



## International Student Policies and Guidelines 2014 / 2015

Before you complete and sign the Application and Student Tuition Agreement form, please carefully read this **International Student Policies and Guidelines** document and the summary of **The Code of Practice** at [www.minedu.govt.nz/goto/International](http://www.minedu.govt.nz/goto/International).

You must sign the **Application and Tuition Agreement** form to confirm you have read the above and have understood and accepted all provisions as set out in all documents.

### **TOPICS COVERED:**

#### **Section A – Policies and Guidelines for ALL students**

1. Selection
2. Testing
3. Placement
4. Enrolment Conditions
5. General Information
6. Student Behavior
7. Group Students
8. Support Services
9. Additional Needs
10. Communication, Complaints and Concerns
11. Academic Progress and Reporting
12. Internet Access
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14. Accommodation
15. Liability, Rights, Contract
16. Privacy, Information
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## **SECTION A – POLICIES AND GUIDELINES**

### **1. SELECTION**

Selection will be made by the International Student Manager and the Principal. Students from as wide a range of countries as possible will be recruited so that many cultures are represented. The school reserves the right to cancel an Offer of Place and refund fees paid hereunder in the event it ascertains any adverse comment from the previous schooling of the applicant or any of the applicant's recommendation letters. Failure to disclose relevant information or the provision of false information may result in termination of enrolment.

### **2. TESTING**

The School **may** test International Students on arrival at the school to help determine placement. There is no prerequisite level of English required to attend Te Puke Intermediate School.

### **3. PLACEMENT**

The School will issue an Offer of Place to a selected student but the level of study offered is an indicator only. The School has the right to place the student in appropriate subjects and year levels; selection and placement are conditional upon the School being able to meet the needs of the student. Students entering the School as international students must have the prior learning necessary and the intellectual and emotional capacity to cope with study in New Zealand in English at the level enrolled in. The School offers ESOL support classes where necessary as well as extension classes if appropriate.

### **4. ENROLMENT CONDITIONS**

Upon enrolment at the School, the student will abide by the same conditions as regards behavior and absence as apply to domestic students.

Enrolment as an International Student at the School shall be terminated:-

- a) At any time by agreement between the parties; or
- b) By Te Puke Intermediate School if the student fails to pay fees in advance, or fails to abide by the same conditions as for domestic students, or fails to abide by the conditions of the International Student Tuition Agreement; or
- c) If the student ceases to hold, or ceases to be eligible to hold, a valid student visa issued by the New Zealand Immigration Service

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at [www.immigration.govt.nz](http://www.immigration.govt.nz).

### **5. GENERAL INFORMATION**

#### The Learning Resource Unit (Library)

Te Puke Intermediate School has a library which is accessible in and out of school time. Internet access is also provided in the library, as are a large variety of books, maps, charts, bulletins and journals.

#### Absences

If students are absent from school their parent/homestay caregiver must notify the school by phone or text by 8.40am when roll call takes place. If the absence is planned (eg: a medical appointment)

a note signed by the parent/homestay caregiver is required before the student may leave the school grounds.

### Sickness

If you are feeling unwell whilst at school you should tell your teacher and they may choose to send you to the office where care will be given to you.

### Other Absences

An International Student is required to attend school regularly. This is a requirement by New Zealand Immigration to re-apply for a student visa. The Education Act does not allow for holidays, site-seeing, shopping etc in school time.

## **6. STUDENT BEHAVIOUR**

### School Behaviour Policy

Students are expected to:

- a) Act accordingly to the rules and regulations of Te Puke Intermediate School as laid down in the student diary and orientation book.
- b) Attend all classes. If attendance is not satisfactory, school non-attendance procedures will be followed, including the possibility of your place at TPI being withdrawn, as well as your homestay parent or designated caregiver being contacted.
- c) Attend school events, sports days, field trips, camps and prize giving.
- d) Participate in the school life and make an effort to become involved in extra-curricular activities.
- e) Inform the Principal of the dates and details of any travel arrangements prior to bookings being confirmed.
- f) Be ready to commence school on the first day of each term.
- g) Expect to aim for excellence in everything you do by having high expectations, good self management and working hard to achieve your personal best.
- h) Show respect for yourself, other students, staff and our learning environment at TPI and abide by the collective core values of Te Puke Intermediate School.

Please note students in homestay accommodation must also abide by the rules as outlined in the Accommodation Guidelines for Homestays document.

### Misconduct Policy

The disciplinary procedures outlined in the Education Act 1989 shall be applicable for all serious misconduct that is alleged to have occurred both inside and outside of the school. The student will have an adult support person of their choice in any disciplinary process.

Should it be deemed appropriate the school reserves the right to:

- a) Impose a curfew or other restrictions on the student outside of school hours for a set period of time
- b) Terminate the contract and repatriate the student with forfeiture of fees

## **7. GROUP STUDENTS**

All Te Puke Intermediate School policies and guidelines stated in this document also apply to students travelling in groups. Each student must complete an individual application form, and attend an orientation. All group students will have a named group supervisor for emergencies and a Te Puke Intermediate School contact person.

## **8. SUPPORT SERVICES**

Many staff will provide support and help for International Students. Our International student coordinator is available whenever students need to discuss or resolve any homestay concerns. We also have a school social worker who is available to talk through any personal issues that students may like to discuss. Classroom teachers may be the best people for students to talk to, depending on the concern.

## **9. ADDITIONAL NEEDS**

If at any time it is believed that an International Student is at risk the matter will be referred immediately to the International Student Manager and the Principal where all appropriate policies and procedures will be followed.

## **10. COMMUNICATION, COMPLAINTS AND CONCERNS**

### Liaison with the School

Te Puke Intermediate School welcomes contact with parents. Parents may contact the International Student Manager about any school matters that concern them and the Deputy Principals are also available for consultations. Teachers are able to be contacted via email. Regular newsletters can be emailed home. These contain information about School activities, term and examination dates and other matters of interest to parents or caregivers.

### Contact Information

The School needs up to date information on all students. Please inform the International Student Manager when addresses or telephone numbers of parents change. In some cases the International Student Manager or the Nurse need to contact parents or caregivers during working hours so the School requires a current contact address/telephone number for a parent's or caregiver's place of employment. We wish to avoid embarrassment by sending incorrectly addressed mail so would also appreciate being informed in cases where marital status change.

Students and parents may experience a range of problems and difficulties. This is normal. Any problem should firstly be taken to the International Student Manager. Serious problems should be directly reported to the Principal.

The School adheres to the New Zealand Code of Practice. An appeal authority operates through the Ministry of Education and students are advised of this at orientation (email: [info.ieaa@minedu.govt.nz](mailto:info.ieaa@minedu.govt.nz)). A "Where to complain to" chart is included as part of the orientation pack. All students are given a copy of their Tuition Agreement at orientation as well.

Te Puke Intermediate School welcomes direct communication from parents via phone, email, letter or visits. The school will communicate with parents via letters and newsletters on a regular basis. The website will also contain current information.

## **11. ACADEMIC PROGRESS AND REPORTING**

Three Way Conferences happen twice a year for all students at scheduled intervals. Homestay parents should take part in these academic conferences where appropriate. Formal written reports are completed at the end of each year and will be emailed to parents. Interim reports completed for students throughout the year if timing does not fit with final report writing.

## **12. COMPUTER AND INTERNET ACCESS**

We have computers available for students to use in classrooms, the library and the ICT Room. Many of these are portable. Students have access to our school server which runs many information programmes as well as the internet, providing both students and their parents read and sign our Cybersafety Protocol. These conditions can be read and agreed to in the Application and Tuition Agreement form.

## **13. AUTHORITY AND INFORMATION**

The parents of the student authorise staff of the School to:

- a) Receive information from any person, authority or corporate body concerning the student including, but not limited to, medical, educational and welfare information;
- b) Receive financial information relating to the student including bank account details.
- c) Provide consents in respect of any activity carried out and authorised by the School
- d) Provide necessary consents on the student's behalf in the event of a medical emergency where it is not reasonably practicable to contact the parents.
- e) The parents irrevocably authorise the International Student Manager to advise the student's caregiver of all matters and information required to be provided to parents of any student under the laws of New Zealand. The parents irrevocably authorise the School to obtain information regarding the student from the homestay or caregiver. Parents may appoint a representative in New Zealand to receive and provide such information in substitution for the parents where it is not possible or practical for the parents to receive and provide such information.
- f) The parents agree to provide the School with academic, medical or other information relating to the wellbeing of the student as may be requested from time to time by the School.

## **14. ACCOMMODATION**

As per the Code of Practice and Policies and Guidelines document, the School, before enrolment, will determine and verify which category of accommodation the student will live in regardless of age i.e.

- Homestay
- Designated caregiver
- Parent

No International student of Te Puke Intermediate School can live independently, in a boarding establishment or in temporary accommodation.

Police vetting will be required of all caregivers and all residents of a household aged 17 or over excluding International Students (excluding parents).

The School will provide guidelines to the caregivers and the students and outline the divisions of responsibility between the School and the caregiver.

The parents and the student agree that the student shall remain in accommodation arrangements either organised by the School for the term of this agreement, or are approved by the School

according to The Code of Practice guidelines on accommodation. Any changes must be negotiated with the International Student Manager beforehand. Failure to comply with this requirement may lead to a cancellation of the student permit. All caregivers who are not New Zealand citizens must provide copies of their passports and valid visas.

### **a) Homestay**

All homestays are carefully selected and monitored to ensure that appropriate standards are maintained.

Homestay payment is payable in advance to Te Puke Intermediate School. The School will pay the homestay caregiver each fortnight, account for all money received and payments made from homestay money. The homestay fees invoiced may be an estimate cost only. Exact costs will be determined when final departure date is confirmed. Te Puke Intermediate School can only guarantee accommodation for visa purposes for the number of weeks' homestay fees have been paid for in advance.

On written request Te Puke Intermediate will refund any balance left over at the end of the student's placement. If over NZD\$1000 the refund will be made directly to the parents in the country of origin of the student. If under NZD\$1000 the payment will be made in cash to the student on their last day prior to their departure from Te Puke Intermediate School.

Two weeks' notice must be given by either party (homestay or student) prior to a student being placed in another homestay.

### **b) Designated Caregiver (DCG)**

The parents of the student must fill out and personally sign the International Student Application and the Tuition Agreement form and include all details of the DCG when submitting the application. The School will decide if the caregiver will be verified as a Designated Caregiver and will ask for a police vet, further supporting information and/or evidence of nature of the close relationship or friendship. The home of the proposed DCG will be visited and assessed the same as for a homestay caregiver. The home will be visited subsequently to substantiate and verify the DCG's living situation. At no time can a DCG leave the student unsupervised overnight or for any length of time without firstly informing the School and seeking approval for a temporary caregiver to take their place. This will probably necessitate a new DCG being appointed for the period, as per all DCG regulations.

The DCG arrangement cannot change until Te Puke Intermediate School is informed, and agrees to the change. The parents take full responsibility and accept the decisions made by their DCG about the day-to-day requirements of their child.

### **c) Parent**

Students living with parents must still be monitored by the School. At no time can a parent leave the student unsupervised overnight or for any length of time without first informing the School and seeking approval for a temporary adult caregiver to take their place. If students are living with a parent, then the parent has full responsibility for the pastoral care of the student outside tuition hours, and may be called up to the school at short notice on school matters. If a parent leaves a student unsupervised in New Zealand that student will lose their place at the School and New Zealand Immigration will be informed. Parents must follow all the policies of Te Puke Intermediate School at all times. Birth Certificates and copies of passports and visas are required to verify parent status.

## **15. LIABILITY, RIGHTS, CONTRACT**

- a) In any event, the School's liability in relation to the supply of tuition services to the student is limited to the amount of fees paid by the student for the provision of the services in respect of which liability arises.
- b) Nothing in this agreement limits any rights the parents and/or the student may have under the Consumer Guarantees Act 1993.
- c) It is acknowledged that all relevant provisions of the Education Act 2003 shall apply to the student in New Zealand. Any decision under these provisions to stand-down, exclude or suspend the student for a specified period shall terminate this agreement and the no refund policy shall apply. The parents shall have no claim in damages or for any compensation if this agreement is terminated in these circumstances.
- d) Neither party is liable to the other for failing to meet its obligations under this agreement to the extent that the failure was caused by an act of God or other force of major circumstances beyond its reasonable control.
- e) This agreement shall be construed and take effect as a contract made in New Zealand and will be governed by New Zealand law, and the student and parents submit to the exclusive jurisdiction of the New Zealand courts.

## **16. PRIVACY, INFORMATION**

The parents and the student acknowledge that:

- a) Personal information disclosed in the International Student Application and Tuition Agreement form will be held by the International Office and will be used for communication to the parents.
- b) All personal information provided to Te Puke Intermediate is collected and will be held by the school as part of the Student Management System.
- c) If the student/parents fail to provide any information requested in the International Student Application, the school will be unable to process the application.
- d) The student/parents have the right under the Privacy Act 1993 to obtain access to and request corrections of any personal information held by Te Puke Intermediate concerning them.

## **17. INSURANCE REQUIREMENTS**

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 <http://www.moh.govt.nz>.

### Accident Compensation Corporation

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 <http://www.acc.co.nz>.

### Medical and Travel Insurance

International students must have appropriate and current medical and travel insurance while studying in New Zealand. This is a requirement under The Code of Practice for the Pastoral Care of International Students. A recommended insurance company is Unicare, at a cost of approximately NZ \$450 – NZ \$615 per twelve months.

Te Puke Intermediate needs to be provided with a copy of the insurance certificate and policy wordings (in English). It should be noted that costs such as medical treatment in New Zealand and medical evacuation or repatriation can be prohibitive. It is therefore **imperative** that sums insured for these benefits should be set at an appropriately high figure – ideally, this figure should be unlimited although the School will allow figures that it deems to be sufficiently high.

Below is the suggested minimum content for appropriate insurance policies according to the **Code of Practice for Pastoral Care of International Students**. The policy should:

- a. Commence the minute the student leaves home for the airport on their way to New Zealand.
- b. Apply while in transit.
- c. Apply while the student is in New Zealand.
- d. Cover the student for any trips to other countries during the period of study.
- e. Cover the student for any holidays back to their home country during the period of study.

#### High sums insured and medical benefits

“Sums insured” is the money available in the event of a claim. It is imperative that the sums insured are very high so they will not be exceeded in any possible claim. Current policies range from \$600,000 to “unlimited cover”. In order to “future proof” policies, sums insured of one million dollars plus are recommended.

#### Emergency evacuation / repatriation

Repatriation represents the costs of getting the student home. The benefit works two ways:

1. If the student becomes seriously ill or injured and needs to be accompanied home (either alive or deceased) with medical professionals, these costs are met by the insurance.
2. If members of the student's immediate\* family living overseas become critically ill or die, the policy will fly the student home, and then back to New Zealand to complete their studies.

(\*immediate family is the mother, father, brother or sister).

Ideally, the policy should have “unlimited cover” as very large sums can be incurred in these situations.

Insurance policies for International students should be obtained from companies with a credit rating no lower than A from Standard and Poors, or B+ from AM Best.

If the insurer is an overseas company, the School requires students to provide policy details in English so that it may ensure that all the necessary requirements are met.

If, prior to enrolment, it is decided that a student does not have adequate insurance, the student will be required to take out additional cover to meet the standards set down by the School.

### **18. FEES & HOMESTAY COSTS:** 2014 /2015 fees for International Students will be:

#### **2014 / 2015 Tuition Fees:**

(fees are in New Zealand Dollars and include Government taxes (GST) and Ministry of Education levies).

<b>4 terms:</b>	\$11500.00 (one year)
<b>3 terms:</b>	\$ 8625.00
<b>2 terms:</b>	\$ 5750.00
<b>1 term:</b>	\$ 2875.00 (approx. 10 weeks)



**Short term fee: (less than 1 term):** \$315.00 per week.

Included in these tuition fees are: ESOL classes within school time, specialist subject fees, initial stationery pack and all text books.

**Administration fee:** \$500.00

This covers uniform, registration, class placement and monitoring.

**Homestay Costs:** \$230 per week + one off placement fee of \$200

**\* Additional Costs:**

- a) Outdoor Education excursions and camps vary greatly in price (approximately \$120-\$2000) and are therefore payable once the student has chosen their preferred option.
- b) Replenishment of stationery (pens, pencils, exercise books) as necessary
- c) Pocket money (varies)
- d) Travel to, from and within New Zealand
- e) Medical and travel insurance (compulsory)
- f) Visa – for further information on costs of visas – [www.immigration.govt.nz](http://www.immigration.govt.nz)

The Board of Trustees reviews all fees annually.

Extra costs **not** covered are:

- a) Replenishment of stationery (pens, pencils, exercise books) as necessary
- b) Pocket money (varies)
- c) Travel to, from and within New Zealand

## 19. REFUND POLICY

Te Puke Intermediate School has a **no refund policy** - if the student withdraws from his/her course of study before the course completion date, he/she will **NOT** receive a refund of school fees except in exceptional circumstances. In such cases, the parents should write to the International Student Coordinator explaining what the exceptional circumstances are; however, the School's decision is final. If the application for a refund is made before the start of the course, fees will be refunded less:

- a) An administration fee
- b) Costs to the school already incurred for tuition
- c) Components of the fee already committed for the duration of the course, including appropriate portions of salaries of teachers and support staff (if applicable)
- d) Any other costs already incurred

No refund will be made to a student who is excluded from the School by the Board of Trustees.

No refund will be made to an International Student who changes visa status to one which entitles them to regular/domestic student status, after one month from date of payment.

Please note the balance of homestay money will be refunded back to the parents' bank account in full at the time the student signs out of Te Puke Intermediate School.

## 20. CHANGE OF STATUS

International Students are able to change to domestic status while enrolled at Te Puke Intermediate School. If students change to domestic status, all normal conditions of enrolment must be met. To make the change from International to Domestic status, students will need to complete a domestic

enrolment application which is available from the main school reception. Documentation verifying details for regular student status will be required, including a completed domestic enrolment application. Proof of regular student eligibility must be forwarded to the School, including copies of all relevant visas, passport details, and all relevant dates and conditions.

A student with domestic status who loses that status must then apply **immediately** for an International Student place and follow all normal procedures. Failure to do so will mean the New Zealand Immigration Service will be informed, and the student may have no place at the School.

## **21. TRAVEL & HOLIDAYS**

Parents are welcome to visit their child while studying in New Zealand. The International Student Manager can assist in any documentation or accommodation required.

International students are encouraged to travel within New Zealand in holiday time:

- With their host families
- With school-organized groups; or
- With their parents

We do not recommend a return to the home country in the short holiday breaks. International students are not permitted to leave school before the end of term to travel home and must ensure they are back in NZ in time for the start of the new term. All holiday/travel arrangements must be approved by the International Student Manager and/or the Principal. All Code regulations must be met. Forms are available from the International Student Manager.

If a student is absent for more than 5 nights, as long as 2 weeks' notice has been given by the student, the student will be refunded with 50% of payment for those nights.

International students will only be granted permission in exceptional instances to travel independently with approved tour companies, while they are studying at Te Puke Intermediate School. This is a condition of enrolment. Upon arrival at Auckland Airport, students will be met by one of our staff and taken to their homestay family. When students depart from Auckland Airport they will usually make their own travel arrangements with their homestay family or a staff member will take them and farewell them.

## **23. SCHOOL UNIFORM**

The cost of a basic uniform (including P.E t-shirt) will be included in the International Student Fees.

## **24. ORIENTATION**

The School will provide a comprehensive programme to help students adjust to School life. All students must attend an orientation before enrolment. Refusal to participate in an orientation will mean enrolment cannot proceed.

## 25. SCHOOL CALENDAR

2014	2015
<p><b>Term 1:</b> 3 February - 17 April Public Holidays: Waitangi Day 6 February</p> <p><b>Term 2:</b> 5 May - 4 July Public Holidays: Anzac Day 25 April Queen's Birthday 2 June</p> <p><b>Term 3:</b> 21 July - 26 September</p> <p><b>Term 4:</b> 13 October - 19 December Public Holiday: Labour Day 22 October</p>	<p><b>Dates are yet to be set in discussion with Te Puke Schools cluster.</b></p>

**27. EXTRA-CURRICULAR ACTIVITIES** - The following sports and cultural activities are available at Te Puke Intermediate School. We encourage students to get involved in as many activities as possible to maximize their New Zealand experience. If you are interested in doing any, please state these in the International Student Application and Tuition Agreement Form.

<p>Aerobics AIMS (national elite sports tournament) Amazing Race Athletics Badminton Basketball Beach Challenge Boxfit Choir Cricket Cheerleading Chess Cross Country /Road running Cultural Group Dance Groups Debating Drama – Production Duathlons Electronics Future Champions Golf Gymnastics Hip HopInstrumental, Band work &amp; Singing</p>	<p>Instrumental, Band work &amp; Singing Hockey Terms Kapa Haka Group Lawn Bowls Mini Ball Mountain Biking Multisport Music Lessons Netball PCT Bluelight Challenge Rock Wall Climbing Rugby Soccer Softball Sport Education Lessons Squash Surfing Swimming Table Tennis Tennis Touch Ultimate Frisbee Volleyball</p>
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## **SECTION B - DEFINITIONS** *(as per the Code of Practice).*

**What is a Homestay?** "Homestay" means accommodation provided to an International student in the residence of a family or household where no more than four International students are accommodated.

**What is a Designated Care Giver (DCG)?** "DCG" means a relative or close family friend designated in writing by the parents of an International student as the caregiver and accommodation provider for that student, but does not include establishment owner, manager, or employee.

**What is a Parent?** "Parent" means the father or mother of an International student, and includes court appointed guardians.

### **What are Group Students?**

"Group Students" means:

- a) International students holding a group visa issued by the New Zealand immigration Service; or
- b) Two or more International students studying together in New Zealand for no more than three calendar months on a group visit organized by a provider