

CONTRACT FORMATION FOR ADMISSION TO BOARDING FACILITY

Once completed and signed by both parties the material herein becomes a binding contract between Sacred Heart College Hostel Limited and the Applicants. All references hereafter to Sacred Heart College Boarding Hostel or Sacred Heart College Hostel relate and refer to Sacred Heart College Hostel being the contracting party. Please read carefully

STUDENT INFORMATION

Student's Full Name

_____ (Christian Name) _____ (Surname)

Preferred Name _____

Date of Birth _____ day _____ month _____ year

International Student Yes / No

Passport No. _____ Visa Expiry Date _____

Nationality _____ Religion _____

Boarding Start date _____ Starting year level _____

Weekly or Full Boarder _____ Laundry No _____

NZ address for student _____

Student cellphone _____ Student email _____

Parents/Legal Guardians (The legal guardian is the person who has the right to control the child and can make decisions in regard to upbringing and education)

PLEASE PRINT or WRITE CLEARLY

Mother's Full Name

_____ (Christian Name) _____ (Surname)

Postal Address _____

Home Phone () _____ Work Phone () _____

Email _____ Cellphone () _____

Father's Full Name

_____ (Christian Name) _____ (Surname)

Postal Address _____

Home Phone No () _____ Work Phone () _____

Email _____ Cellphone () _____

OVERSEAS STUDENTS

Guardians/ local NZ contact

Name _____
(Christian Name) (Surname)

Postal Address _____

Home Phone () _____ Work Phone () _____

Email _____ Cellphone () _____

Relationship to Boarder (i.e. Uncle, Friend, etc) _____

Other emergency contact if parents/legal guardians unavailable

Full Name _____
(Christian Name) (Surname)

Postal Address _____

Home Phone _____ Work Phone () _____

Email _____ Cellphone () _____

Relationship to Boarder _____

ALL STUDENTS

Invoices/Accounts are to be sent to: (Please circle)

Father Mother Guardian Other _____

Reports are to be sent to: (Please circle)

Father Mother Guardian Other _____

Newsletters are sent by Email
(Please notify the office if you do not have access to email)

Email address for Newsletter _____

PERSONAL INFORMATION

- In a separated family, who has legal custody? (Please circle)
Joint Mother Father Other _____
- Are there special family circumstances Sacred Heart College Boarding Staff should be aware of eg family court orders, access arrangements? **Yes/No**
If Yes please specify:

- Does your son have their own personal and/or medical insurance? **Yes/No**
If Yes please specify

- Does your son suffer from any physical or mental disability which may affect his full Participation in Hostel life? **Yes/No**
If yes please specify:

MANAGEMENT AND CONTROL

Sacred Heart College Boarding Hostel seeks to ensure the highest quality of care and safety for your son. Like all families living in close quarters for lengthy periods it is necessary to put in place sound ground rules to ensure harmonious living.

Sacred Heart Boarding Staff will be acting 'In loco parentis' of your son. We expect your child to accept and obey all the lawful and reasonable instructions given by our staff.

Please find below a list of expectations. This list is not exhaustive nor an attempt at codification of rules:

- To obey all the lawful and reasonable instructions of hostel staff and their duly authorised agents
- Boarders are not permitted to **smoke** or consume **alcohol**
- Boarders will respect the personal and property rights of others
- Boarders will follow all weekend leave requirements
- Boarders will respect the Sacred Heart College Hostel Code of Conduct
- Boarders will be on the property unless Hostel Staff have granted permission to leave
- Boarders will follow the Sacred Heart College Hostel dress code.

SEARCH AND SEIZURE

The Hostel staff reserve the right to search the personal property of boarders if they have individualised suspicion that the boarders are in possession of prohibited items or stolen property. The search will be conducted without notice in the presence of the boarder(s) and two other adults.

If items are found belonging to the boarder, or in their possession which are prohibited or stolen, they may be confiscated by staff. Depending on their nature they may be used in any subsequent disciplinary proceedings, given to the Police, the boarders parents or with consent destroyed.

Drug Testing

The Hostel staff reserve the right to request a boarder to undertake a drug test if they have individualised suspicion the boarder has taken illicit drugs and/or is under the influence of illicit drugs. Parental consent will also be sought before the test. The test itself will be carried out by the Hostel matron and in a manner that preserves the mana and dignity of the boarder.

Refusal to undertake the drug test may result in disciplinary action or the boarders enrolment in the Hostel being cancelled

If a boarder breaches Sacred Heart College Hostel expectations the following consequences may be imposed. This list is not exhaustive and other consequences may be given at Sacred Heart College Hostel staff discretion:

- Verbal censure/counselling
- Fatigues
- Withdrawal of privileges
- Withdrawal of leave
- In-house suspension
- Stand-downs
- Exclusion from the Boarding Hostel

Please note that Sacred Heart College Hostel Management and Control, including codes of conduct and consequences are determined at its complete discretion. They are not open to negotiation and form part of the Hostel's offer to you.

In the case of any disciplinary matter, the formal process will follow the procedure outlined in the Hostel Disciplinary Policy.

Signature of Parent/Guardian/NZ Contact _____ Date _____

Signature of Parent/Guardian/NZ Contact _____ Date _____

Signature of Boarder _____ Date _____

OFF-SITE ACTIVITIES FOR BOARDING STUDENTS

Here at Sacred Heart College Boarding Hostel we want to create a boarding environment that enables students to enjoy a recreational life as close as possible to that provided in their own home. As an institution however, we carry a high level of responsibility and accountability for the safety of boarders to an extent that exceeds that of parents. We must accord to the level of 'reasonable parents' not 'ordinary parents'. This naturally leads us to feel cautious in what we can permit boarders to do. This form is an endeavour to strike a balance between yours and our responsibility thus preventing excessive restrictions on what your son can do. Please take time to consider these issues and contact the Dean of Boarding should you have any questions or concerns.

Supervised activities:

These are any activities your son chooses to participate in that are organised by the College and supervised by College staff and/or other organisations or adults. Examples could include sporting trips, skiing and Hostel trips to the beach.

I give permission for my son _____ to participate in Supervised Activities

Parent/Guardian Signature _____

Unsupervised local activities:

These are activities within the City and its locality for which Sacred Heart College provides no staff supervision. Examples could include trips to town, visiting friends in the local area, going to the movies. It excludes any overnight activities or visits for which your specific permission is sought.

I give permission for my son _____ to participate in Unsupervised Local Activities

Parent/Guardian Signature _____

Unsupervised local swimming:

Trips to local river swimming holes and beaches are that are not supervised by College staff

I give permission for my son _____ to participate in Unsupervised Local Swimming

Parent/Guardian Signature _____

Other unsupervised activities:

Detail here any activities not shown above that you are happy for your son to participate in without any supervision by College staff. Examples could include tramping, mountain biking etc. (Further activities can be added by fax, email or in writing)

I give permission for my son _____ to participate in Other Unsupervised Activities as follows:

_____ Sign: _____

_____ Sign: _____

_____ Sign: _____

Consent/Acceptance of Responsibility for Off-Site Activities

I understand that participation in any activity carries a degree of risk either of bodily or emotional injury or property loss. I accept full responsibility for my son when he is participating in the unsupervised activities indicated above including any financial cost.

I also understand that in all instances Sacred Heart College Hostel staff have the final decision in allowing my son to participate in any activity that they will act prudently in this respect, and that further conditions are likely to be applied to those activities that present significant risk.

My son understands that permission must be sought and granted for any off-site excursion and that conditions may apply in addition to parental consent. He understands that they must act within the rules of the College and Hostel at all times and that they should not act in such a way as to endanger either himself or others.

NB: Notwithstanding that you have given consent for your child to participate on any of the above activities, Hostel staff reserves the right to decline a specific request by a boarder without entering into correspondence or debate.

Student's Name _____

Parent Signature _____

Parent Signature _____

Guardian/NZ Contact Signature _____

PRIVACY ACT 1993

The information supplied in this contract is subject to the Privacy Act 1993. We wish to advise the following:

- The information is being collected to determine eligibility to Sacred Heart College Boarding Hostel.
- It will be stored in the Dean of Boarders Office. Only Boarding Hostel staff and other authorised persons will have access to it.
- You have a right to access this information and to ask for a correction if it is factually wrong.

HEALTH AND SAFETY

In order to protect your child's health and safety, and to enhance his learning opportunities, we seek your consent to share the information with third parties.

We consent that the personal information supplied in this contract and any supplementary information to it may be made available to health providers, (nurses, doctors, dentists, hospitals), the Ministry of Education, NZ Qualifications Authority, other state agencies at Sacred Heart College staff discretion.

Signature of Parent/Guardian/NZ Contact _____ Date _____

Signature of Parent/Guardian/NZ Contact _____ Date _____

Signature of Boarder _____ Date _____

Further Consent to Terms and Conditions for Enrolment at Sacred Heart College Boarding Hostel

- 1 One term's notice in writing must be given (exceptional circumstances aside) before a boarder is withdrawn from the Hostel. Inadequate notice will lead to forfeiture of the term's fees.
- 2 Parents/Guardians are required to ensure that their son has sufficient funds in the bank account to cover cash requirements.
- 3 For New Zealand residents, Hostel fees are payable by the term in advance.
- 4 For International Students Hostel fees are payable by the half-year in advance.
- 5 We understand that payment of boarding fees to Sacred Heart College Hostel is due in full before the start of the term. This is a separate payment to the day school fees.
- 6 Sacred Heart College Boarding Hostel reserves the right to charge interest on overdue accounts at the retail banking rates and at the time the overdue debt was incurred.
- 7 Sacred Heart College Boarding Hostel reserves the right to recover all costs including debt recovery, legal fees and all other expenses incidental to overdue accounts.
- 8 We understand that Sacred Heart College Hostel is not responsible for provision of transport and transport costs for boarders to and from travel departure and arrival points, or incidental travel connected with boarders' various extra-curricular, co-curricular or general recreational or sports activities e.g. sports representative trainings, private sports lessons etc. They are the costs and responsibility of the parents/family.
- 9 We understand that if information supplied in this contract is false, misleading or omitted it may result in the contract being cancelled and our son's place being forfeited.
- 10 We consent that in the event of our son being excluded from Sacred Heart College Boarding Hostel for breach of its code of conduct or rules no part of the fees already due and paid for in respect of the term in which the exclusion occurs, shall be refunded or compensated for in any way.
- 11 We have **read, understood** and **consent** to all of the terms and conditions set out in the Sacred Heart College Boarding Hostel Contract.

Signature of Parent/Guardian/NZ Contact _____ Date _____

Signature of Parent/Guardian/NZ Contact _____ Date _____

Signature of Boarder _____ Date _____

SIGNATURE OF DEAN OF BOARDING

SIGNED _____

Dated the _____ day of _____ 20_____