取通知（接受录取并且缴纳定金）

收到录取通知后，请回信表示接受录取，并且随信寄出一千新西兰元定金（概不退还）给麦克林斯中学。申请学生签证时需要录取通知。

9. **Visa Application**

申请签证

Once you have received the receipt for the deposit you then take your "Offer of Place" document to your nearest New Zealand Embassy/ High Commission and get an application for a visa. The "Offer of Place" document is required to enable you to apply for a student visa. The Visa Officer will advise you on what other documents you need.

在你收到定金收据后，就可以把录取通知送到最近的新西兰大使馆，进行申请签证，录取通知是为了申请学生签证用。签证官将会告知您需要何种其他文件。

10. **Visa Approval and Payment of School Fees**

签证获批和交纳学费

Once you have received approval, you must then pay the school fees. These can be credited directly to the Macleans College bank account. The account number can be found on the invoice.

获得签证后，您必须交纳学费，学费可以直接打入麦克林斯中学账户，发票上有账户号码。



Application for Enrolment at Macleans College
INTERNATIONAL STUDENTS
麦克林斯中学国际学生报名申请表

For office use only
For office use only
For office use only

Tick the year level which applies:
请在适合的年级上打勾:

 Year 9
9 年级 Year 10
10 年级 Year 11
11 年级 Year 12
12 年级 Year 13
13 年级

Student Details

学生信息

Family Name

姓

Male

男

Female

女

Official First Name

官方名

English First Name

英文名

Second Name

其他名

Student's Email Address

学生的电子邮箱

Home Telephone Number (in NZ)

(新西兰) 家电号码

Student's Mobile Number

学生手机号码

Country of Birth

出生国家

First Language

第一语言

Date of Birth

出生日期

Day

日

Month

月

Year

年

Ethnicity

民族

Current School (or last attended)

目前就读学校 (或之前的学校)

Passport Number

护照号码

Date of Entry into NZ

进入新西兰日期

Day 日

Month 月

Year 年

Student Visa Number

学生签证号码

Visa Expiry Date

签证终止日期

Day 日

Month 月

Year 年

Parent Details (clause 23(1)(b) of the Code)**父母个人信息（依据规则第 23(1)(b)条）：****Mother****母亲**

Family Name

姓

Title (please circle)

称谓（请画圈）

Mr Miss Ms Mrs Dr

先生 /小姐/ 女士/ 夫人/ 博士

First Name

名

Address

地址

Home Telephone Number

家电号码

Work Telephone Number

工作电话号码

Mobile Telephone Number

手机号码

Email Address (家长邮件地址不能与学生相同)

电子信箱

Father**父亲**

Family Name

姓

Title (please circle)

称谓（请画圈）

Mr Miss Ms Mrs Dr

先生 /小姐/ 女士/ 夫人/ 博士

First Name

名

Address

地址

Home Telephone Number

家电号码

Work Telephone Number

工作电话号码

Mobile Telephone Number

手机号码

Email Address

电子信箱

Residential Caregiver Details (Clause 23(1)(b) of the Code)

居住看护人（依据规则第 23(1)(b)条）：

Residential Caregiver Mother

居住看护人母亲

Family Name

姓

Title (please circle)

称谓（请画圈）

Mr Miss Ms Mrs Dr

先生 /小姐/ 女士/ 夫人/ 博士

First Name 名

Address

地址

Home Telephone Number

家电号码

Work Telephone Number

工作电话号码

Mobile Telephone Number

手机号码

Email Address

电子信箱

Residential Caregiver Father

居住看护人父亲

Family Name

姓

Title (please circle)

称谓（请画圈）

Mr Miss Ms Mrs Dr

先生 /小姐/ 女士/ 夫人/ 博士

First Name 名

Home Telephone Number

家电号码

Work Telephone Number

工作电话号码

Mobile Telephone Number

手机号码

Email Address

电子信箱

Where the student is staying with a Designated Caregiver (i.e. a relative or close family friend) is the person:

指定的看护人是学生的：

a) a relative (clarify nature of degree of relationship i.e. sibling, uncle, aunt or other); or

Nature of relationship: _____

亲属（请明确亲属关系性质，例如兄弟姐妹，叔叔，姑姑 或其它关系）；或
关系性质_____

b) a close family friend 亲近的家庭朋友

Residential Caregiver selected by:

Macleans College
麦克林斯中学

Parent or Legal
Guardian
父母或合法监护
人

Agent (clause
7(1) of the
Code) 中介（规
则第 7(1)条）

Friend
朋友

Relative
亲属

Details of New Zealand Emergency Contact

新西兰紧急联系人信息

Please state your relationship to student/homestay parent:

请说明您与学生/寄宿家庭父母的关系

Contact

联系人

Title (please circle)

称谓 (请画圈)

Family Name

Mr Miss Ms Mrs Dr

姓

先生 /小姐/ 女士/ 夫人/ 博士

First Name 名

Address 地址

Home Telephone Number

家电号码

Work Telephone Number

工作电话号码

Mobile Telephone Number

手机号码

Email Address

电子信箱

The Contact Person in Event of an Emergency should be a relative or neighbour who can be contacted during the day by the school should some medical or other unforeseen emergency arise. The Contact Person will be rung only if neither parent nor guardian/caregiver can be contacted.

紧急情况联系人应该是在出现某个医疗或不可预见事件时，白天学校可以联系上的亲属或者是邻居。在学校无法联系上学生家长或监护人的时候，学校才联系此人。

Legal Guardian Details (Clause 23(1)(b) of the Code)

合法监护人个人信息（依据规则第 23(1)(b)条）

Guardian

监护人

Title (please circle)

称谓（请画圈）

Family Name

Mr Miss Ms Mrs Dr

姓

先生 /小姐/ 女士/ 夫人/ 博士

First Name 名

Address 地址

Home Telephone Number

家电号码

Work Telephone Number

工作电话号码

Mobile Telephone Number

手机号码

Email Address

电子信箱

Agent Details

中介个人信息

Agent (as defined in clause 7(1) of the Code)

中介（依据规则第 7(1)条定义）

Title (please circle)

Agency Name

Mr Miss Ms Mrs Dr

中介公司名称

Last Name

姓

First Name

名

Address 地址

Home Telephone Number

家电号码

Work Telephone Number

工作电话号码

Mobile Telephone Number

手机号码

Email Address

电子信箱

International Students – Application Form 国际学生申请表

Additional Documents 附加文件

The following forms are provided in accordance with the Education (Pastoral Care of International Students) Code of Practice 2016 (“Code”). You can access the Code at <http://www.nzqa.govt.nz/studying-in-new-zealand/coming-to-study-in-new-zealand/international-student-care/>. If the Code is replaced or altered you agree to comply with anything that is required by those changes, including signing an amended document.

后续表格遵守 2016 年教育（国际学生关爱辅导）行业规则（以下简称“规则”）。你可以访问 <http://www.nzqa.govt.nz/studying-in-new-zealand/coming-to-study-in-new-zealand/international-student-care/> 获取规则的详细内容。如果规则被替换或更改，你须同意遵从更新后的要求，包括签署修订文件。

The following forms include:

后续表格包括:

1. Insurance Form 保险信息表
2. Disclosure: Medical Details and Risk 披露：医疗信息和风险
3. Indemnity Document - Designated Caregiver 免责文件-指定看护人

If after acceptance of your application we find that you have failed to meet a requirement of any of the following forms, Macleans College will have the right to terminate your student’s enrolment and terminate the agreement with you.

如果批准你的申请后，我们发现你不满足以下表格中的要求，麦克林斯中学有权终止学生的注册并终止与您的协议。

By signing this form you agree that you have read and understand this form and the following forms, have completed them in full, and agree to comply with their provisions.

签署这份表格，表明您同意您已经阅读、理解并完整填写这份表格以及后续表格，同意遵从其中各项规定。

Signed _____ Date _____

签名 日期

(Must be signed by student’s father, mother or legal guardian, only)

（必须由学生父亲、母亲或法定监护人签名）

Print Name: Mr/Mrs _____

打印姓名： 先生/女士

Insurance Form

保险信息表

1. Introduction 介绍

- 1.1 This form sets out the types of insurance which we require your child to have under clause 16(5) of the Code. By signing this insurance form you agree that you have obtained or will obtain the insurance cover for your child as referred to below or have authorised us to arrange the necessary insurance on your behalf and bill you for the cost.

此表阐明有关保险种类，根据规则第 16（5）条款要求，我们要求您孩子必须购买保险。您签署了此表便意味着您同意已经或即将提交您孩子的保险或委任我们以您的名义安排购买必要的保险，金额由您支付。

- 1.2 If you wish us to arrange the insurance you must have your child's doctor complete a Medical History form for your child. We will obtain this form from the school's insurer and forward it to you.

如您需要我们安排购买保险，且您的孩子有病史，您必须提交您孩子的医生为您孩子出具的病史记录。我们将提交此表至学校的承包人并转发您。

2. Required Insurance under the Code 规则要求下的保险要求

Under clause 16(5) of the Code, our international students must have appropriate insurance covering: 根据规则第 16（5）条款要求，我们的国际学生必须拥有相应的保险，包括

- a) Travel insurance for the student's travel: 学生的旅行保险
 - i. to and from New Zealand; and 往返新西兰的旅行
 - ii. within New Zealand; and 新西兰境内的旅行
 - iii. if the travel is part of the course, outside New Zealand; and 如果课程的内容包括旅行，新西兰境外的旅行
- b) Medical care in New Zealand, including diagnosis, prescription, surgery and hospitalisation; and 新西兰境内的医疗保险，包括诊断、处方药、手术和住院，以及
- c) Repatriation or expatriation of the student in case of serious illness or injury, including cover of travel costs incurred by family members assisting in repatriation or expatriation; and 严重疾病或伤害导致的遣返回原籍国或迁移至另一国家的保险，包括由家人陪同的返回或迁移而产生的旅行费用，以及
- d) Death of the student, including cover of:
学生的身亡保险，包含
 - i. travel costs for family members to and from New Zealand; and 家人往返新西兰的旅行费用
 - ii. costs of repatriation or expatriation of the body 遗体的运输和转移费用
 - iii. and funeral expenses. 葬礼费用

3. Please choose one of the below options: 请选择以下选项

- a) I wish to obtain my own insurance cover for my child
我希望提交自己购买的保险单

Please carefully consider the type of insurance you have already obtained. It must cover all the above categories, and remain in place for the entire time your child is enrolled with our school.

请仔细核实您购买的保险。其必须包含所有的类别，并覆盖您孩子在我们学校的所有时间。

Along with this form, please also send us copies of the relevant insurance policies in English. We cannot check that the required insurance is in place for the purposes of clause 16(5) of the Code unless we receive a full copy of the insurance policy in English.

请在提交此表格同时，将相关的英文保险单的复印件提交我们。我们只有在收到您完整的英文保单后才能核实此保单是否符合规则第 16（5）条款要求。

If we do not agree that the cover you have obtained is adequate, we will contact you and request additional cover be obtained, or obtain the necessary cover on your behalf and recover the costs from you.

如果我们认为您购买的保单不足以满足规则要求，我们将与您联系，要求您补充类别，或以您的名义购买必要的类别，金额由您支付。

b) I wish Macleans College to obtain insurance on my behalf

我希望麦克林斯中学为我购买保险

We can arrange to obtain insurance on your behalf. If you select this option: 假如您选择此项，我们将以您的名义安排购买保险。

- (i) We will obtain all the necessary insurance for your child from our preferred insurer [GIVE DETAILS?] and bill you for the costs in our next fees invoice. This invoice will be paid by deducting the amount payable from moneys we hold on your behalf. We will provide you with copies of the relevant policies if requested.

我们将从我们首选的保险公司为您的孩子购买必要的保险，并列于您需要付的付费清单中。我们将以您的名义从已缴的费用中扣除此保险费。如果您要求，我们会提供给您相关的保单副本。

- (ii) We will forward to you a Medical History form for completion by your child's doctor, and return to us. We will then forward this to our preferred insurer to enable them to put insurance cover in place for your child.

如果您孩子有病史，我们将转给您需要您孩子的医生所填写的病史记录表，请填写后发回给我们。我们会将此表发给我们的首选的保险公司，使他们能够为您的孩子投保。

If you do not understand anything on this form, or would like to talk to us about your insurance cover, please contact us at [CONTACT DETAILS].

如果您对此表有任何不理解或想与我们沟通有关孩子投保事宜，请联系：ye@macleans.school.nz

Please consider carefully the Disclosure Form of Medical Risks included in this package of application forms. It is important that we are aware of any health risks or other issues your child may have so that we can ensure that as far as practicable, your child has appropriate insurance cover.

请仔细考虑此申请表中的医疗风险披露表。让我们了解您孩子的健康风险及其他您孩子可能有的问题非常重要，我们确保在切实可行的范围内，让您的孩子有适当的保险。

Agreement of Parent or Legal Guardian 父母或法定监护人同意函

1. Where we have arranged insurance cover under clause 3 a) above: 根据规则第 3 a) 条款要求我们已经安排了保单

- a) We confirm that adequate cover has been put in place.
我们确认保单包含所有必要类别
- b) We will not cancel the insurance cover while our child is a student at Macleans College.
我们的孩子在麦克林斯中学学习期间，我们将不会取消此保单
- c) We will advise you if there are any alterations to the policy.
如果此保单内容有变，我们将告知您

2. We understand that if we have falsely declared or withheld any information, this will affect our child's insurance policy and that any claim under the insurance policy may not be accepted. To the extent that the insurance cover does not meet the costs of any medical treatment we acknowledge that we will be liable for such costs and will indemnify Macleans College against any claims which may be made against it to recover the costs of medical treatment for our child.

我们理解，我们如有任何虚假声明或信息隐瞒，将影响我们孩子的保单，保单的任何索赔将可能不被接受。在保单不能覆盖医治的成本时，我们确认我们将自行承担相关费用并保证不向麦克林斯中学索要任何关于我们的孩子的医治费用。

Signature: 签名 _____

Full name: 姓名 _____

Date: 日期 _____

Specify whether mother, father or legal guardian: _____

请指出签名人为母亲，父亲还是法定监护人

Disclosure: Medical Details and Risk 披露：医疗信息及风险

Medical Details (In NZ if available otherwise country of origin) 医疗信息（新西兰或者本国）

Name of Doctor

医生姓名

Phone Number

电话号码

Address of Doctor

医生地址

Please tick the boxes below if your child has been diagnosed with or received treatment for or suffers from any of the following medical conditions (allergies, disabilities, special conditions): 如果您的孩子被诊断为下列问题或接受因如下问题引起的治疗（过敏、残疾和特殊情况），请打勾：

<input type="checkbox"/>	Asthma 哮喘	<input type="checkbox"/>	Back/neck problems 背部/颈部问题	<input type="checkbox"/>	Diabetes 糖尿病	<input type="checkbox"/>	Epilepsy 癫痫	<input type="checkbox"/>	Glandular Fever 腺热	<input type="checkbox"/>	Heart Disease 心脏疾病
<input type="checkbox"/>	Hepatitis A or B 甲肝或乙肝	<input type="checkbox"/>	Migraines 偏头疼	<input type="checkbox"/>	Bee/wasp stings 蜜蜂/黄蜂蜇伤	<input type="checkbox"/>	Medication 服药	<input type="checkbox"/>	Food 食品过敏	<input type="checkbox"/>	Other 其他

Detail other: 其他信息

If your child has a medical condition and requires regular medication, it is advisable to leave a supply of the medication with the school nurse, e.g., antihistamines for bee/wasp stings or medication for migraines etc.

如果您的孩子有疾病，需要按时服药，应当把服用的药物（例如：治蜜蜂/黄蜂蜇伤的抗组胺或治偏头疼的药物）留在学校护士处。

Mental Health 精神健康

Any other physical or mental health condition/concern that could place this student at risk e.g. depression

任何使学生生命受到威胁的生理或精神状况/焦虑，如抑郁症。

Details: 详情

For the purposes of clause 25(3) of the Code does your child: 规则第 16（5）条款要求，您的孩子

(a) *experience a physical, sensory, cognitive, psychosocial, or behavioural difficulty, or a combination of these, and that difficulty or those difficulties affect his or her ability to participate, learn, and achieve; or*

有生理、感官、认知、心理或行为障碍或者上述全部障碍，并且这些障碍影响到他或她的参与、学习和完成学业的能力；或

(b) *require the provision of adapted programmes or learning environments, or specialised equipment or materials to support him or her to access the curriculum, participate, learn and achieve.*

需要提供经过调整的课程或学习环境，或需要特殊的设备或材料来支持他或她使用课程资料、参与、学习和完成学业。

Details: 详情

Health Statement 健康声明

All students should have completed their Childhood Immunisation Programme before commencing secondary school. Has your child had the following vaccinations (tick the relevant box below if your child has received the vaccination written next to it). Please supply written confirmation from your child's medical doctor that your child has received the vaccinations:

所有学生在开始中学学习前，都应该完成了儿童免疫项目，您的儿子/女儿进行了下列接种吗？（如果已接种，请打勾）。请提供您孩子的医生出具的书面确认您孩子已经完成以下疫苗接种：

<input type="checkbox"/>	MMR (Measles, Mumps and Rubella) MMR（麻疹、腮腺炎和德国麻疹）	<input type="checkbox"/>	Polio Sips 脊髓灰质炎	<input type="checkbox"/>	Tuberculosis 肺结核
<input type="checkbox"/>	Tetanus (in which year?) 破伤风（何年？）	<input type="checkbox"/>	Hepatitis B (3 injections) 乙肝（三次注射）		

Special Needs or at Risk Students (clause 25(2) of the Code) 特殊需求或面临风险的学生（根据规则第25(2)条款）

You must inform us if you consider that your child is at risk (i.e. may be unable to safeguard his or her health, safety or wellbeing) or has special needs. If we believe your child is at risk or has special needs we will inform you and, where appropriate, inform relevant agencies (such as the New Zealand Police, Child, Youth and Family).

您必须告知我们，如果您认为您的孩子正面临危险，（例如：也许无法保护他或她的健康，安全或福祉），或需要特殊需求。如果我们认为您的孩子面临危险或有特殊需要，我们将告知您，并在适当的情况下，汇报给相关的机构（例如，新西兰警方，儿童、青年和家庭）

Accident and Emergency 事故或急诊

In case of an accident or emergency if Macleans College cannot contact you, or if the illness is serious, the school nurse or other Macleans College representative may need to take your child to an Accident and Emergency Clinic. If hospitalisation is required an ambulance may need to be called which will be at your expense.

在事故或急诊时，如果校方无法联系到您，或者病情严重，校医护人员或麦克林斯中学的其他工作人员需要将您的孩子送往事故和急诊所。如需住院，救护车可能需要，其派遣救护车的费用将由您支付。

Agreement of Parent or Legal Guardian 家长/法定监护人同意书

- I give my permission for Macleans College to make such arrangements as are necessary for the treatment of my child in an emergency and agree to meet any costs incurred.
我同意麦克林斯中学在我孩子危急情况下做必要的治疗安排，并同意满足任何费用
- I understand that in order to carry out its responsibilities under the Code Macleans College may need medical and personal information from or relating to me and my child. To the extent

permitted by law I will provide Macleans College with that information and give it the authority to request and receive it from any person or agency on my behalf and on behalf of my child. Macleans College may present this document to anyone it requests information from for these purposes.

我明白在规则的要求下，为了履行职责，麦克林斯中学可能需要我和孩子的医疗或个人信息。在法律允许的程度上，我将提供此类信息给麦克林斯中学，并授权麦克林斯中学以我和我孩子的名义向任何人和任何机构索取和索要信息。在这样的目的下，麦克林斯中学可以出具这份文件给索要信息的人。

3. I agree that, where appropriate, and for the purpose of clause 16(6) of the Code, I agree to decisions made by Macleans College affecting my child.

我同意，在适当的情况下，根据规则第 16（5）条款，我同意麦克林高中对我的孩子做出的决定。

Signature: 签字 _____

Full name: 姓名 _____

Date: 日期 _____

Specify whether mother, father or legal guardian: _____

请指出签名人为母亲，父亲还是法定监护人

Designated Caregiver 指定监护人
Indemnity and Waiver Document 保障免责声明

This form confirms that you wish to place your child in the care of a relative or close family friend as a Designated Caregiver. We will still need to perform checks on the Designated Caregiver and their home before we can agree to place your child with them. By signing this form, you will agree to take full responsibility and accept the decisions made by the Designated Caregiver about day-to-day requirements of your child.

以下表格确认您希望将您的孩子安置于亲戚或亲密的朋友家，并由其作为孩子的指定看护人。在我们同意您孩子入住前，我们仍将对此指定看护人及其家庭进行审核。您签署此表格，意味着您将对此安排承担全部责任，并同意指定看护人对您孩子提出的日常要求。

A Designated Caregiver is defined in the Code as a relative or close family friend designated in writing by a parent or legal guardian of an international student under 18 years as the caregiver and accommodation provider for that student.

指定看护人，在规则中的解释为 18 岁以下国际学生的父母或法定监护人书面指定其亲戚或亲近的朋友作为该学生的看护人并提供食宿。

This is an indemnity and waiver. By signing it you will be telling us that something is true or giving us permission to do something. If we rely on what you say or permit us to do, and we or anyone else suffers loss or gets into trouble, you promise to us to pay any costs or expenses that we then have to pay and promise not to make any claim against us for those things.

此为一种保障及免责。您签署此表格，表明您将告知我们真实信息或授权我们去做。如我们依据您所说或授权我们去做，但我们或任一方出现损失或麻烦，您承诺我们您将承担我们须支付的花销及损失，且承诺针对这些花销和损失，您不再向我们索要。

Only complete this form if you have chosen a family member or close family friend living in New Zealand to be the student's Designated Caregiver.

仅在您确认选择亲戚或亲密的朋友的家庭作为学生指定监护人的情况下填写此表格。

Student's name (as it appears on the passport) 学生姓名（护照姓名）_____

Designated Caregiver's Name 指定看护人姓名_____

Caregiver's Address 看护人地址_____

Caregiver's Telephone 监护人电话_____

By signing this form, you confirm and warrant that:

您填写此表格，您需确认并保证如下

1. You are the father, mother or legal guardian responsible for the financial support of an international student who is under the age of 18 when this document is signed.
您是父亲、母亲或法定监护人，在签署此文件时，负责该 18 岁以下国际学生的财务支持
2. You (and no one else) appoint the Designated Caregiver named above (who must be a relative or close family friend) to provide accommodation at their residence for your child in New Zealand for the purpose of your child attending Macleans College.
您（不是其他人）委任上述指定看护人（必须是您的亲戚或亲密的朋友），在他们的住所为您孩子在麦克林斯中学读书期间提供食宿。
 - 2.1. A relative generally means someone who is your husband, wife, civil union or de facto partner, mother, father, brother, sister or cousin.
亲戚，一般指您的丈夫，妻子，民事结合、同居伴侣、妈妈、爸爸、兄弟、姐妹、表（唐）兄弟姊妹
 - 2.2. A close family friend must be a person who is real, close and truly connected with your family.
亲密的朋友，须是真实、亲密并与您的家庭联系密切的人
 - 2.3. The Designated Caregiver must be someone who will look after the best interests of your child because they are linked to you by family or genuine friendship.
指定看护人，由于他们与您的家庭密切关联、或是真实朋友，因此须在最大范围为您孩子提供福祉的人。
3. You have provided all requested information fully and accurately.
您已完整准确地提供了所有所需信息

As part of your application, we will assess the Designated Caregiver and inspect their residence.

作为您申请的一部分，我们将评估指定看护人并对其进行审核

For the purposes of clauses 26(1) of the Code this will involve:

根据规则中第 26（1）条款，这将包括

- Checks to ensure the accommodation is safe, in acceptable condition, and meets all regulatory and legislative requirements.
核查确保住宿的安全性，住宿条件的合理性，并且达到所有规定和法律要求
- Checking that an appropriate safety check has been completed for the Designated Caregiver.
对指定看护人进行适当的安全调查
- Checks to determine that the home is not a boarding establishment. There cannot be more than 4 international students staying at the residence.
核查此家庭不是设置以寄宿为目的。家庭最多不能拥有超过四个国际学生寄宿于此
- Maintaining effective communication with your child and you or the child's legal guardian when accommodation issues arise.
当有住宿问题时，与您的孩子、您或者孩子的法定监护人保持有效的沟通
- Interviewing your child and visiting the Designated Caregiver's home to monitor and review the quality of residential care.
与您的孩子交流，并拜访指定看护人的住所以便检测和审核学生住宿看护的质量

We will meet with your child regularly to ensure that the accommodation remains suitable. 我们将定期与您的孩子见面，以确保此家庭仍然合适

For the purposes of clause 26(1) of the Code we may at any time check the Designated Caregiver to see if they have a criminal record or present other risks to your child. We can do this by getting a New Zealand Police check, a check under the Vulnerable Childrens Act 2014 or in some other way. We will do a safety check under that Act on every person over 18 years who supervises, or lives in the same accommodation, as the student.

为规则第 26（1）条要求，我们可能在任何时间下核查指定监护人是否有犯罪纪录或对您的孩子构成其他威胁。我们通过新西兰警察局来核查。根据“弱势儿童法案 2014”或其他方式核查。我们将在此法案的帮助下对监护或住在此家庭的每一位 18 岁以上的人员进行安全核查。

To the extent that you are legally able to do so, you authorise us to perform the above checks and use this information to determine the suitability of your Designated Caregiver.

某种程度上，您可以合法地授权我们进行上述检查和使用此信息来确定指定监护人是否合适。

Our approval of the Designated Caregiver is a requirement of the application being accepted. If we do not approve of your choice, we may contact you to arrange for another caregiver. By signing this form you acknowledge for the purposes of clause 26(1)(e) of the Code that:

我们批准指定看护人后，申请才可被接纳。如果我们对您的选择做出否认，我们会跟您联系以安排其他其他的看护人。您签了此表格，意味着您知晓条款 26(1)(e)

- a) the Designated Caregiver is subject to our approval; and

指定看护人需要通过我们的审核

- b) we are not responsible for your child's care when your child is in the custody of the Designated Caregiver.

您孩子在指定看护人照顾期间，我们不负责照顾您的孩子

You take full responsibility for your Designated Caregiver.

您对您指定的看护人负全责

Our checks, vetting and meetings are not a substitute for your choice of the Designated Caregiver.

If we approve that person, you are still promising to us that:

我们的审核，警局调查以及访问不可替代您的指定看护人的选择。如我们同意此人作为指定看护人，您仍需承诺我们：

1. You (and no one else) have the only responsibility for placing your child with the Designated Caregiver. You take full responsibility for and accept the decisions made by your Designated Caregiver.

您（无其他人）对将安置您孩子至指定看护人需承担唯一责任。

2. You understand that if anything goes wrong with the placement we are not liable to you or anyone else. If we rely on what you say or permit us to do, and if we or anyone else suffers a loss or gets into trouble, you promise to us to pay any costs or expenses that we may have to pay and promise not to make any claim against us for those things.

您明白假如安置有问题，我们不对您和任何人承担责任。您承诺如我们信任您所说或授权我们去做，但我们或任何其他他人遭受损失或麻烦，您承诺我们要负担所有我们需要付出的成本及花销，同时，不再因为这些向我们提出索赔。

3. You will let us know immediately if your child is no longer with the Designated Caregiver or if you are aware of anything that may affect the health and welfare of your child with the Designated Caregiver.

如果您的孩子已经不再寄宿于指定看护人，或您意识到与指定看护人可能影响您孩子的健康及福祉，您将第一时间通知我们。

Our use of the information you provide to us.

我们将会用到您提供给我们信息

In order to carry out our responsibilities under the Code we may need medical and personal information from or relating to you, your child and the Designated Caregiver. To the extent permitted by law you will provide us with that information and also give us the authority to request it from any person or agency on your behalf and on behalf of your child, and their Designated Caregiver. You acknowledge that we can present this document to anyone we want information from for those purposes.

为了在规则下履行我们的责任，我们可能需要用到关于、或来自您、您孩子以及指定看护人的医疗及个人信息表。法律允许的范围内，您将提供我么此类信息，同时提供给我们授权以您或您孩子或指定看护人的名义向其他人或中介索要。您确认为了那些目的我们能够向我们想要信息来源的任何人出示此文件。

Your agreement with us.

您同意

By signing this document you agree with us as follows:

签署此文件，表明您同意如下：

You understand the contents of this document and agree to comply with it. Everything that you state in it to us is correct.

您明白此文件的内容并同意履行。所有您陈述给我们的信息均正确无误。

You have provided the following details fully and correctly:

您提供给我们如下细节信息全面且无误

- Student's sex and name as it appears on their passport:
学生的性别, 姓名, 与护照信息相符
- Designated Caregiver's name:
指定看护人的姓名
- Designated Caregiver's address (where your child will stay):
指定监护人的地址 (您孩子所住地址)
- Designated Caregiver's landline, mobile and email contact details including any emergency contacts:
指定监护人的家庭电话号码, 手机号码, 电子邮件, 包括紧急联系详细信息

Your child will attend Macleans College for _____ terms, from _____ to _____.

您的孩子将自 _____ 到 _____ 在麦克林斯中学学习 _____ 个学期

Signed 签名 _____ Date 日期 _____

(Must be signed by student's father, mother or legal guardian, only)

(只能由学生的父亲、母亲或法律监护人签名)

Print Name: Mr/Mrs 打印姓名: 先生/女士 _____

Course of Study – Please complete subject sheet for either Year 9, 10 or NCEA or CIE –

学习课程—请填写 9 年级、10 年级 NCEA 或者 CIE 课程表

Completion of this prior to arrival will assist in an early completion of a course of study and hopefully allow the school to notify you prior to arrival of any necessary course changes.

In some cases it may not be possible to provide the students with their first subjects of choice due to class sizes, however every endeavour will be made to create a challenging and desirable course of study.

Language testing will be done on arrival and the student may be placed in ESOL classes at the discretion of the school – this may impact the number of subjects a student can select.

在入学前完成这些将有助于学习课程的早日结束，也可以让学校在你到达前通知你所做的课程变化。尽管有时因班级人数限制，不能满足学生的第一选课要求，但我校会尽一切努力为学生提供一个既富挑战又令人满意的学习课程计划

入学后将进行语言考试，学校将视情况给学生安排ESOL课程—这将对学生选课数目有所影响。

Co-Curricular/Other Interests and Personal Aspirations

课程辅助活动/其它爱好和个人追求

One of the guiding principles of the school is the active participation of all students in co-curricular activities.

本校的一个主要原则就是鼓励全体学生积极参加各种课程辅助活动。

1. Sport and/or cultural activity in which my son/daughter will participate

(specify one major activity only as listed in the Prospectus)

我的儿子/女儿将要参加的体育和/或文化活动

(在招生简章所列出的名单中，挑选一个主要的活动)

2. Sport and/or cultural activity in which my child also wishes to participate.

(you may specify as many as you like from the list in the Prospectus)

我的儿子/女儿同时希望参加的体育和/或文化活动

(you may specify as many as you like from the list in the Prospectus)

(在招生简章所列出的名单中，挑选你喜欢的所有活动)

3. Other personal interests and personal aspirations (list)

其它爱好和个人追求(请列出)

Staff Only 职员填写	Start Date 开始日期	Fees Paid \$ 已付费用	Tuition Weeks 学费周数
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Privacy of Information

信息隐私

I agree to Macleans College collecting personal information on:

我同意麦克林斯中学收集下列学生的有关信息:

Full name of student 学生的全名

Macleans College has advised me that the information I provide will be used for:

麦克林高中已经告诉我收集的信息将用于:

Student records, accounting purposes of the Macleans College Board of Trustees, The Macleans College Past Pupils' Association, NZ Qualifications Authority (NZQA) and Cambridge International Exams (CIE) examination information, Special Education Services (SES).

学生档案、麦克林斯中学理事会收费情况、麦克林斯中学校友协会、新西兰学历评估委员会、剑桥国际考试信息、特殊教育服务。

I accept that this information may later be used for statistical and/or research purposes and agree to its use for that purpose, provided that if the information is published in any way it will not identify me or the individual concerned.

我接受这个信息将来可能被用于统计和/或科研中的条件，在这一信息公布时，无人能识别出是我本人或有关人员的前提下，同意使用这一信息。

I agree to all details being given to New Zealand Qualifications authority for examination purpose.

我同意为考试原因，把所有信息递交新西兰学历评估委员会。

I agree that information as to school performance may be passed on to the appropriate institutions as required.

我同意我的学习情况可能因为特定要求会被传送到相关的机构。

(Signature of Student)

(学生签名)

(Signature of Parent/Legal Guardian)

(家长/法定监护人 签名)

(Name of Parent/Legal Guardian)

(家长/法定监护人姓名)

Enrolment Acceptance Form

接受录取通知表格

1. I/We confirm acceptance of the place offered by Macleans College subject to the approval of the Principal, completion of this application form, satisfaction and confirmation of course of study.

我/我们接受麦克林斯中学提供的学习席位，这一席位有待于校长的批准、申请表的填写和学习计划的核实。

2. I/We understand that the tuition, homestay fee, Government levy and insurance fees must be paid in full in advance to Macleans College as requested, and in any case before the student commences at Macleans College.

我/我们明白学费、寄宿家庭费、政府税和保险费必须按麦克林高中要求，在学生开始麦克林高中学业前，提前全额付讫。

3. I/We have read the summary of the Code of Practice for International students and the grievance procedures.

我/我们已经阅读了《关于对留学生的指导与照顾之行业规则》和申诉程序。

4. I/We confirm that the material supplied in the application for admission is accurate and complete, and I/we understand that Macleans College may terminate our child's enrolment if false information has been supplied.

我/我们证实申请表中提供的材料确凿和完整，我/我们明白如果提供虚假信息，麦克林斯中学将会终止我的入学。

5. I/We note and accept the requirements regarding payment of fees and refund policies and the conditions relating thereto.

我/我们了解和接受有关的付费要求和退费条件与政策。

6. I/We agree to ensure that the student complies with Macleans College's Code of Behaviour and the guidelines in the performance Agreement.

我/我们同意保证学生遵守麦克林斯中学行为条例和行为准则协议的条款。

7. I/We agree my son/daughter will not own or drive a car or motorbike while attending Macleans College.

我/我们同意我的儿子/女儿在麦克林斯中学学习期间不拥有/驾驶汽车或摩托车。

8. We acknowledge that:

我们确认：

- a) The beginning and end of enrolment are _____ and _____ respectively; and

注册开始和终止时间分别为_____和_____，并且

- b) Macleans College may in its complete discretion and where legally possible terminate enrolment earlier in situations where there has been a breach of the Performance Agreement.

当学生违反行为准则协议时，麦克林斯中学有权提前终止学生的注册。

This document must be signed for the application to be processed.

此文件在签名后才可以接受审理。

Mother's Signature _____

母亲签名

Father's Signature _____

父亲签名

Legal Guardian's Signature: _____

合法监护人签名

Date _____

日期

Please forward your application by email, mail or facsimile to

请把申请表用电子邮件，邮件或传真发给：

Macleans College, International Student Department, Macleans Road, Auckland, NEW ZEALAND

Facsimile +64 9 535 2621, Email lp@macleans.school.nz

Performance Agreement:

行为准则协议:

Rules for International Students

国际学生规章制度

The staff at Macleans College endeavour to give special care and attention to all our International Students and to encourage them to reach their full potential. We need to have an assurance of support by the student's parents or caregivers and the promise of the student's willingness to comply with the rules and standards of the school and the community to ensure the well being of all concerned.

本校的全体员工将尽自己所能，去特别地关心和照顾所有的国际学生，并会鼓励他/她们发挥自己的潜能，但我们同时需要学生家长或监护人的支持，需要得到学生乐于遵守学校及社区规定及准则的许诺，才可确保所有人员的利益。

Attendance

Students are to attend all classes promptly at all times. If a student cannot attend because of ill health, the school must be advised before classes begin. A doctor's certificate is required for any absence of three or more days. Absence for any other reason must be approved beforehand by the International Student Co-ordinator, Ms Theresa Khor.

出勤：学生任何时候都要准时上课，如果学生因病而不能到校，必须在上课前通知学校。超过三天以上的病假必须提供医生证明，如因其它理由而缺席必须先获得国际学生协调员Ms.Theresa Khor女士的同意。

Homework

This must be completed every day, or as required by the teacher. The student must complete all set tasks when asked.

家庭作业：每天、或者在老师的规定时间内完成作业，必须按要求完成所有的作业。

Co-operation

The students must always obey the teacher's instructions, participate fully in classroom activities and maintain a friendly, co-operative attitude. The student must show consideration and respect to all staff members, to all other students and to themselves.

团体合作：学生必须遵守老师的指示参与教室的全部活动并保持友善和合作的态度，还必须体谅及尊重所有教职员工、其他学生以及自尊。

Homestay

Any rules laid down by a homestay carer are to be respected and obeyed. The student is expected to be reasonable, courteous and helpful in the house, keeping his/her bedroom tidy, clearing the table etc. The student will be on time for all meals and will not be away from home unless prior permission has been given.

寄宿家庭：寄宿家庭所订立的规则理应被尊重及遵守，期望学生能做到通情达理、彬彬有礼并主动做些家务，保持自己卧室整洁，清理桌子等等。学生应遵守用餐时间，离家出门必须事先获得准许。

Curfews

The New Zealand law states that young students are to be under supervision at all times. Any change to the curfew rules below must be negotiated beforehand with homestay parents. The students must tell the homestay parents where they are at all times and must contact them if they are going to be later than expected. The students must give their host parents the telephone number where they can be contacted anytime they are away from their homestays.

宵禁：新西兰法律规定年幼的学生在任何时间都需要接受监督，如果想对下列宵禁规定作些改变，需事先与住宿家庭协商。每次出门在外，学生都要告知住宿家庭，晚归时，必须事先通知住宿家庭。学生如离家在外，必须给住宿家庭留下联络电话以方便住宿家庭随时联系学生。

Age	Sunday-Thursday	Friday	Saturday
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Under 15 years	6.00 pm	Under supervision	Under supervision
15 – 16 years	6.00 pm	10.00 pm	11.00 pm
16 – 18 years	6.00 pm	12.00 midnight	12.00 midnight
Over 18 years	Negotiable	Negotiable	Negotiable

年齡	周日-周四	周五	周六
15 岁以下	下午 6 时	需监督	需监督
15-16 岁	下午 6 时	晚上 10 时	晚上 11 时
16-18 岁	下午 6 时	午夜 12 点	午夜 12 点
18 岁以上	协商	协商	协商

Leave and Holidays

请假和假期

Students are expected to attend school during term time. There are 12 weeks holiday in the school year. If a student wishes to travel in NZ or overseas during the holidays – permission will be granted at the discretion of the school. Students will need to seek permission **well in advance** and parental permission must be granted before the school will allow them to travel outside of the school area. If permission is granted it is on the understanding that the school will not have responsibility for the student while they are outside of our school/homestay environs.

学生应当在各学期上课，每学年有12周假期，如果学生计划在假期期间去国外或在新西兰境内旅游，由学校酌情批准。如果学生没有寄宿家庭陪同而想在校外旅游，必须尽早征得家长的同意，学校才可以让他/她们出游。假如请求获得批准，就应该明白学生是在校外/寄宿家庭范围外，学校对该生不负任何责任。

If the student is returning to their home country they are expected to do so within the sanctioned holiday time.

学生回国时间应控制在法定假日期间。

Non-Compliance

违反规定

If it is found that the student is unable or unwilling to co-operate with the above rules, disciplinary action will be taken. This action may include: Verbal warning, daily report, after school detentions, written warning, stand down from school, suspension.

如发现学生不能或不愿遵守以上规定，学校将会采取一系列纪律处分，包括：口头警告、每日记录、课后处分、书面警告、大过处分、开除或留校查看处分等。

Smoking and Alcohol

The Macleans College Board will take a very strong stand if any student is found to be using or in possession of cigarettes or alcohol.

吸烟及饮酒：如果发现任何学生吸烟/饮酒或者携带烟酒，学校董事会将会给他/她们非常严厉的处罚。

Illegal

违法

Illegal Drugs

These will not be tolerated. Students found to be using drugs will be permanently suspended and sent home. If it is appropriate, the authorities will be notified.

违禁药品：校方对违禁药品严惩不贷。使用药品的学生被发现后，将处以留校察看并且很可能会被

开除，如有必要，学校会通知相关机构。

Driving

Macleans College does not allow International Students to own or drive a car while they are enrolled at the College. Year 13 students must apply to the school to take driving lessons from an approved provider. Students who complete a driving course will not be allowed to own or drive a car while enrolled at Macleans College.

驾车：本校不允许国际学生拥有车辆或驾车。13 年级学生必须向学校申请参加由批准的驾校开设的驾驶课程。完成驾驶课程的在校学生仍然不允许拥有车辆或驾车。

Serious Misconduct and Expulsion

严重的行为和开除

If the behaviour of the student does not improve as requested the student may be expelled and the appropriate authorities notified. The student's visa will invariably be revoked under these circumstances. Serious misconduct may result in the immediate expulsion of a student.

如果学生未按要求改进，将会被学校开除并通知相关机构，学生的签证会因此而被撤销。如发生严重的行为，会被立即开除。

Fees Refund

学费退还

No fees will be refunded to a student expelled due to unacceptable, non-compliant behaviour.

因不遵守校规和行为不轨而被开除的学生不会获得任何退费。

Having read these rules and accepted that they are reasonable and fair, we agree to abide by them.

读完上述规定后，我们同意这些规定公平合理，同意遵守。

Signed _____

(Parent/Caregiver/Guardian)

签名（父母/看护人/监护人）

Date _____

日期

Signed _____

(Student)

签名（学生）

Date _____

日期

Student Name _____

学生姓名

International Student Homestay Application

国际学生寄宿家庭申请

Macleans College is a signatory to and complies with the Education (Pastoral Care of International Students) Code of Practice 2016. Every international student is required to board with a Macleans College approved family. This may also be his/her parents, aunt, uncle, or family friends. In every case the school must have these details, and the student will be monitored and supported by the school's International Student Team.

麦克林斯中学遵守2016年教育（国际学生关爱辅导）行业规则，并且是签署学校之一。要求每个国际学生寄宿到经本校同意的家庭中，也可住在父母、姑/姨妈、叔/舅父或朋友家。在任何情况下，学校都需要如下信息。本校国际学生团队将会密切关注和帮助学生。

Homestay Contract

住宿合同：

1. I guarantee the good behaviour of the student in New Zealand. I understand that unacceptable behaviour on the part of my son/daughter in the homestay may lead to the termination of my son's/daughter's enrolment at Macleans College.

我担保学生在新西兰行为端正。我明白我儿子/女儿在住宿家庭中的不端举止将可能导致他/她终止在麦克林斯中学的学习。

2. I understand that my son/daughter will not leave the homestay to live at another address without the permission of the International Student Homestay Co-ordinators.

我明白在没有获得国际学生联络员的同意下，我儿子/女儿不能离开住宿家庭到另一地址居住。

3. I understand that, in the interests of the personal welfare of my son/daughter, the school and the homestay parents may communicate personal information relating to the history, safety and wellbeing of my son/daughter.

我明白为了我儿子/女儿的利益着想，学校与寄宿家庭会就我儿子/女儿的履历，安全和健康情况保持沟通。

4. I understand that my son/daughter may not make any national or international telephone calls from the homestay premises unless the charges are reversed. If any such calls are made, I guarantee to reimburse the homestay for any costs. All internet use will be by agreement with the homestay parents.

我明白除非对方付钱，我儿子/女儿不得在住宿家庭内拨打国内或国际电话，一旦拨打了此类电话，我保证偿还一切费用。使用互联网需经寄宿家庭同意。

5. I understand that it is not permitted to own or drive a car or motorbike whilst an international student attending Macleans College.

我明白作为在校学习的国际学生，学生不准拥有或驾驶汽车或摩托车。

6. The International Student Co-ordinators will be the mediator in any disagreement between my son/daughter and the homestay parents.

国际学生联络人将作为我儿子/女儿和住宿家庭的仲裁者，裁决可能发生的纠纷。

7. Fees for the year's homestay accommodation are paid in advance directly to Macleans College. In turn Macleans College guarantees to ensure payment to the homestay family.

需要将一年的住宿费提前直接支付给麦克林斯中学，同样，麦克林斯中学将保证付款给住宿家庭。

8. This agreement shall be construed and take effect in accordance with the domestic laws of New Zealand. In relation to any legal action or proceeding arising out of or in connection with this agreement, the parents irrevocably submit to the jurisdiction of the Courts of New Zealand, agree that proceedings may be brought before any court, including any forum constituted under the Arbitration Act 1996 within New Zealand, and waive any objection to proceedings in any such court or forum on the grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.

本协议依照新西兰国内法律解释及生效，对于因该合同产生或与该合同有关的法律诉讼，学生父母应绝对服从新西兰法庭裁定，同意法庭或按照新西兰1996年仲裁法案而组成的裁决组进行裁决，不得以地点或裁决组不合适等借口对诉讼提出异议。

9. If a student wishes to change their homestay they must speak to the International homestay administrators first. If the move is approved 2 weeks' notice will be issued to the current homestay.

如果学生希望更换寄宿家庭，需要事先得到国际学生寄宿家庭管理员允许。如果更换申请得到批准，在搬出前应提前两周通知寄宿家庭。

10. A \$500 administrative fee will be charged for any change of homestay.

每次更换寄宿家庭需要交纳 500 新西兰元的管理费。

11. If a student moves without informing the homestay administrator a fee of \$450 will be charged.

如果学生未事先通知寄宿家庭管理员就私自更换寄宿家庭，需要额外交纳 450 新西兰元罚金。

Signed _____

(Parent)

签名（家长）

Date _____

日期

Signed _____

(Student)

签名（学生）

Date _____

日期

Student Name _____

学生姓名

Terms and Conditions of Homestay

寄宿家庭规定及条例

The provisions of homestay accommodation for international students attending Macleans College by the homestay applicants described in the homestay application shall be on the following term and conditions.

该寄宿家庭申请表中所列条款基于下列规定和条例：

- 1 A duly appointed representative of Macleans College shall have reasonable access to the homestay accommodation and facilities.
麦克林斯中学指定的代表应当能够自由地进入寄宿家庭及设施；
- 2 The host shall keep Macleans College informed of matters concerning the student including matters relating to the health, wellbeing or safety of the student such as accidents, behavioural concerns or absences without reasonable explanation. The host shall provide such information relating to the student as may be reasonably requested by Macleans College from time to time.
寄宿家庭主人应当向麦克林斯中学告知学生的有关问题，诸如健康、福利或安全（事故、行为异常或无故旷课），寄宿家庭主人将按照麦克林斯中学要求不时地向学校提供该学生的信息；
- 3 The host agrees that the student is to abide by school rules
寄宿家庭主人同意学生一定遵守校规和校纪；
- 4 The student shall be liable for all costs, expenses and outgoings, i.e. telephone tolls, entertainment, clothing and other related expenses incurred for his/her own benefit unless otherwise agreed between host and student.
除非主人与学生有协定，学生应该支付因为个人的享受而导致的费用、支出，如：电话费、娱乐、服装及其它相关开支。
- 5 The host agrees that the student (under 15yrs of age) shall not be left unattended and must provide adult supervision in the home for the student at all times.
主人同意不能把学生（15岁以下）一人留在家中，必须在所有时间内有成年人陪伴。
- 6 Macleans College may at its discretion remove the student from the homestay accommodation without notice and terminate the homestay arrangement immediately if:
麦克林斯中学可以无需通知，做出立即把学生转移出寄宿家庭的决定，如果：
6.1 In the school's reasonable opinion the safety or the wellbeing of the student is in doubt.
以学校之见，学生的安全或福利受到怀疑；
6.2 In the school's reasonable opinion the homestay accommodation is affecting the student's behaviour or academic performance at school.
以学校之见，寄宿家庭正在不当地影响学生的行为表现或在校学习情况。
- 7 All information provided in respect of the host (including information contained in the application), student or other matters of a confidential nature relating to

Expectations

- 1 Accept the school's philosophy of education.
接受学校的教育理念
- 2 Make an effort to achieve academic potential.
努力发挥自己的学习潜力
- 3 Accept the challenge of the curriculum
接受课程表的挑战
- 4 Respond positively to life in Whanau House
积极对待Whanau House（学院制）生活
- 5 Participate in the school's co-curricular programme
参加学校课程辅助活动
- 6 React positively to a disciplined environment.
积极对待纪律严明的环境
- 7 Take pride in appearance.
注意仪表

Fees

- A The homestay fees are paid for the whole academic year (including term breaks) Refer to Fee structure to see the current weekly rate.
寄宿家庭费需要按照整个学年交纳（包括学期之间的休息）。详细请参照费用表。
- B Payment is to be arranged by the guardian – cash/auto payment.
付费方式由监护人决定，现金/自动转账
- C When a student returns home for summer holidays a retainer fee \$350 is to be paid to the homestay if the student intends to leave their belongings over the extended holiday period.
当学生在暑假中回家时，如果学生需要在寄宿家庭中存放个人物品，需要交纳350新元）

the homestay accommodation, shall be held and kept confidential except disclosure:

学校对寄宿家庭主人有关的信息（包括本申请表中信息）和学生信息或与寄宿家庭住所有关的信息将进行保密，下列情况除外：

7.1 To the student (or prospective student), the student's guardian and/or parents.

对学生（拟来此学习的学生）、学生的监护人和/或家长；

7.2 To any professional consultant or such person where it is in the interests of the student to provide the information.

任何专业顾问或与学生有益的人员；

7.3 Pursuant to any statutory or other legal duty.

遵守法规或法律；

8

Should any dispute or difference arise between the parties concerning this agreement or the provision of homestay accommodation the parties agree that they will, in good faith, endeavour to resolve the dispute by consultation and negotiation.

假如对此寄宿家庭条款及和约存有争议或不同见地，各方应真诚地通过协商和协议设法解决争执；

9

The host's rights and obligations under these terms and conditions may not be assigned without prior written agreement from the school.

学校在有书面同意后，上述寄宿家庭主人的义务和权利才生效；

10

Macleans College shall not be liable for any costs, expenses, damages or other claims against the host arising from any acts or omissions of the student. The school shall only be liable for the payments set out in these terms and conditions for the periods that the host is providing homestay accommodation to a student.

对因学生的疏忽或任何举止而令主人遭致成本、支出、损失的索赔，麦克林斯中学概不承担任何责任。学校仅仅对学生在寄宿家庭期间上述条例和情况下负责；

11

These terms and conditions may be varied by the school upon notification from time to time and will continue to apply to the provision of homestay accommodation by the host until notified otherwise.

学校会不时地对该条例和情况进行更改并且会发出通知，如无明文说明，更改条例将继续生效。

D These fees may be subject to change after yearly reviews

此费用数额每年可能有所变化。

Grievance Procedures

申述程序

- 1. Problems with subject or teachers:** Make an appointment to see the Director of International students.
对课程或老师有问题：预约与国际学生部主任见面
- 2. Problems with school friends:** You could discuss this with your Form Teacher, Deputy House Leader or House Leader. You can also see the International Student Counsellor.
对学校朋友有问题：你可以与班主任，学院正副院长讨论，也可以在学生指导处预约心理辅导老师。
- 3. Homestay Problems:** See the Homestay Co-ordinators or the International Student Co-ordinator.
寄宿家庭问题：见寄宿协调员或国际学生协调员
- 4. Co-Curricular problems:** See your Form Teacher or House Leader. You can also see the International Student Co-ordinator or the Sports Director.
课程辅助活动问题：请找班主任和学院院长，你也可以见国际学生协调员或体育主任。
- 5. Complaints:** You or your parents should write to the Principal stating your concerns about the College. If you are not satisfied with the complaints process with the school then contact New Zealand Qualification Authority (NZQA). Refer nzqa.govt.nz - Student complaints about providers' compliance with the Code of Practice for further details. You must be able to show them that you have tried to get the school to act before you contacted them. Please see also the attached NZQA brochure which sets out how to make a complaint. NZQA deals with all complaints about alleged non-compliance with the Code, other than financial and contractual disputes.

投诉：你或者你的父母可以给校长写信陈述学校相关的情况。如果你对学校的投诉流程不满意，可以联络新西兰学历评估委员会 NZQA。请参考 nzqa.govt.nz 上学生关于服务提供者违背行业规则的投诉的相关介绍。在联系 NZQA 前，需要能够向其出示你已经尝试与学校沟通的相关材料。还可以参阅 NZQA 手册中关于投诉的介绍。NZQA 只负责处理所有的与规则不一致的行为，而不是财务或合同纠纷。

- 6. Financial or Contractual Disputes:** Section 238J of the Education Act 1989 established the International Student Contract Dispute Resolution Scheme ("DRS"). Clause 33 of the Code requires the school to comply with the DRS rules. The DRS resolves contractual and financial disputes between international students and the school. If your dispute relates to financial or contractual matters then it will be referred to Fairway Resolution Limited (the agency appointed to administer the DRS) under the International Student Contract Dispute Resolution Rules 2016 ("DRS").

财务或合同纠纷：教育法第 238J 节制定了国际学生合同纠纷解决方案（DRS）。行业规则第 33 条要求学校遵从 DRS。DRS 解决国际学生与学校间的合同和财务纠纷。根据 2016 年 DRS 要求，合同和财务纠纷需要联络 Fairway Resolution Limited（负责管理 DRS 的代理机构）。

If you do have a problem, please ask for help while it is still a little problem. Do not wait for it to become a big problem. If you are not confident that your English is good enough, you can always bring a friend who has better English.

假如你有问题，请在问题未变大前请求帮助，不要等问题从小变大。如果你认为自己的英语不够好，可以带一个英语好的朋友前往。

We hope your stay here will be a happy one. 真诚地希望你生活学习愉快！

Education (Pastoral Care of International Students) 2016 年教育（国际学生关爱辅导） Code of Practice 2016 (“the Code”) 行业规则（“规则”）

Introduction 简介

When students from other countries come to study in New Zealand, it is important that those students are well informed, safe, and properly cared for.

当其他国家学生来到新西兰读书深造时，最重要的便是学生获得必需的相关信息，人身安全得到保障并且得到适当的关爱。

New Zealand educational providers have an important responsibility for international students' welfare. 新西兰教育机构应对国际学生的利益负有重要责任。

This section provides an overview of the Education (Pastoral Care of) International Students Code of Practice 2016 (the Code), and provides a procedure that students can follow if they have concerns about their treatment by a New Zealand educational provider or agent of a provider. The Code replaces the 2010 Code of Practice from 1 July 2016.

本手册除了概要介绍了新西兰教育部2016年教育（国际学生关爱辅导）行业规则（“规则”）的概述，也为那些对新西兰教育机构或中介的服务有意见的学生提供了一个寻求解决办法的途径。此规则在2016年7月1日取代了2010年规则。

How can I get a copy of the Code?

You can request a copy of the Code from your New Zealand educational provider. The Code is also available online from the New Zealand legislation website (www.legislation.govt.nz) or from the Ministry of Education website (www.education.govt.nz). If the educational provider that you are seeking to enrol with is not a signatory to the Code, you will not be granted a permit from the New Zealand Immigration Service and you will not be able to study at that institution.

如何获取一份行业规则？

您即可以向您所在的新西兰教育机构索取“行业规则”，也可以从新西兰立法网站(www.legislation.govt.nz)或教育部网站(www.education.govt.nz)获得。如果您申请的那家学校不是行规签署学校，新西兰移民局将不会发给你学生许可，因此，您也不可能在此学校学习。

What is the Code?

The Code prescribes the required outcomes that education providers and their agents need to deliver for their international students. The Code applies to pastoral care and provision of information only, and not to academic standards.

“行业规则”是什么？

“行业规则”规定了教育机构及其代理需要提供给国际学生的必要结果。行业规则仅适用于对国际学生的指导、照顾和提供信息方面，而不适用于学术水平方面。

Who does the Code apply to?

The Code applies to all education providers in New Zealand with students enrolled on international study permits. The Code is mandatory to these providers and must be signed by them.

“行业规则”适用于哪些机构？

行业规则适用于所有招收留学生的新西兰教育机构。行业规则对这些教育机构来说是强制性的和必须签署的。

What is an “international student”? An “international student” is a foreign student studying in New Zealand on a student permit from the New Zealand Immigration Service and as more particularly defined in 238D of the Education Act 1989.

“国际学生”的定义是？

“国际学生”是被移民局允许的在新西兰学习的外国学生。与《教育法》第 238D 章节规定的内容一样。

What do I do if something goes wrong?

If you have concerns about your treatment by your educational provider or by an agent of the provider, the first thing you must do is contact the principal, the international student director, or another person who has been identified to you as someone that you can approach about complaints at your institution.

如果出现什么问题怎么办？

如果认为您的教育机构或留学中介在处理你的事情时有不妥的地方，你应该首先联系校长，国际学生部的主任或其他指认的你可以在你的教育机构进行投诉的人。

Please refer to be Grievance Procedures on the previous page.

请参阅上页的申诉程序。

A summary of the Code

行业规则概要

The Code sets out requirements on providers of education instruction to international students relating to:

行业规则为教育机构在如下方面对国际学生所制定的要求

- marketing and promotion to prospective international students; and
对未来国际学生的市场营销及推广；及
- managing and monitoring the agents acting on behalf of the signatories; and
管理监督留学中介以代表签约人；及
- supporting international students to make informed decisions regarding offers, enrolment and entering into contracts with signatories; and
支持国际学生做出关于录取通知、注册及与签约人签订合同的知情决定；及
- ensuring adherence to the Immigration Act 2009; and
确保遵守移民法 2009；及
- providing an appropriate and informative orientation programme; and
提供适合且信息全面地入校指导项目；及
- providing a safe, supportive environment for international students; and
为国际学生提供一个安全及支持的环境；及
- ensuring that international students are informed about the advice and services that are available; and
保证国际学生被告知关于可以寻求建议及服务的信息；及
- managing the withdrawal of an international student or the closure of a course of educational instruction or signatory appropriately; and
管理国际学生退学以及学业结束；及
- providing access to procedures for dealing with grievances.
提供处理投诉的程序

The code also provides a procedure for addressing complaints from international students that the code has been breached.

行业规则还提供给国际学生关于没有遵守行业规则的投诉流程

Full details of what is covered can be found in the Code itself.

行业规则内包含此方面细节内容

Procedures for Non Attendance

缺席处理流程

- Observations and reports from class teachers.
班级老师观察及报告
- House Leader will address issue, where necessary they will issue punishments. They will contact the caregiver/guardian in New Zealand
学院院长（House Leader）将会进行处理，如有必要，将进行处罚，将与新西兰的看护人/监护人联系。
- Principal/International student Co-ordinator once informed of non attendance or any withdrawals will contact parent/s and or caregiver/s to discuss reasons for absence.
校长/国际学生协调员在接到缺席或退学通知后，将与家长/和/或看护人联系探讨缺席的原因。
- Frequent or unexplained absences will be reported to the New Zealand Immigration Service and this may result in the termination of the student's permit.
经常或无故缺席的学生将会报告给新西兰移民部，这将可能导致学生签证许可的吊销。
- Student attendance must remain above 95% as required by New Zealand Immigration Services.
学生的出勤率必须达到新西兰移民部所要求的 95% 以上。

Procedures for Student Withdrawal

退学流程

- If a student wishes to withdraw from the school, a letter must be sent to the Principal giving reasons for withdrawal and the last day of attendance, with reasonable notice
如果学生要求退学，必须在提前合理的时间向校长阐明退学原因及最后一天上学的日期。
- Refund of fees will be paid as per the refunds policy.
学费退还将依照退费政策执行。

Circumstances in which Tuition may be Terminated

取消学籍

- After three months the school may terminate the student's enrolment if the behaviour of the student is unacceptable or academic progress is unsatisfactory.
在校三个月来，如果学生的行为举止不端或学习成绩不令人满意，学校可能终止该生的学习。
- The parent or caregiver will be given notice of intention to terminate.
学校将会提前通知家长或看护人有关终止学习的打算。
- Failure to provide information on change in caregiver circumstances or change of address may result in enrolment being terminated.
未能提供地址变更或看护人变更将可能导致学习的学习终止。
- Unless assurance can be given by parents/caregivers that behavioural patterns leading to termination can be rectified then enrolment will be cancelled following procedures set down for local students.
除非家长/看护人保证学生改正其不良举止，学校奥将依照适合当地学生的规定，终止该生的学习。
- Students are at any time throughout their enrolment subject to the provisions of suspension and/or expulsion as set down by the Ministry of Education.
学生在就学期间必须服从教育部制定的留校察看和/或开除的规定
- Frequent or unexplained absences once reported to New Zealand Immigration Service may result in tuition being terminated.
经常或无故缺席报告已经报告给新西兰移民部，将有可能导致该学生的学生终止。
- Student visas must be current and valid, unless there are circumstances beyond the student's control.
除非在学生不可控的情况下，学生必须持有有效的学生签证。

Fees Protection Policy – International Students

学费保护政策-国际学生

Rationale

宗旨

International Student fees must be handled in a way that ensures those funds are accessed in a way that is consistent with normal accounting practice. This means that those funds are secure from misappropriation and are only made available to the school in accord with the Refunds Policy.

必须正确处理国际学生学费以保证资金在正常财务制度下能够支配，换言之，就是保证资金不被挪用，切实确保依照退费政策，学校可以动用这笔资金。

Purpose

目的

- 1 To ensure that funds from international students are accounted for separately and in such a way that individual student contributions can be monitored.
确保国际学生学费专账专用，有利于监督各个学生的缴费情况。
- 2 To ensure that Macleans College does get payment in full for those services provided.
确保麦克林斯中学所提供的服务能够获得全额报酬。
- 3 To ensure that international students' payment may be drawn down in accord with the Refund Policy.
确保国际学生的学费在适合退费政策的情况下，能够及时取出并退还。

Guidelines

指导方针

- 1 Accounting procedures are in place to ensure monies are available for release.
制定财务程序，确保款项可以取出使用。
- 2 International fees shall be paid into the school's general account and treated in the accounts as "income in advance", ensuring that they do not become part of available funds and do not form part of the working capital.
国际学生学费可以作为“预先收入”纳入学校一般帐户，避免该学费成为可利用资金或者是营运资金的一个组成部分。
- 3 As each month of tuition elapses, the student fees held would be recalculated to determine the portion of fees which can be transferred into the income stream and become part of the working capital.
每月过后，学生学费将重新计算，来确定学费有多少数目可以转入收入账中，并且成为营运资金的一个组成部分。
- 4 These monies will be audited separately on an annual basis.
每年这些资金将另行审计。
- 5 These monies will be available for approved refunds resulting from withdrawal from Macleans College or in the event of the school not being able to provide tuition.
如果学生退学或者学校无法提供学习机会，这些资金可以依照麦克林斯中学退费政策退还给学生。

Evidence

证明

- 1 Accounting records. 财务记录
- 2 General school account. 学校总财务账户

Section 1600, Policy No 1603

1603 政策，1600 条例

Rationale 宗旨

To implement a transparent and fair policy regarding the refund of international student fees.
确保国际学生学费退费政策得以公平和透明的切实执行

Purposes 目的

- A** To ensure that international fee paying students, prior to enrolment, are informed of the refund policy.
确保国际付费学生在入学前了解该退费政策。
- B** To ensure that agents representing the school are informed of the refund policy and abide by it.
确保代表学校的中介了解并且遵守该退费政策。

Guidelines 指导方针

- 1** Refund of tuition fee will be permitted only for THREE situations:
只有下列两个情形下才可以退学费：

A If the student has enrolled but has not yet started the course:

如果学生已经录取但还没有开始上课：

The tuition fee may then be refunded in full less administration and associated costs charge of NZ\$1000
扣除手续费和相关费用 一千 新元后，退还其余数额。

B If the student has started the course and has only completed less than 2 terms of the course:

学生已经开始上课但还没有到两个学期：

The tuition fee may be refunded less the following charges:

学费将可能扣除如下费用

- Administration and associated costs 扣除手续费和相关费用
- Fees for 2 terms of the course 扣除两个学期的学费
- This is at the discretion of Macleans College 由麦克林斯中学酌情处理

C Exceptional circumstances at the discretion of the Board of Trustees which may include personal/family circumstances.

特殊原因—包括个人/家庭情况—由麦克林斯中学理事会酌情处理。

- 2** There is NO REFUND for the following situations:

下列情形不予退费：

- If the student has attended the course for more than 2 terms
学生已经入学达两个学期以上
- If the student obtained permanent residency during the year of study or if the parents obtain a work permit during the year of study.
在学年期间，学生获得了永久居留权或其父母获得了工作签证
- If the student has been asked to leave the school because of discipline or behavioural reasons.
如果学生因为守纪或举止原因而被请求离开学校
- If a student wishes to transfer to another school for whatever reason.
如果学生因为种种原因而希望转学。