

## UNDER 18 ACCOMMODATION AGREEMENT/CODE OF CONDUCT

### PARENT LEGAL GUARDIAN CONTACT INFORMATION

#### Legal guardian details

First name:  Last name:   
Phone number:  Email:   
Home address:

#### Student details

First name:  Last name:

### Accommodation arrangement in New Zealand

#### Tick the correct option:

1. My son/daughter will stay with Parent(s)/legal guardian(s) in NZ ☐
2. My son/daughter will stay at an arranged homestay in NZ approved by parents ☐
3. My son/daughter will stay at a designated caregiver's approved by the parents and the School ☐

Name of designated caregiver:   
Address (must be the same as the student's in NZ):   
  
Phone number:  Email:   
Occupation:   
Relationship to student:

The designated caregiver will be subject to approval by the student's parents and the school (Crown Institute) is not responsible for the student's care when the student is in the care of the designated caregiver. The school's approval of the designated caregiver may be withdrawn at any time. In the event the School withdraws its approval of the designated caregiver, the agreement is terminated, and the student will be placed in alternative accommodation by the school at the full cost and expense of the parent. The school representative will visit the above accommodation to ensure it is compliant with the Education (Pastoral Care of International Students) Code of Practice.

- |   |                               |                               |
|---|-------------------------------|-------------------------------|
| • My son/daughter is allowed to go on trips/activities organized by the School. | Y<br><input type="checkbox"/> | N<br><input type="checkbox"/> |
| • The School may publicly disclose my child's name in case of emergencies.      | Y<br><input type="checkbox"/> | N<br><input type="checkbox"/> |
| • I certify that the information provided on this form is true and accurate.    | Y<br><input type="checkbox"/> | N<br><input type="checkbox"/> |

## Designated Caregiver's Responsibilities

The designated caregivers must contact the school if the student will not be attending classes because of illness. Notification should be given as early as practicable (e.g. on the morning of the first day that the student will not be able to attend)

- Residential caregivers should provide the student with travel details to and from school and caregiver residence.
- If a student requires non-urgent medical attention, the residential caregiver should take the student to their GP, to the caregiver's own GP if the student does not have one or refer the student to the Crown Student Support services.
- In the event of a medical emergency involving the student, the residential caregiver should obtain medical assistance immediately and notify the accommodation or pastoral care person as soon as possible. It is the School's responsibility to notify the parents.
- Residential caregivers should advise the school of the family and student travel plans, and other student absences from the residence and/or school.
- Residential caregivers must adhere to all relevant transport safety legislation, including those relating to the use of car restraints and bike helmets, and not overloading passenger vehicles.

## STUDENT CODE OF CONDUCT

- I am under 18 years old, and I understand that I have to abide by the school rules and procedures.
- I will attend all my classes and I will come to school on time every day.
- If I am late to school, I will call/text/email the student support team before 9:00 am.
- If I am absent from school for being sick or any other reasons, I will call/text/email before 9:00am.
- I will be home by 6:00 pm. everyday.
- If I wish to stay out late during weekends, I will get permission from my parents. My parents are required to confirm this via email: info@crown.ac.nz
- I will not smoke/vape. I will not drink alcohol. I will not use drugs.
- I will not bully, assault, fight with other students or staff members.
- I will not be in possession or use knives or other weapons.
- I will not engage in any activity of sending messages or images that may offend or harass another person by means of mobile phone/Facebook or social media.
- I will not download or distribute offensive or copyrighted materials via the Internet or through social media and/or through digital devices such as mobile phones and computers etc.
- I understand that I will be given a first warning letter for: (1) violating school rules or unacceptable behavior or low attendance (2) unacceptable behavior at homestay.
- If my behavior does not improve, I will receive a second and then a third and final warning letter, I may be withdrawn from the School, and I will not be able to attend class anymore. I will not be entitled to a refund and my visa might be canceled.
- I understand the school also has the right to withdraw me without warning at the discretion of the Management Team, in the event of any withdrawal, Immigration NZ will be informed of my conduct. This may lead to the cancellation of my visa.
- I understand that I have the right to have a person of my choosing to support and help me at meetings with school staff regarding my behavior or attendance.

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

Date:

### Termination of enrolment

1. Crown Institute of Studies reserves the right to terminate the student's enrolment if the student is in breach of the tuition agreement or/and the student contract (including conduct that occurs while the student is not under immediate supervision of the school.)
2. Any disciplinary action is dealt with in accordance with the principles of natural justice.

## PERMISSION TO PHOTOGRAPH

Crown Institute of Studies has a website that features our class and the activities in which students participate. The site is for students, parents and the public. Crown also has LinkedIn, Facebook, Instagram, Youtube, Tik Tok, Spotify accounts, where we post ideas, photos, and samples from our classroom, field trips and community events. We may tag pictures of students with their names and will only post pictures with the students' permission. Please sign below to let the School know if Crown Institute of Studies do or do not have permission to place your child's photos on our website or social media.

- ☐ I grant permission for my child's photo to be shared on Crown's social media platforms.
- ☐ I DO NOT grant permission for my child's photo to be shared on Crown's social media platforms.

## DECLARATION

By signing this declaration, I (full name of Parent or Legal Guardian)

declare that I have read, understand, and agree to the conditions provided above. The information that I have provided is true and accurate to the best of my knowledge. Furthermore, by signing this document, I declare that:

- I have read and explained the Student Code of Conduct to my child and that he/she has signed the Student Agreement.
  - I agree to the conditions of this Under 18 pack.
  - I have disclosed all medical information to the School to the best of my knowledge.
  - I understand that my child must have appropriate medical insurance to study at the School.
  - I understand that my child must have a valid visa to study at the School.
  - I understand that any breaches of the conditions above or provision of false information, may result in disciplinary action being taken as per the school policy including breaches being reported to Immigration New Zealand which may result in the loss of my child's eligibility to study at the School.
- I agree that if prescribed medication needs to be administered, a designated adult will be assigned to do this. I will inform the School as soon as possible of any changes in the medical or other circumstances between now and the commencement of the event.
- I agree to my child receiving any emergency medical, dental, or surgical treatment, including anesthetic or blood transfusion, as considered necessary by the medical authorities present.
  - Any medical costs not covered by ACC (Accident Compensation Corporation) or my insurance company will be paid by me.
  - If my child is involved in a serious disciplinary action, including the use of illegal substances and/or alcohol, or actions that threaten the safety of others, he/she will be sent home at my expenses.
  - In the event of any emergency, I agree to the School sharing medical information that I have provided above with emergency services, Police, Doctors and hospitals as required.

Signed by Parent or Legal Guardian

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Date