



Waimea College

RICHMOND, NELSON
NEW ZEALAND

INTERNATIONAL STUDENT APPLICATION PACKAGE

Enrolment Procedure:

1. Please complete the Application for Enrolment and Homestay Forms and post or e-mail it to the address below.
2. Enclose:
 - ◆ A recent passport sized photograph attached to the application.
 - ◆ Two student essays.
 - ◆ A letter from your parent or guardian supporting your application.
 - ◆ A copy of your academic record for the past year. This should be officially verified.
 - ◆ Any other relevant certificates or national examination results.
3. If your application is successful you will receive a letter of acceptance, conditions of enrolment and an invoice for the tuition and accommodation fees with details of payment procedures.
4. After we have received your fees you will receive a receipt and an Offer of Place which guarantees a place at Waimea College and homestay accommodation. You will need these to apply for a student visa from the nearest New Zealand Embassy or High Commission. 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: <http://www.immigration.govt.nz>
5. Homestay arrangements will be made after receipt of fees. You will be advised of details of your homestay family as soon as it is arranged by our Homestay Coordinator.
6. It is very important that you tell us of your arrival dates so that your airport pick-up can be organised. This is also needed to arrange the Students Health and Travel Insurance before you leave home if we are arranging this.

Post to:

International Student Department
Waimea College
Salisbury Road
Richmond 7020
New Zealand

Telephone: 0064 3 544 6099 Ext 866
Fax: 0064 3 544 1052
Email: international.admin@waimea.school.nz
Website: www.waimea.school.nz

Waimea College has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. Copies of the code are available on request from this college or from the New Zealand Qualifications Authority website at: www.nzqa.govt.nz

GENERAL INFORMATION

Waimea College Standards and Expectations

When considering enrolment it is very important that families carefully read the conditions of enrolment in the Application Package and Student Handbook. These are available in your application package or online at www.waimea.school.nz.
<http://www.waimea.school.nz/images/stories/files/enrolment/2015/student%20handbook%202015.pdf>

Both parents and prospective students must be clear about Waimea College's standards and expectations before signing the enrolment forms and agreement.

Failure to Meet our Standards and Expectations

When an International Student fails to meet these standards and expectations, a number of steps will be taken to help correct the problem. This will involve discussion with the student, College staff and homestay parents. Parents will be kept fully informed of any situation causing concern and should feel free to contact the College staff at any time.

If a student's behaviour or attitude is still unacceptable, discipline action will be taken. This may include suspension from the College. If this action is taken, procedures as outlined in the Education Act will be followed.

If a decision is made by the College to exclude a student from the schools homestay arrangements, the following procedures will apply:

1. The agent and parents of the international student will be notified
2. A decision will be made by the College that:
 - a) The student will return home
 - b) Permission may be given to enrol with another education provider in New Zealand.

Health and Travel Insurance

You will be required to complete a declaration in the Student Visa Application form stating that you:

- agree to arrange and hold insurance which your education provider considers acceptable, from the period of your enrolment until the expiry of your student visa, unless you depart New Zealand earlier; and
- understand that holding insurance will be a condition of your visa and that you may become liable for deportation if you do not hold insurance, from the period of your enrolment until your visa expires, unless you depart New Zealand earlier; and
- understand that you may have to provide evidence of having held acceptable insurance with any further visa application.
- if you come to study on a visitor visa proof of insurance is still required as per the Code of Practice for the Pastoral Care of International Students.

Eligibility for Health Services

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.

Accident Insurance

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.

Medical and Travel Insurance

International students (including group students) must have appropriate and current medical and travel insurance while in New Zealand.

Fees Protection Policy

The school is required to ensure that all students' fees are protected in the event that the school is unable to continue to offer tuition to International students. The Waimea College Board of Trustees undertakes to hold enough funds in reserve to protect fees and these will be refunded should courses be cancelled.

Holidays

International students are expected to take their holidays during term breaks. Extra holidays will need to be approved by the Director of International Students.

REFUND OF FEES POLICY

Criteria

1. If a student withdraws from a course of study before the course completion date a student may be eligible for a refund of school fees.
2. An application for refund of fees must be made in writing. The student must write to the Board of Trustees explaining why they have withdrawn from the course and their reasons for seeking a refund.

Tuition Fees

The refund policy for fees of international students will be based on Section 4B (7) of the Education (No 4) Amendment Act 1991. The Principal will act as the agent of the Board of Trustees in establishing the circumstances and the level of the fees to be refunded using the following guidelines.

1. If a student fails to take up the offer of placement, any fees already paid will be refunded in full less an administration charge of NZ\$500 to cover costs incurred by the college. Unless there is an existing agreement between the school and your agent.
2. If a student commences study and leaves before the completion of the course, applications for a refund must be submitted to the Principal in writing and will be considered on a case by case basis. Or, if a student gains permanent residency after enrolment but before the second half of the course, fees are refundable less:
 - a) An administration charge of NZ\$500
 - b) Costs already incurred by the College
 - c) The salaries of the teachers and support staff and any other components of the fee already committed for the duration of the course
 - d) An amount which covers use of the facilities and resources to date of withdrawal
 - e) The proportion of the Government Levy the college is required to pay.
3. Any variation to this policy will be at the discretion of the Principal. A decision on refund of fees will be made after the reasons for withdrawal have been presented and discussed. The Principal will take into consideration the special circumstances of the withdrawing student. A non-specific "change of mind" will not be grounds for a refund.

Examples of situations where refunds may be arranged include:

- a) Serious illness of the student
 - b) Death or serious illness of a family member
4. No refunds will be made where students are excluded from school for disciplinary reasons under provisions of the Education Act.

Homestay Fees (Based on all homestay fees paid in advance)

1. If a student moves out of a homestay prior to the end of the contract the portion of homestay fees not already used will be returned. Please supply bank account details in the event of any unused amounts relating to homestay that is to be refunded.
2. Application is to be made to the Principal and requires either the giving of two weeks' notice or the payment of two weeks fees in lieu of notice.

Any homestay refunds due will be calculated usually 4-6 weeks (does not include school holidays) after students depart from Waimea College when all expenses have been settled.