



Manurewa High School

INTERNATIONAL STUDENTS

ENROLMENT APPLICATION INFORMATION

2020

International Student Enrolment Application Information



Contents

	Page No.
Important Information for International Students	2
NZQA How to make a complaint	3
International Student Fees	4
International Fee Paying Students Accomodation Policy	5
Medical Form	6

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 students - How to make a complaint

What to do if you have a complaint

When you come to New Zealand as an international student, you can expect to receive a high standard of education, and to feel safe and well cared for while you live and study here.

If you have a complaint, it is important that you go through the right steps. Here is what you need to do.

Ask your education provider to resolve your complaint

Your education provider is your first point of contact for any complaint you have, including any complaint about the agents your provider uses.

They must have a complaints process in place for you to go through, and they must tell you what that process is. Follow that process to see if your complaint can be resolved by your provider.

If your complaint is not resolved – contact NZQA

If your education provider has not resolved your complaint, and you still wish to have it resolved, then you can contact NZQA. NZQA is a government organisation. They can provide an independent assessment of your complaint and will either investigate your concerns or advise you what you can do next.

You can submit your complaint query on the NZQA website, or send an email to risk@nzqa.govt.nz

If you need more information on the complaints process, contact NZQA on 0800 697 296.

Or – if it is a financial dispute – you can contact 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.

iStudent Complaints is an independent service with experience in helping people to resolve disputes. You can contact iStudent Complaints on 0800 00 66 75.

New Zealand's quality standards

All international students enrolled with a New Zealand education provider are covered by the New Zealand Government's Education (Pastoral Care of International Students) Code of Practice 2016.

This is legislation that outlines the level of care that education providers, and their agents, must provide to international students while they live and study in New Zealand.

The education system is regulated with strong quality assurance systems across the board.

In general, as an international student you can expect that:

- the quality of teaching and learning you receive will meet high educational standards
- the marketing and promotion information you receive before you enrol is clear, complete and accurate so you can make a well-informed decision about whether an education provider is the right choice for you
- education providers' agents give you reliable information and act with integrity and professionalism
- you will receive enough information and support to help you with your enrolment, including understanding the legal obligations you have, and that you will receive all the proper documentation
- you are welcomed and have enough information, guidance and support to help you settle into your new life in New Zealand
- your study environment is safe, and that you have a safe place to live

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

The New Zealand Government's Education (Pastoral Care of International Students) Code of Practice 2016 is a document that clearly outlines the full legal requirements that education providers enrolling international students must abide by – to read this, go to the NZQA website.

International Student Fees

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

Tuition Fee

One full year

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 Studentsafe)

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. If parents wish to arrange their own insurance, they may do so at their own cost, and a copy of the insurance provided must be supplied in English for approval.

Residential Support Fees

Residential support fee— one off payment for all students

NZ\$250 one payment only

Manurewa High School only accepts students who live with a Designated Caregiver (family or close family friend). In emergency situations, the school may be able to arrange suitable short-term Homestay accommodation. In this case Manurewa High School homestay 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

Laptop Students must have their own laptop. They may provide their own or the school can arrange for them to buy one through the school.

Uniform: For Year 9-13 students. Approximately NZ\$400 for girls, slightly less for boys.

National Examinations: You must pay the entry fees for NCEA Levels 1 to 3 (Years 11-13)

NZQA fees 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 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 for the student to live with family or close family friends (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.
- 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.