



# CONTRACT INFORMATION FOR ADMISSION TO AD ASTRA



Once completed and signed by both parties the material herein becomes a binding contract between Rivercity Asset Management Limited and the Applicants. All references hereafter to Ad Astra Hostel or Rivercity Asset Management Limited relate and refer to Ad Astra being the contracting party. Ad Astra Hostel is licensed under the Education (Hostels) Regulations 2005. A copy of the regulations can be obtained from the Hostel Manager.

Please read carefully - PLEASE PRINT CLEARLY

## BOARDER INFORMATION

Boarder's Full Name \_\_\_\_\_  
(Christian Name) (Surname)

Preferred Called Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ day \_\_\_\_\_ month \_\_\_\_\_ year

International Student Yes / No

Passport No. \_\_\_\_\_ Visa Expiry Date \_\_\_\_\_

Nationality \_\_\_\_\_ Religion \_\_\_\_\_

Boarding Start date \_\_\_\_\_ Starting year level \_\_\_\_\_

NZ address for student \_\_\_\_\_  
\_\_\_\_\_

Boarder cell phone \_\_\_\_\_ Boarder email \_\_\_\_\_

## PERSONAL INFORMATION

■ In a separated family, who has legal custody? (Please circle)

Joint                  Mother                  Father                  Other \_\_\_\_\_

## Family / Medical / Behaviour Background Information

We ask that you provide a full and honest statement regarding all issues of your child's health both physical and mental.

If any of the following details are found to be incorrect we reserve the right to remove the student from Ad Astra.

1. **Family Composition** (Family members in household e.g. mother, brother. Please include age of siblings.)

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_

## 2. Agency Support

Has your child ever been involved with any of the following agencies:

- |                                  |          |
|----------------------------------|----------|
| CYF                              | Yes / No |
| CAFS / CAMHS                     | Yes / No |
| Police Youth Aid                 | Yes / No |
| Family Support Agencies          | Yes / No |
| - Across Social Services         | Yes / No |
| - Open Home Foundation           | Yes / No |
| - Aroha Noa                      | Yes / No |
| - Tautoko                        | Yes / No |
| - Other (please specify)         | _____    |
| - MOE Special Education Services | Yes / No |
| RTLB                             | Yes / No |

(Resource Teacher of Learning and Behaviour)

Are there currently any Court Orders in place relevant to your child / family? Yes / No

(Please provide details and copies.)

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## 3. Medical

Has your child been diagnosed with any of the following conditions?

- |                                 |          |
|---------------------------------|----------|
| - Anxiety                       | Yes / No |
| - Depression                    | Yes / No |
| - Eating Disorders              | Yes / No |
| - Food Allergies                | Yes / No |
| - Bee / Wasp Allergies          | Yes / No |
| - ADHD / ADD                    | Yes / No |
| - Obsessive Compulsive Disorder | Yes / No |
| - Asperger's Syndrome           | Yes / No |
| - Other (please specify)        | _____    |

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**Is there any other information that we should be made aware of regarding the family circumstances or the applicant's wellbeing, mentally, physically or socially? Eg, self-harm, struggles with friendships, family suicide etc**

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#### 4. Previous School Behaviour

Has your child been involved in a school leadership programme? Yes / No

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Have there been any occasions that she has been stood down from any school or hostel? Yes / No

Reason: \_\_\_\_\_

Outcome: \_\_\_\_\_

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Has your child ever been suspended or excluded from any school or hostel? Yes / No

Reason: \_\_\_\_\_

Outcome: \_\_\_\_\_

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Has your child ever been refused entry to any school or hostel? Yes / No

Reason: \_\_\_\_\_

Outcome: \_\_\_\_\_

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#### 5. Learning Support Requirements

Does your child require any extra support for the following learning challenges? Yes / No

(Please circle)

Dyslexia

Reading and writing difficulties

Vision Impairment

Hearing Impairment

Turrets syndrome

Asperger's syndrome

Any other \_\_\_\_\_

## 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)

Mother's Full Name \_\_\_\_\_  
(Christian Name) (Surname)

Date of Birth \_\_\_\_\_ day \_\_\_\_\_ month \_\_\_\_\_ year

Postal Address \_\_\_\_\_  
\_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_

Email \_\_\_\_\_ Cell phone ( ) \_\_\_\_\_

Father's Full Name \_\_\_\_\_

(Christian Name) (Surname)  
Date of Birth \_\_\_\_\_ day \_\_\_\_\_ month \_\_\_\_\_ year

Postal Address \_\_\_\_\_  
\_\_\_\_\_

Home Phone No ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_

Email \_\_\_\_\_ Cell phone ( ) \_\_\_\_\_

### If not the student's Parent

Legal Guardians Full Name \_\_\_\_\_  
(Christian Name) (Surname)

Date of Birth \_\_\_\_\_ day \_\_\_\_\_ month \_\_\_\_\_ year

Relationship to Student \_\_\_\_\_

Postal Address \_\_\_\_\_  
\_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_

Email \_\_\_\_\_ Cell phone ( ) \_\_\_\_\_

### ALL BOARDER'S

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

Father          Mother          Guardian          Other \_\_\_\_\_  
\_\_\_\_\_

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

Email address \_\_\_\_\_

**Other emergency contact if parents / legal guardians unavailable  
[Overseas Students - Guardians/ local NZ contacts (if any)]**

Full Name \_\_\_\_\_  
(Christian Name) (Surname)

Postal Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_

Email \_\_\_\_\_ Cell phone ( ) \_\_\_\_\_

Relationship to Boarder \_\_\_\_\_

Full Name \_\_\_\_\_  
(Christian Name) (Surname)

Postal Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_

Email \_\_\_\_\_ Cell phone ( ) \_\_\_\_\_

Relationship to Boarder \_\_\_\_\_

**Boarder's Doctor** \_\_\_\_\_

**Boarder's Dentist** \_\_\_\_\_

## **MANAGEMENT AND CONTROL**

Ad Astra seeks to ensure the highest quality of care and safety for your daughter. Like all families living in close quarters for lengthy periods it is necessary to put in place sound ground rules to ensure harmonious living. Ad Astra Staff will be acting 'In loco parentis' of your daughter. 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 or drugs**
- Boarders will respect the personal and property rights of others
- Boarders will follow all day and weekend leave requirements
- Boarders will respect the Ad Astra's Code of Conduct
- Boarders will be on the property unless Hostel Staff have granted permission to leave
- Boarders will follow the Ad Astra's dress code.

If a boarder breaches Ad Astra's expectations the following consequences may be imposed.  
This list is not exhaustive and other consequences may be given at Ad Astra's staff discretion:

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

Please note that Ad Astra's 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 Ad Astra's offer to you. In the case of any disciplinary matter, the formal process will follow the procedure outlined in the Hostel Disciplinary Policy.

## OFF-SITE ACTIVITIES FOR BOARDING STUDENTS

Here at Ad Astra 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 daughter can do. Please take time to consider these issues and contact the Ad Astra management should you have any questions or concerns.

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 daughter when she is participating in the unsupervised activities indicated, including any financial cost. I also understand that in all instances Ad Astra staff have the final decision in allowing my daughter to participate in any activity and 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 daughter understands that permission must be sought and granted for any off-site excursion and that conditions may apply in addition to parental consent. She understands that she must act within the rules of the Hostel at all times and that she should not act in such a way as to endanger either herself or others.

### Supervised activities:

These are any activities your daughter chooses to participate in that are organised by the College and or Hostel and supervised by College and or Hostel staff and/or other organisations or adults. Examples could include sporting trips, skiing and Hostel trips to the beach. This gives the hostel management the right to exercise responsibility in allowing our daughter to participate.

*Parent/Guardian Signature* \_\_\_\_\_

### Unsupervised local activities:

These are activities within the City and its locality for which Ad Astra 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.

*Parent/Guardian Signature* \_\_\_\_\_

### Other unsupervised activities:

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

*I give permission for* \_\_\_\_\_ *to participate in*

*Other Unsupervised Activities as follows:*

\_\_\_\_\_ Sign: \_\_\_\_\_

\_\_\_\_\_ Sign: \_\_\_\_\_

## 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), and to the school at Ad Astra management discretion.

Signature of Parent/Guardian/NZ Contact \_\_\_\_\_ Date \_\_\_\_\_

Signature of Boarder \_\_\_\_\_ Date \_\_\_\_\_

## Consent to Terms and Conditions for Enrolment at Ad Astra Boarding Hostel

1. One term's (10 weeks) notice in writing must be given (exceptional circumstances aside) before a boarder is withdrawn from the Hostel. Inadequate notice will lead to forfeiture of a term's fees.

2. The full 1 year's fees are invoiced at the beginning of the year but is be split into 4 even payments made at the beginning of each school term. We understand that payment of boarding fees to Ad Astra Hostel is due in full before the start of each school term. (International Students - This is a separate payment to the day school tuition fees and is paid to the Hostel by Wanganui Girls' College).

3. We consent that in the event of our daughter being excluded or removed from Ad Astra Boarding Hostel for breach of its code of conduct or rules, no part of the fees already due and or paid in respect of the term in which the exclusion occurs, shall be refunded or compensated for in any way.

4 Ad Astra reserves the right to charge interest at the retail banking rates and the right to recover all costs including debt recovery, legal fees and all other expenses incidental to overdue accounts from the time the overdue debt was incurred.

5. All electrical appliances that students bring into Ad Astral must be safety checked and date tagged. If they are not safety tagged, we will charge \$10.00 per item to have them tested.

6 We understand that Ad Astra 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.

7 .Parents/Guardians are required to ensure that their daughter has sufficient funds in a bank account to cover cash requirements. Medical bills and other incidentals incurring a cost will be billed by the hostel to the parent/caregiver from time to time.

8 We understand that if information supplied in this contract is false, misleading or omitted it may result in the contract being cancelled and our daughter's place being forfeited.

9 We have **read, understood** and **consent** to all of the terms and conditions set out in the Ad Astra Contract and understand that the hostel Parents and Boarders Manuel also forms part of these conditions and that the Hostel Contract and the Parents and Boarders Manuel will be updated from time to time.

Signature of Parent/Guardian/NZ Contact \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian/NZ Contact \_\_\_\_\_ Date \_\_\_\_\_

Signature of Boarder \_\_\_\_\_ Date \_\_\_\_\_

**Signature of Ad Astra Manager**

**SIGNED** \_\_\_\_\_

**Dated the** \_\_\_\_\_ **day of** \_\_\_\_\_ **20** \_\_\_\_\_

## **Extra Notes / Information**

### **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 Ad Astra Hostel.
- It will be stored in the Managers Office. Only Ad Astra 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