



Manurewa High School

INTERNATIONAL STUDENTS

ENROLMENT APPLICATION INFORMATION

2018

International Student Enrolment Application Information



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Important information for International Students

Immigration

Full details of Immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand, and can be viewed on their website at www.immigration.govt.nz You must have the appropriate visa to study at Manurewa High School.

Eligibility for Health Services/Accident Insurance/Medical and Travel Insurance

Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on their website at www.moh.govt.nz

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents, and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at www.acc.co.nz

International students (including group students) must have appropriate and current medical and travel insurance while in New Zealand. Manurewa High School provides comprehensive Travel and Medical Insurance to all International Fee Paying Students free of charge, and is part of the Enrolment package.

NCEA

The National Certificate of Educational Achievement is New Zealand's national qualification at secondary school level. Follow this link to learn more about it :<http://www.nzqa.govt.nz/assets/qualifications-and-standards/qualifications/ncea/Understanding-NCEA/How-NCEA-Works-animation-English-2016.mp4>

Education (Pastoral Care of International Students) Code of Practice 2016

Manurewa High School has agreed to observe and be bound by the *Education (Pastoral Care of International Students) Code of Practice 2016 Code* published by the Ministry of Education and administered by NZQA. Copies of the Code are available on request from the Director of International Students, Manurewa High School or from the New Zealand Qualifications Authority website at <http://www.nzqa.govt.nz/the-code> or by using this link : [Education \(Pastoral Care of International Students\) Code of Practice 2016](#)

Problems, Complaints to NZQA and the Dispute Resolution Scheme (DRS)

If there are concerns about a student's treatment then, under the terms of the Code of Practice, the Director of International Students should be contacted in the first instance so that the school's internal grievance procedures can be implemented.

Problems with subjects or teachers

- Discuss the problem with your teacher. Take a friend or support person with you.
- If you are still unhappy, make an appointment to see the Director of International Students or your Whanau Leader.
- If you still think you have a serious problem, ask to see the Principal.

Problems with other students

- If it involves the student(s) in your class discuss it with your whanau tutor teacher or your subject teacher.
- If it continues, see the guidance counsellor or the Director of International Students.

Homestay problems

See the Director of International Students or if you are still not satisfied:

- You can write a note and make an appointment to see the Principal (you may take a friend with you).
- Your parents might like to write a letter to the Principal.

If you feel your problem is not being resolved by the school, you can contact the New Zealand Qualifications Authority (NZQA) <http://www.nzqa.govt.nz> Phone 0800 697 296 or email to gadrisk@nzqa.govt.nz.

If it is a financial or contractual issue, you can contact iStudent Complaints (phone 0800 00 66 75) or online <http://www.fairwayresolution.com/istudent-complaints>. iStudent Complaints is available to help you resolve financial or contractual disputes with your education provider. There is no cost to you for this service.

You must be able to show them that you have tried to get the school to act before you contact them. They will consult the school to see if anything can be done to help you.

International Student Fees

The costs per international student at Manurewa High School are as follows:

Tuition Fee

One full year (2019) **NZ\$13000 (gst inclusive)**

NB: Short-term tuition for 1 term or 1 semester can be arranged.

Administration Fee (non-refundable)

Annual administration fee **NZ\$1000 (gst inclusive)**

(Paid on enrolment and re-enrolment)

Medical and Travel Insurance (with Uni-Care)

Enrolment at Manurewa High School will include travel and health insurance paid by Manurewa High School. This insurance will not take effect until full fees are paid, the visa has been received, and the school has been informed of the arrival date of the student. The insurance will provide continuous cover for the period of time that the tuition fee is paid. These dates will cover the international students travel to and from New Zealand for the term of their enrolment.

Residential Caregiver Fees

Residential support fee– one off payment for all students **NZ\$250 one payment only**

Manurewa High School has a limited number of Homestays available. However, priority will be given to students living with Designated Caregivers (family, or close family friends). If you wish Manurewa High School to arrange homestay for the student, the fees are as follows:

* Weekly Homestay Fee **NZ\$260 per week**

Any overpayment of homestay fees will be corrected at the end of the term of enrolment.

**Homestay fees must be paid in advance to Manurewa High School for the duration of the student's stay and we will pay the fees on your behalf into the host family's bank account.*

Additional Costs

Uniform:	For Year 9-13 students. Approximately NZ\$400 for girls, slightly less for boys.
National Examinations: NZQA fees	You must pay the entry fees for NCEA Levels 1 to 3 (Years 11-13) International students NZ\$383.30 Scholarship subjects NZ\$102.20 per subject
Transport costs	Students may need to catch a bus or train to and from school- usually \$1-\$2 per trip.
Stationery:	Approximately NZ\$100 (dependent on chosen subjects), plus scientific calculator for Mathematics \$30.
Subject Fees:	Some practical subjects have a charge for materials used.
Competitions:	Students may have the opportunity to enter national competitions for some subjects. These have their own entry fees.
Textbooks:	Supplied on loan free of charge. (However, there will be a charge if books are lost or damaged.)
School Trips:	Costs will apply for day/field trips to Art Gallery, Historic Sites, etc.
School Camps:	Some subjects have extended camps as part of their fieldwork. Costs will vary.

International Fee Paying Students Policy

Fees, Fees Protection and Refund

Policy Statement

Manurewa High School Board of Trustees recognises its responsibility to meet the requirements of the Education (Pastoral Care of International Students) Code of Practice 2016, which stipulates that signatories must have a policy covering fees protection and refund conditions.

The purposes of this policy are:

- (i) To have a fair and transparent system for fees charged for the tuition of international students.
- (ii) To ensure that funds from international students are secure should the school cease to become a signatory or if the student is required to transfer to another institution.
- (iii) To have a fair and transparent system for refunding fees should a student withdraw before the start of the course or from their course before its completion.
- (iv) The school will provide as part of the tuition fee appropriate and current medical travel insurance for International Students while in New Zealand.

Procedural Guidelines

Fees

- (i) Fees must be paid in advance.
- (ii) Alternative arrangements for payment of fees may be arranged in extenuating circumstances with the approval of the Principal.

Fees Protection

The school will ensure that its fee protection mechanisms and accounting procedures provide the following safeguards:

- (i) The school will ensure that funds from international students paid in advance are accounted for in such a way that individual student balances are clearly identified and monitored
- (ii) The school will ensure that generally accepted accounting procedures are applied to international fees paid in advance
- (iii) The school will ensure that only those staff with appropriate authority will have access to international funds paid in advance
- (iv) The school will ensure that all international fees paid in advance shall be paid into the school's operating account or other account authorized by the Principal
- (v) The school will transfer fees paid in advance to revenues at appropriate intervals during the enrolment period for each student
- (vi) The school will ensure that it has sufficient funds available to meet any remaining international student fees paid in advance liability at anytime
- (vii) The school will ensure that the operation of this fee protection policy is audited as part of the school's audit procedures

Refund of Tuition Fees

The school, may in its sole discretion, request further information or evidence in support of a refund request

- (i) The school will consider requests for a refund of international student fees provided the request is made in writing. A request for a refund must set out the circumstances leading to a refund, the name of the person requesting the refund, the name of the person who paid the fees, provide a bank account to receive any eligible refund and provide any supporting documentation
- (ii) If an international student fails to obtain an appropriate study visa, a refund of tuition fees will be provided less 50% of the administration fee
- (iii) If an international student voluntarily withdraws before the start of their enrolment, a refund of tuition fees will be provided less 50% of the administration fee.

- (iv) If an international student voluntarily withdraws after the start date of enrolment one full term's fees will be retained Administration, insurance and homestay placement fees are non-refundable after the student has started their course
- (v) Where a student changes to domestic student status during the period of enrolment, a minimum of one term's fees will be retained.
- (vi) If the school fails to provide the agreed course of education or is no longer a signatory to the Code or no longer operates as an international education provider, the school will negotiate with the student or their family to either refund the unused portion of the international student tuition fees or other fees paid for the services not delivered OR transfer the amount of any eligible refund to another provider

Circumstances where no refund will be made:

- (i) A student's enrolment is brought to an end by the school, or
- (ii) Where a student voluntarily requests to transfer to another signatory

Refund of Homestay Fees

- (i) Students who move out of their homestay before the end of their enrolment will have the portion of their homestay fee not already used, returned to them, less the school's notice period fee.
- (ii) Prepaid fees unused at the end of the enrolment will be refunded into a nominated bank account unless otherwise directed by the parents
- (iii) Any activity or other fees incurred by a student during enrolment and unpaid at the time of withdrawal, will be deducted from any eligible refund.
- (iii) The homestay placement fee will not be refunded.

I have read the Fees, Fees Protection and Refund Policy.

Parents Name and Signature _____

Students Name and Signature _____

International Fee Paying Students Accommodation Policy

Policy Statement

Manurewa High School Board of Trustees recognises its responsibility to ensure the safety and wellbeing of its international students and therefore these students are accepted into the school only if appropriate accommodation is available to them, either through our homestay programme or within the conditions set down for an approved designated caregiver.

Procedural Guidelines

- All international students studying at the school must be in a homestay that is either provided by the school or arranged by the student's parents.(designated caregivers)
- International students studying at the school are not permitted to own or rent a flat/room/house/apartment or live on their own.
- All people over the age of 18 (except international students) who reside in the homestay must be police vetted prior to being accepted as a homestay. Designated caregivers will be police vetted as is practicable
- The Director of International Students will:
 - (i) Source suitable homestay accommodation
 - (ii) Arrange for the placement of students
 - (iii) Keep homestay carers and students well informed of their responsibilities
 - (iv) Liaise regularly with the students, their homestays and the school
 - (v) Maintain an accurate database of students and their homestays
 - (vi) Ensure that the school and homestay families meet the requirements of the Education (Pastoral Care of International Students) Code of Practice 2016 "and of the Ministry of Education guidelines.
- Homestay parents who are not designated caregivers must sign a comprehensive contract outlining their responsibilities.
- Complaints about a homestay situation by either the student or the homestay family should be directed in the first instance to the Director of International Students so the school's internal grievance procedures can be implemented.
- A fee is payable where the school is required to locate the homestay. This is payable for the initial placement and a second placement may be made free of charge where the first placement is not suitable to either party.
- Homestay fees should be paid in advance to the school for the duration of the student's contract. Homestay costs are calculated term by term and include the school holidays.
- If a student needs to be accommodated on a temporary basis at short notice, the Director of international students may decide that the best place for the student is the Director of international student's own home. In those circumstances, he/she will consult with the Deputy Principal as soon as possible.
- The Director of International Students may not be a long-term homestay provider without permission from the Board of Trustees.



Manurewa High School

Medical Form

To assist our School Health Centre in providing the best possible care for your son/daughter in any illness/emergency situation, please answer the following. While this information is strictly confidential, it may be necessary for the safety of your child and others to inform relevant staff of medical conditions. This medical form will be filed in the School Health Centre.

STUDENT'S NAME: **Year Level:**

1 Family Doctor: Phone

Dentist:..... Phone

2 MEDICAL CONDITIONS

My child has or has had the following disabilities, allergies or medical problems which may affect his/her performance or activities at school:

Medical Conditions	✓ Yes	Medication Required (see below), Other Details
Asthma (see Section 10)		
Diabetes		
Epilepsy		
Rheumatic Fever		
Hepatitis A or B / HIV		
Glandular Fever		
Headache		
Migraines		
Sinus		
Hay Fever		
Heart Conditions		
Tuberculosis		
Nose Bleeds		
Recurring Abdominal Pain		
Back / Neck Problems		
Past Illness or Operations		
Other		
Nil		

3 ALLERGIES

Allergic Reaction To	✓ Yes	Specify Type
Bee Stings		
Medication		
Food		
Other		
Nil Known		

4 MEDICATION

Please send **labelled** medication to the School Nurse if it is required for regular use or for emergencies (i.e. antihistamines for bee stings).

5 Does your SON/DAUGHTER have on a regular basis:

- (a) Any medication not mentioned above?
- (b) A course of treatment / counselling?

If **YES**, please detail

.....

6 IMMUNISATION

Has your son / daughter had tetanus immunisation? *(please tick/circle answer)*

YES / NO If **YES**, list date of last tetanus injection

7 SENSORY LOSS YES / NO (please circle) If **YES**, specify type and degree below:

Problem Area	Right	Left	Bilateral	Amount (eg mild, 100%)
Visual (Eyesight)				
Hearing				
Device Used (e.g. Glasses, Hearing Aid)				

8 OTHER RELEVANT CONDITIONS (e.g. cardiac murmur – limited PE, Cystic Fibrosis, etc.)

YES / NO,
If **YES**, please give detail:

9 SPECIAL HOME CIRCUMSTANCES

Are there any factors that may affect the student’s behaviour or emotional stability?

YES / NO
If **YES**, please give details:

10 ASTHMA SUFFERERS ONLY

Does the student have an “Asthma Action Plan”? **YES / NO**

If **YES**, please give a copy to the School Nurse.

If using preventers, the Asthma Society recommends having an Action Plan (which requires updating every 6-12 months) See your GP/Practice Nurse.

11 PERMISSION FOR ADMINISTERING MEDICATION (e.g. Panadol, Antihistamine, Mylanta, topical creams, Cough Syrup)

In some circumstances it is necessary for medication to be administered for such things as headaches, period cramps, hay fever, sinus, colds.

I give permission for the School Nurse to administer this treatment if necessary

Parent Signature

In case of a serious accident or emergency, an ambulance will be called. A parent/caregiver will also be called, so please ensure that the School has your most current contact details.

The School realises that family circumstances and a student’s health may change in the course of a year. It would be very much appreciated if the School is notified as soon as possible by either:

- (a) A phone call to the Health Centre
- (b) A phone call to the Main Office
- (c) A note to the Whanau tutor
- (d) Email the Director of International Students

Note This information is for School purposes. The School reserves the right to pass on this information to other agencies it sees fit to hold and store the information.