



International Student Application Package

Enrolment Procedure

1. Please complete the Waimea College International Student Enrolment Application form, and post or email it to the address below.
2. Include with your application:
 - A copy of your passport;
 - A copy of your academic record;
 - Any other relevant certificates or national examination results.
3. If your application is successful, you will receive a provisional offer of place and an invoice for all fees due.
4. Once we have received your fees, you will receive a letter of acceptance, a receipt and a Full Offer of Place. This guarantees your enrolment at Waimea College and provision of homestay accommodation where required. You will need this document to apply for a student visa from the nearest New Zealand Embassy or High Commission. Full details of visa and permit requirements, as well as advice on rights to employment in New Zealand while studying and reporting requirements are available through the New Zealand Immigration Service (<http://www.immigration.govt.nz>).
5. Homestay arrangements will be made in the weeks prior to your arrival in New Zealand. You will receive a family profile of your New Zealand homestay family as soon as it is arranged by our Homestay Co-ordinator.
6. It is important that you tell us of your arrival details so that your airport pick-up can be arranged. We also require this in order to arrange Health and Travel Insurance prior to you departing your home country.

Please send completed documentation to:

International Manager c/- International Department Waimea College Salisbury Road Richmond 7020 New Zealand	Telephone: ++64 3 5446099 (ext 867) Fax: ++64 3 5441052 Email: intl.manager@waimea.school.nz Website: www.waimea.school.nz
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Waimea College has agreed to observe and be bound by the Education (Pastoral Care of International Students) Code of Practice 2016. Copies of the Code are available on request from Waimea College or from the New Zealand Qualifications Authority website at <http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/>.

General Information

Waimea College Standards and Expectations

When considering enrolment it is important that families are familiar with the standards of behavior expected of a Waimea College student. These are outlined in the Waimea College Student and Parent Handbook, which may be found in one of our Prospectus Packs or on the Waimea College website. Parents and prospective students must be clear about Waimea College's standards and expectations before signing the enrolment forms and the agreement.

Failure to Meet our Standards and Expectations

When an international student fails to meet the standards and expectations of Waimea College, 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 and / or agents will be kept fully informed of any situation causing concern and are welcome to contact College staff at any time. If a student's behaviour or attitude remains unacceptable, disciplinary action will be taken. This may include expulsion, exclusion, suspension or stand-down from the College. If this action is taken, procedures as outlined in the Education Act 1989 will be followed.

If a decision is made by the College to exclude a student, 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

International students (including group students) must have **comprehensive medical and travel insurance** while in New Zealand. Where insurance is not arranged through Waimea College, evidence of appropriate insurance must be demonstrated to the College prior to the student's arrival in New Zealand.

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

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 <http://www.health.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.

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 student fees and these will be refunded should a student's course of educational study be cancelled.

Holidays

International students are expected to take their holidays during term breaks. Any additional holidays will need to be approved by the Director of International Students and / or the School Principal.

Waimea College International Student Refund of Fees Policy

If a student withdraws from a course of study before the course completion date or fails to take up an Offer of Place following payment of fees, the student may be eligible for a refund of unused fees that have been paid. An application for a refund of fees must be made in writing to the School Principal outlining the reasons for withdrawal.

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 an Offer of Place due to voluntary withdrawal or failure to obtain a study visa, any fees already paid will be refunded in full less an administration charge of NZ\$500 to cover costs incurred by the college.
2. If Waimea College ceases to provide the course of educational instruction as contracted with a student, ceases to become a signatory to the Education (Pastoral Care of International Students) Code of Practice 2016 or ceases to be a provider; all tuition fees will be refunded in full.
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.
4. No refunds will be made where students are excluded from school for disciplinary reasons under provisions of the Education Act 1989.

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 refunded.
2. Application is to be made to the Principal and requires the giving of two weeks' notice, or the payment of two weeks' homestay fees in lieu of notice.

Following course completion, all student refunds due will be calculated 4-6 weeks (does not include school holidays) after students depart from Waimea College when all expenses have been settled.

For further information, please contact Hayley Roper, International Manager:

++64 3 5446099 (ext 867)

Intl.manager@waimea.school.nz

Thank you for considering Waimea College

