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WAITAKERE COLLEGE
Achievement for all

WAITAKERE COLLEGE

ENROLMENT INFORMATION

FOR

INTERNATIONAL STUDENTS

2011

Contents

This document contains the information which international students require before and during the process of enrolment at Waitakere College.

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Waitakere College welcomes International Students

The New Zealand government has introduced measures to guarantee that international students living in New Zealand are protected by a code of practice which will ensure worthwhile and enjoyable study experience. The *Code of Practice for the Pastoral Care of International Students* has been published by the New Zealand Ministry of Education.

Waitakere College has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz/goto/international>

The Code is also available in translation in Chinese, Japanese, Korean and Indonesian at http://www.minedu.govt.nz/web/document/document_page.cfm?id=6809

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

MEDICAL AND TRAVEL INSURANCE

International Students must have appropriate and current medical travel insurance while studying in New Zealand. This is arranged by the school for the student when the school is notified of the date of initial travel to New Zealand (cost is included in the fees).

IMMIGRATION

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>.

VISA RENEWAL

The International Department staff will remind students of the dates when they must make renewal of their Student Visa and will arrange the appropriate forms and where necessary contact with New Zealand Immigration Services.

CONTACT INFORMATION

All enquiries about enrolment details for International Students should be made by contacting the International Student & Homestay Coordinator Mrs Frances Thyberg or the Deputy Principal / Director Mr Chris Poland as detailed below. Further detail is available on the College website; <http://www.waitakere-college.school.nz>

Waitakere College
PO Box 21144
Henderson
Waitakere City

Contact details: Frances Thyberg Ph:64-9-8386097
International Student & Homestay Coordinator Fax:64-9-8386811
Email: international@waitakere-college.co.nz
Mr Chris Poland Ph: 64-9-8367890

Pre-enrolment Information

1. Application Requirements

When enrolling please send the following documents:

- 1.1 Waitakere College enrolment application with **every** part completed.
- 1.2 Most recent school report. This must be translated into English and stamped with your school stamp.
- 1.3 Two copies of a passport type photo.

2. Conditions of Enrolment

- 2.1 Students should be between the ages of 13 and 18 on the first of January in the first year of study at Waitakere College. All other students should contact the Director.

3. Conditions of Offer of Place

- 3.1 All application requirements have been forwarded and are approved.
- 3.2 Tuition fees have been paid and receipted.
- 3.3 An Offer of Place form is forwarded to the student; this is required for visa application.
- 3.4 Waitakere College retains absolute discretion to offer a place to the student.

4. Conditions of Study

- 4.1 **ALL** enrolments are made on the understanding that students will remain at the College for a full year. ***Except in exceptional circumstances students who leave the College before the completion of one year may not be eligible for a refund.*** (see *Withdrawal and Termination Procedure and details of Refund Policy*)
- 4.2 Students will be placed in courses appropriate to their needs. This will depend on the student's ability and available space in the class.
- 4.3 The College has the right to change a student's course if it believes it is in the best interest of the student.
- 4.4 Students must sit all internal tests and examinations and national examinations related to their courses, unless excused by a medical certificate.

5. Arrival

- 5.1 The International Co-ordinator or Deputy Principal need to be informed of a student's travel arrangements **well in advance**, at least two weeks before the proposed arrival.
- 5.2 On arrival the student will be met at the airport and taken to the homestay.

6. Starting School

- 6.1 You will be helped to open a bank account.
- 6.2 You will be helped to purchase a phone card.
- 6.3 You will purchase a school uniform.
- 6.4 You will be given an English test.
- 6.5 You will be interviewed by the Academic Adviser to arrange a suitable course.
- 6.6 You will be given orientation information about the College, Homestay and life in New Zealand.
- 6.7 You will purchase stationery and **be given** a school diary containing information about the College.
- 6.8 A homeroom will be allocated and a timetable issued.

7. Homestay

- 7.1 **ALL** International Students **must** stay in a homestay arranged and approved by Waitakere College or with a designated caregiver also approved by Waitakere College, unless living with parents.
- 7.2 Students are given a trial period of one month to see if the homestay is suitable.
- 7.3 The Homestay Coordinator will interview both the homestay and student and have them complete a questionnaire.
- 7.4 Please read carefully the information provided for you on living in a New Zealand homestay. This will be given to the student on arrival.

- 7.5 It is important that you obey the College's homestay rules and those set down by your homestay parents.
- 7.6 If you have any homestay problems, talk to your homestay parents first. If this is difficult for you, contact the Homestay Coordinator, or the Deputy Principal in charge of international students. International Co-ordinator
- 7.7 Except in emergencies two weeks' notice is required. If a student wishes to change homestay, they must see the Homestay Co-ordinator to discuss this. A dated letter, addressed to the Homestay Co-ordinator, requesting the change should be handed in at the international International Co-ordinator's office.
- 7.8 If a change is warranted the Homestay Coordinator will then give **two weeks' notice in writing** to the homestay parent, otherwise the student is liable to pay two weeks' homestay rent.
- 7.9 If you wish to return home to visit your family, a retainer fee of \$40 a week is charged, up to a maximum of six weeks so that you can leave your personal belongings in your room and go back into the same homestay on your return. The fee is paid only if you are away for seven days or more.

8. School Uniform

- 8.1 All students must wear the school uniform at school and when travelling to and from college.
- 8.2 Students are expected to wear only regulation items of uniform. If for some reason you cannot wear an item of uniform, a permit must be obtained from the Student Centre before school begins.
- 8.3 No jewellery is allowed except watches and one stud in each earlobe.
- 8.4 Full uniform details and regulations are in the prospectus and College diary.
- 8.5 Student may wish to purchase black regulation lace-up shoes before arriving New Zealand

9. What do I do if something goes wrong?

In Homestay

- 9.1 Discuss the problem with your homestay parents early.
- 9.2 If you find it hard to talk to them, talk to the Homestay Coordinator, The Homestay Co-ordinator will help you to resolve the problem and make contact with the homestay and if necessary will talk to you both together.
- 9.3 You have access to a translator. See the international International Co-ordinator to arrange this.

At School

- 9.4 If you have a disagreement with another student, you should discuss this with your Home Group teacher/ Dean/ House Leader/ or see the International International Co-ordinator who can arrange an appointment with the Deputy Principal.
- 9.5 If you have a disagreement with a teacher or subject go to any of the above people but particularly the Academic Adviser.

10. Discipline

- 10.1 The rules are the same for all students at Waitakere College. Discipline consequences apply to all students who infringe rules or expectations of behaviour. Discipline details are outlined in the College diary and will be explained to you. Most discipline, is dealt with by classroom teachers, Deans or House Leaders. Serious matters are dealt with by the Deputy Principal

11. Extra Curricular Activities

- 11.1 The College has students involved in more than twenty sports including: rugby, soccer, hockey, basketball, volleyball, waterpolo, tennis, badminton, table tennis, athletics, wrestling and kayaking. Daily news bulletins will let you know when teams are being formed or who to see to join a sport.
Students pay for their own equipment such as footwear, rackets and clothing.

Cultural and Performing arts groups

- 11.2 Students have the opportunity to join cultural groups, dance, singing, drama and instrumental groups and to take part in the school musical show
- 11.3 Music tuition is also available.

- 11.4** Senior school ball – all year 12 and 13 students are entitled and encouraged to attend this special social occasion. This is a formal evening requiring the following dress:
Girls formal evening wear (long dress)

Boys dress jacket or suit and tie

You may wish to bring clothing with you for this occasion to avoid hire costs and the difficulty in purchasing suitably sized items.

- 11.5** Each year, the College tries to arrange a day trip where students have the opportunity to enjoy some aspects of New Zealand life and culture. International Students are accompanied by their Kiwi Buddies.

Fees Schedule

All costs are in New Zealand dollars

Enrolment Fees 2011

Tuition	\$12,000
(short term fees by negotiation)	
Administration fee (includes govt. levy).....	\$ 500
Homestay (52 weeks @ \$200 per week).....	\$10,400
Homestay Placement Fee (once only)	\$ 100
Insurance	\$506.20 per year
*NCEA Examination Entry	\$375
*Year 11,12 & 13 students only	
Total	\$23,881.20

Additional Costs

Stationary up to	\$150
Uniform up to.....	\$400
Sports fees approximately \$45 depending on what sport a student is playing. (only payable by students playing sport for the school)	

Notes

- **When paying fees please allow for bank charges and currency exchange rate.**
- **Students will also need to buy a pair of black, polished-finish, lace-up shoes for school.**
- **Students may need to pay for some personal materials used in some subjects, e.g. photography, art.**
- **Administration fee and homestay placement fee are non-refundable.**

Payment of Fees

Tuition fees must be paid in full at the time of application.

The college bank account details are:

Account name:..... Waitakere College
Account number: 12 3039 0296340 00
Bank Name:..... ASB Bank Henderson
Location:..... Great North Rd
Henderson
Waitakere City,Auckland,New Zealand

Any payments made to the bank account must be clearly identified with the name of the student and the purpose the money is for. All other fees are to be paid before final acceptance. Please allow for Bank charges and Currency Exchange Rate when paying Fees.

Please read the fee information carefully. Any queries in regard to fee matters should be addressed to: The Director of International Students at international@waitakere-college.school.nz or frances@waitakere-college.school.nz

Refunds Policy (Summary Only)

1. The school refund policy is based on Section 48 of the Education Amendment (No.4) Act 1991.
2. The Board may refund to the person fees they have paid after it has estimated the cost to the Board of administration costs, general costs and start up costs of a programme, ongoing tuition costs and any other fees prescribed by the board.

In order to be eligible for any refund the student /parents must apply in writing to the Director of International Students, setting out the special circumstances of the claim.

In arriving at the decision, the board of Trustees will take into consideration the special circumstances of the withdrawing student and costs already incurred by the Board. This includes salaries of the teachers and support staff and any other components of the fees already committed for the duration of the course. This amount also covers the use of the facilities and resources to date of withdrawal, including any refund of the foreign student's fees from the government.

3. Except in exceptional circumstances no refund is payable to a student who withdraws in the second half of the course. In the case of a full year student, the second half of the course commences on the first day of term three.
4. Students changing schools during the year cannot expect a refund unless there are extenuating circumstances.

Note: Full details of the Refund Policy are available on request and constitute part of the enrolment agreement between parents and the College.

Services and Facilities

The College has the following services for student use:

Medical

Nurse and visiting community nurse and doctor

The nurse is available during the school day and the visiting community nurse and doctor are available by appointment through the school nurse.

Pastoral/Welfare

Deputy Principal / Director & Homestay Coordinator: (introduction in the International prospectus)

Academic Advisor (see introduction in the International prospectus)

Translators/Interpreters (Chinese, Korean, Japanese)

Students have access to interpreters especially during complaints, grievance or disciplinary procedures.

Students may also approach Student Support staff such as Deans, House Leaders, Careers, and Counsellors for advice.

In addition to the regular classrooms, laboratories, toilet and washroom facilities the College has the following facilities for student use:

- **Student Centre**
The Student Centre is open during the school day. Students visit the centre to collect information and pay some fees.
- **Canteen**
The canteen is open before school and during interval and lunchtime and provides a range of hot and cold food including pies, sandwiches, noodles, snack foods and drinks.
- **5 Computer rooms**
These rooms are available under teacher supervision, usually during class time.
- **Library with computer suite**
The Library opens at 8:00 a.m. and closes at 4:00 p.m. It offers a research service, a wide range of fiction and non-fiction books, access to CD ROMs and a suite of computers. Students may use the computers for e-mailing their families and friends. The Library is also the venue for regular weekly assemblies of international students.
- **Gymnasium**
The gymnasium has volleyball, basketball and badminton facilities as well as a weights and exercise room.
- **Large fields**
Students do some Physical Education and play sports on the fields at interval and lunchtime.
- **Tennis courts**
Some sports equipment may be borrowed at lunchtimes.
- **Auditorium**
The auditorium is used for assemblies, other large meetings, music and drama presentations and prize-givings.
- **Appealing seating areas**
Waitakere College has won an environmental award for its attractive gardens and there are garden, grass and sheltered areas available for both hot and rainy weather.

International Department Staff

ALL members of the International Department have a concern for the welfare and happiness of international students. Any staff member in the College may be approached to help solve any problem at any time and will be able to direct students to the best person to assist them.

International Students have special access to the following people, usually by appointment:

Deputy Principal / Director of International Students

Students may approach the Deputy Principal about any matter at any time. The Deputy Principal oversees the International Department, its operation, staffing, and marketing. Discipline, attendance and matters of concern to staff and students are also dealt with. The Deputy Principal has overall responsibility for the welfare of international students, their learning and welfare while they are in New Zealand.

International Academic Adviser

Through interviews and in written form the International Academic Adviser provides advice to international students, which enables them to choose the most appropriate course of study at Waitakere College and in the following year. She oversees the academic progress of and the report system for international students. The International Academic Adviser also assists international students to plan their academic futures at secondary and tertiary levels in conjunction with the Careers Counsellor. If a student has a problem with their programme of study, he or she approaches the International Academic Adviser.

International Student & Homestay Coordinator

The International Student & Homestay Coordinator can assist international students with applications for visa/permit extension and for refund of medical costs through Insurance. The International Student & Homestay Coordinator also oversees homestay for all students and is the first point of contact for all matters relating to International Students.

Accounts Personnel

The Accounts Personnel provide financial support to the International Department. Student trust funds, personal accounts and payment of homestay, allowances, etc, are administered by this person.

International Teaching Staff

The staff who teach international students are, on the whole, staff with experience in teaching students from non-English speaking backgrounds (NESB). Currently the staff who fall into this category are those teaching Year 12 and 13 English and Year 12 Maths, Chemistry, Physics, Biology, Economics and Art.

Courses

We strongly recommend that students aged between 16-18 years attend Waitakere College for at least two years in order to have the best chance of acceptance into a chosen course at university. Most students will need this time to complete the English requirements. Students also need a good understanding of the methods of study in New Zealand schools and universities in order to be successful at university.

Student aged between 13 and 18 are welcome to apply to attend our school. On arrival each student is interviewed and placed in a course most suited to his/her needs.

English

English is compulsory for all international Students. On arrival each student is tested to verify the level of English currently understood. This ensures they are placed in the English course that best meets their needs.

This could be:

- Year 9/10 ESOL class
- Year 9/10 Mainstream English
- Year 11-12-13 Reception
- Year 11/12 NCEA Level 1 English
- Year 13 Level 2 English (*usually only in exceptional circumstances*)

Courses of study

Other subjects chosen depend on the English class a student is placed in. Choice of subjects is outlined under **Subject Choices**. It is possible for students to study at different levels at the same time.

Reception Class

These students study introductory English for half of their programme. They also study Mathematics and two other subjects (with limited choice). Some of these subjects may be at NCEA (National Certificate of Education Achievement) level.

When students have sufficient English language they are transferred to the next level.

Year 12

In the year 12 programme, students study English at Level 1. They also usually choose 4 other subjects at Level 1 or 2. They sit NCEA examinations in these subjects to gain entry to the next level.

Year 13

In the year 13 English programme most students are preparing for the NCEA Level 2 English qualifications, which are required for entry into a university. In particular, these examinations test reading, writing, appropriate to academic study at secondary and tertiary levels.

They also study up to 5 other subjects usually from NCEA Levels 2 or 3.

Entrance into Tertiary Institutes

All universities in New Zealand are equal. Different universities offer courses not available at other universities. Auckland University of Technology allows students to start at a lower level in two year Diploma courses but also offers three year Bachelor courses equivalent to any other university.

In order to apply to a Diploma course in any university, students studying in New Zealand must gain:

- 4 credits of NCEA level 2 in Reading
- 4 credits of NCEA level 2 in Writing
- 48 credits at Level 2 (or higher) over 4 subjects with a minimum of 12 credits in each subject

In order to apply to a Bachelor course in any universities, students studying in New Zealand must gain:

- 4 credits NCEA level 2 in Reading
- 4 credits NCEA level 2 in Writing
- 14 credits in Mathematics; at NCEA Level 1 or higher.
- 14 credits in one NCEA Level 3 subject
- 14 credits in another NCEA level 3 subject
- 14 credits in two NCEA Level 3 subjects combined

Departments in universities may have further requirements for entrance into their courses.

Standards for International students are higher than for New Zealand Resident Students.

Subjects

Subject Choices

Students need to choose subjects that they will be able to gain passes in as well as leading into desired courses at tertiary institutions.

The Academic Adviser will discuss choice of subjects with each student at orientation.

All students study English.

Subjects International Students May Study

Students in Year 11, 12 and 13 who are not in Reception class may also study other subjects offered on the timetable depending on the student's ability to use English Language.

The Academic Adviser will discuss this with each student.

<p>ESOL Classes or Mainstream English classes if English level is satisfactory.</p> <p>All Year 9 and 10 students study:</p> <ul style="list-style-type: none"> • English • Mathematics • Science • Social Sciences • With other subjects they choose. 	<ul style="list-style-type: none"> • English (3classes) • Mathematics • Science <p>Plus:</p> <ul style="list-style-type: none"> • Art • Sports • Social Sciences 	<ul style="list-style-type: none"> • English Level 1 • Mathematics • Science • Art • Sports • Accounting • Drama • Information Management • Music • Japanese • French 	<ul style="list-style-type: none"> • English Level 2 • Mathematics • Chemistry • Physics • Biology • Business Studies • Art • Art Design • Art Painting • Art Sculpture • Photography • Music • Sports • Information Management • Japanese • Drama • French • Accounting 	<ul style="list-style-type: none"> • English Level 3 • Mathematics with Calculus • Mathematics with Statistics • Chemistry • Physics • Biology • Art Design • Art Painting • Art Sculpture • Photography • Music • Information Management • Japanese • French • Accounting • Drama
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2011 Calendar

	Term Start Dates	Term End Dates
1	Between Monday 31 January (at the earliest); and Monday 7 February (at the latest)	Friday 15 April
2	Monday 2 May	Friday 15 July
3	Monday 1 August	Friday 7 October
4	Tuesday 25 October	No later than Tuesday 13 December

2011 Public Holidays

The school is closed on Saturdays and Sundays, and on the following public holidays:

- New Years Day 1 January
- Day after New Yeas Day 2 January
- Auckland Anniversary Day 31 January
- Waitangi Day 6 February (Sunday)
- Good Friday 22 April
- Easter Monday 25 April
- Day after Easter Monday 26 April (Tuesday)
- Anzac Day 25 April
- Queen's Birthday 6 June (Monday)
- Labour Day 24 October (Monday)
- Christmas Day 25 December
- Boxing Day 26 December

Daily Schedule

- There is a five day week although the school operates a rotational six day timetable.
- School begins at 8:40am and concludes at 3.05pm. There are five one-hour periods each day.
- An International Assembly is held each week.

Orientation Programme

All new International students entering Waitakere College will be advised to report to school at the appropriate date for testing, class placement and orientation.

This is an important programme at the start of the school year to help International Students settle into life at Waitakere College.

General

You will be helped to:

- Open a bank account.
- Buy a phone card.
- Buy a school uniform.

Academic

- You will sit an English test.
- The Academic Adviser will help you arrange a suitable course of study.
- You will learn the system for using the school computers

School:

You will find out about:

- School rules.
- School personnel you need to know
- Use of the school library

Living in New Zealand:

You will find out about:

- Homestay issues
- Health
- Transport

Accommodation

Waitakere College Homestay

The Waitakere College Homestay programme provides homestay accommodation to all International Students who enrol at the college. International Students **must** stay in a homestay arranged and approved by Waitakere College, unless living with parents or in with an approved designated caregiver.

Waitakere College Homestays are suitable homes where English is the main language spoken. Among other benefits, this ensures that students live in New Zealand homes where the language spoken is of significant benefit to students during their studies.

Students are not permitted to live in flats or in houses with other young people while at college. They must live in an accommodation that is approved and checked by the college and under adult supervision.

Homestays used by the college are visited and checked carefully, vetted by the Police and assessed as to whether they have suitable residential facilities and can provide a safe physical and emotional environment for students.

Students are provided with a fully furnished bedroom with bed, wardrobe, desk, chair and reading light. Three meals are provided each day. Student's laundry is done and fresh towels and linen are provided on a regular basis (at least weekly). The Homestay Coordinator regularly meets and checks with the homestay parents and student to ensure that the accommodation is meeting the needs of the student.

Overnight Leave

Students must obtain permission from their homestays before taking overnight leave to stay in a friend's place at the weekend or during holidays. Overnight leave outside Auckland area would only be given to students at the discretion of the Deputy Principal / Director with the consent of their parents.

Student Behaviour in a Homestay

Students are expected to observe guidelines of behaviour set by the college and obey the rules of the host family, such as use of the telephone, helping with minor chores, keeping their room tidy and following curfew times. Parents can specify the type of accommodation they would like for their children and an attempt is made to match students with a suitable homestay. Parents with any concerns about their children's homestay should contact the Deputy Principal / Director or Homestay Coordinator.

Fees and Financial Arrangements

Homestay fees for one year must be paid in advance with the tuition fees before school commences. Homestay fees are held in the student's trust account and funds are drawn down and paid to homestay on a fortnightly basis.

Support and Help Procedures

Support and Help Procedures

These policies are the same as the policies followed by the rest of the school.

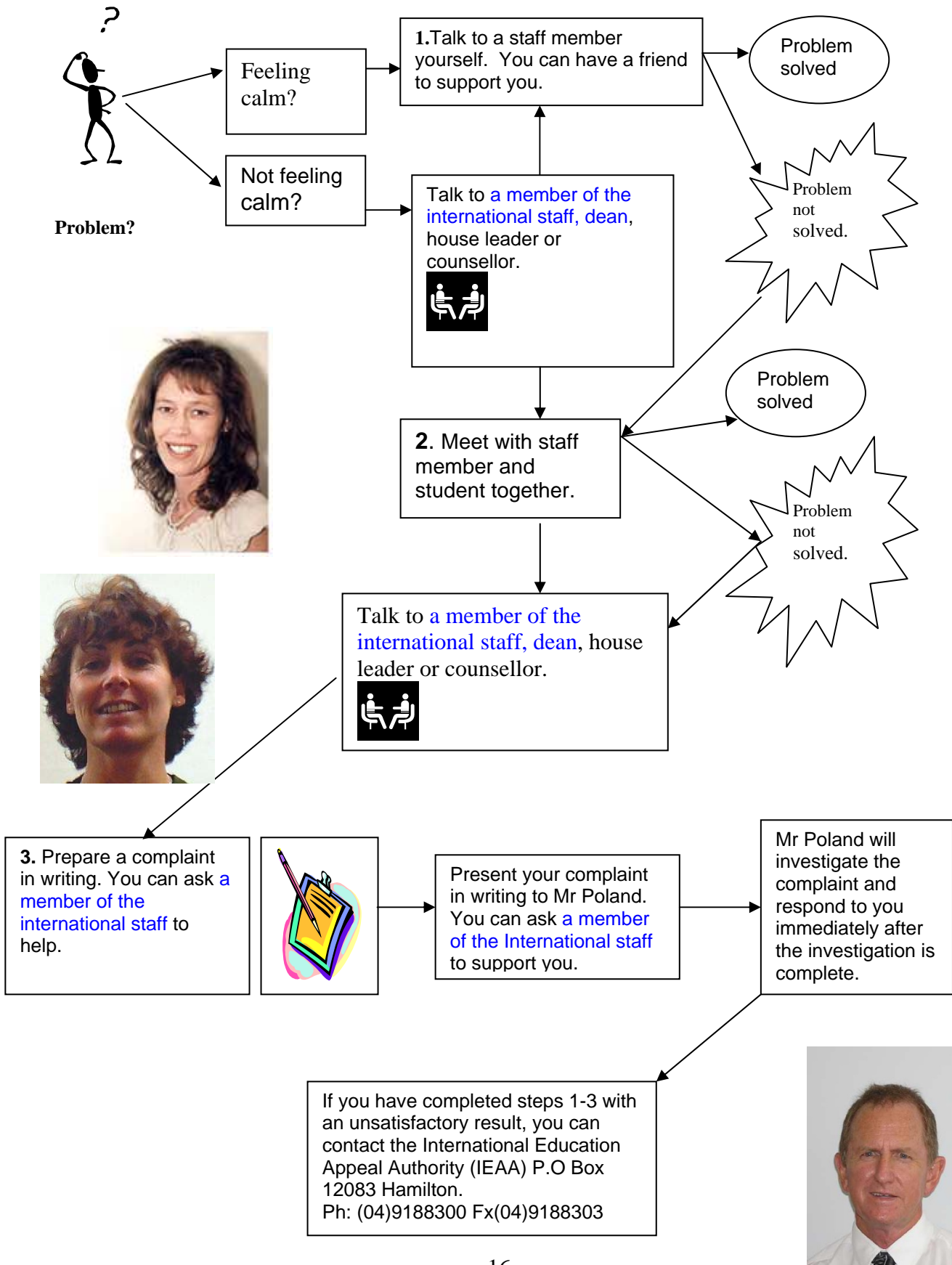
Grievance Procedures

The International Centre follows the same grievance procedures as the College. In addition to these procedures, the following apply to international students:

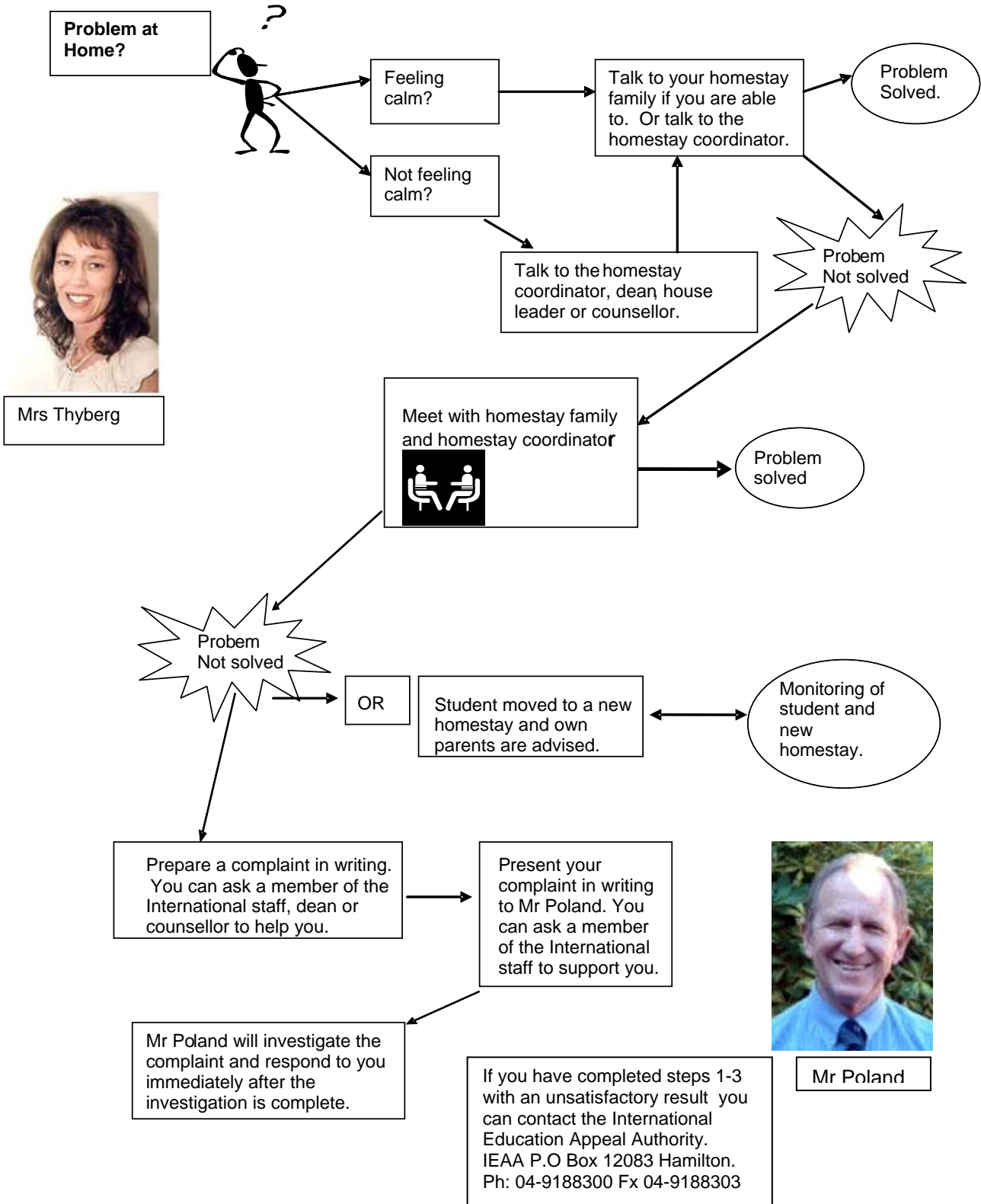
1. The international students have access to the written grievance procedures in their own Language.
2. At all stages the international students must have access to the Director, Homestay
3. Co-ordinator, Deputy Principal and International Academic Adviser and an interpreter in their own language.
4. At an appropriate stage the, Deputy Principal /Director, Homestay Co-ordinator and/or the International Academic Adviser informs the student's own parents and homestay parents of the issue and procedure.
5. If the grievance cannot be resolved internally the student has the right to appeal to the International Education Appeal Authority (IEAA see section 11 of the Code of Practice).

See following flow charts *Support and Help Procedures*.

Support and Help Procedures At School



SUPPORT AND HELP PROCEDURES AT HOME



Discipline Policy and Procedures

Discipline Procedures

Discipline is the responsibility of the Deputy Principal, in charge of International Students, Mr Poland.

There are three steps in the process:

- Step 1 Detention or written impositions.
- Step 2 After-school detentions and a letter to homestay and to the student's parents.
- Step 3 The Principal is advised that the student is not responding to advice.
The student's parents will be contacted. This may also result in the student having to meet with the disciplinary committee of the Board who may stand down or suspend the student.
In serious cases the student's visa may be cancelled for serious or continuing misbehaviour.

Absenteeism and Truancy:

- 1. After investigation, the Academic adviser or the Deputy Principal, advises the student that he/she has been absent from school without good reason and step 1 above occurs.
- 2. Repetition will lead to step 2 and monitoring of attendance.
- 3. Repeated lateness, absenteeism or truancy will lead to parent contact and a review of the student's enrolment.

Problems in class

- 1. The matter is referred by the classroom teacher to the International Academic Adviser.
- 2. If it is a matter that ought to be dealt with by the teacher, the International Academic Adviser advises teachers of strategies to use.
- 3. If it is a repeat offence or it is a matter that the International Academic Adviser must deal with, the International Academic Adviser interviews the student and puts the student on a period of observation.
- 4. Continued problems are likely to lead to parent contact by the Deputy Principal / Director and a review of the student's enrolment.

Problems in homestay

- 1. When unacceptable student behaviour occurs in the homestay, the Homestay Co-ordinator is advised.
- 2. If the behaviour cannot be modified through the intervention of the Homestay Co-ordinator, a meeting is called and attended by the student, the Homestay family, the Homestay Co-ordinator, and a translator. The student's parents are advised on the outcome of the meeting.
- 3. If the student does not modify the behaviour, the Deputy Principal in charge of international students is contacted, and then arranges a meeting with the disciplinary committee of the Board. The Homestay Co-ordinator or Deputy Principal contacts the student's parents.
- 4. The Disciplinary Committee of the Board may suspend the student or stand him or her down.
- 5. If the situation does not improve the Principal may terminate the student's enrolment.
See 'Withdrawal and Termination' Procedures.'

Leave Policy and Procedures

International students are to make appointments for banking and medical matters outside school hours unless there is a clear reason for not doing so.

Application for Leave Procedures

1. **One day leave:** Students should write a letter which must be handed in to the international International Co-ordinator at least three days in advance. (unless there is an emergency). Normally, student's should not need to take leave during the school term. Leave for visa renewal and medical matters should be discussed with the International Co-ordinator.

2. (I) **Long term leave:** (including leave attached to school holidays)
Students write a letter which must be handed in to the international International Co-ordinator, at least four weeks before the leave is required (unless there is an emergency). Students must also have parent's permission and parents must send a signed fax request at the same time. It is not acceptable to take extended holidays during the school year.

(II) If the leave is approved, the International Academic Adviser has the student complete a Teacher's Form, in which the student's teachers indicate any work which needs to be completed before the student leaves.

(III) After completion of the form, the International Academic Adviser passes the request with a recommendation to the principal.

(IV) The student is given written confirmation and a copy is placed in the student's file.

(V) The Homestay Coordinator informs the homestay of the dates the student will be away, and arranges for payments to homestay to be adjusted.

Withdrawal and Termination Procedure

The Ministry of Education's Circular 99/03 'Rules for Student Enrolment Records' (or any subsequent amendments) and the Ministry of Education's NETS-1 are followed for any cessation of course during the year.

Although it is rare, students cease to study at Waitakere College before the end of the year for these reasons:

- a) They begin tertiary study in July or leave for alternative study.
- b) Family matters require them to return to their own country.
- c) They seriously breach school rules and are excluded. (their enrolments are terminated)

Procedures

a) Leave for Alternative study (*only in exceptional circumstances*)

1. The student contacts the Deputy Principal / Director.
2. A faxed letter from the student's parents is required sighting the intention to transfer.
3. The student collects a leaving form from the International International Co-ordinator.
4. The homestay and natural parents are informed of the intention to transfer after sighting the completed leaving form.
5. The Student is referred to the Director who explains Fee Refund Conditions, if appropriate.
6. Director completes the NZIS Electronic Notification Form – stating the Visa at Waitakere College is terminated.
7. The Director advises the attendance officer to remove the student from the school roll.

(b) Family matters require them to return to their own country.

8. The International Director verifies the requirement that the student return due to serious family matters. A letter from the student's parents is required.
9. Student collects leaving form from the International Co-ordinator.
The Homestay Co-ordinator informs homestay parents of the student's intention to leave, after viewing the parent's letter.
10. The Director initiates any refund of appropriate fees and allowance, after sighting the completed leaving form.
11. The Director completes the NZIS Electronic Notification Form – stating the Visa at Waitakere College is terminated.
12. The Director advises the attendance officer to remove the student from the school roll.

c) They breach school rules and are suspended indefinitely.

The student will have gone through the school's standard disciplinary procedures before reaching this level of seriousness. The student is encouraged to have an advocate for any Board hearings. A translator is arranged by the College. If the student is indefinitely suspended:

13. The student collects a leaving form from the International International Co-ordinator.
14. The Board and Director inform the homestay parents and natural parents, of the Board's decision in writing; in English and in translation.
15. The Student is referred to the Director who initiates any refund of outstanding homestay fees and allowances.
16. The Director completes the NZIS Electronic Notification Form – stating the Visa at Waitakere College is terminated.
17. The Director advises the attendance officer to remove the student from the school roll.

- d) Failure to give / provide / withhold any relevant information or the giving of false information may result in the termination of enrolment.

Fees Refund Conditions for International Students

Tuition Fees

****PLEASE NOTE CAREFULLY****

1. **If you withdraw from your course of study before the course completion date you may not be eligible for a refund of school fees.** Conditions under which refunds are made are detailed below.
2. An application for refund of fees must be made ***in writing***. Your parents must write to the Deputy Principal / Director explaining why you have withdrawn from the course and your reasons for seeking a refund. This must be done as soon as possible. If you delay your application, it may influence the costs applied by the College and any subsequent refund.
3. If your application is made before the start of your course your fees will be refunded **less any costs already incurred by the school** e.g.
 - costs already incurred during marketing and recruitment processes.
 - costs already budgeted and committed to the employment of teaching and support staff.
 - loss of anticipated profit factor (up to 30% of full tuition fee).
 - those items in 4.2 (below).
- 4.1 If your application is made after the start of your course, but before the start of the next semester your fees will be refunded **less items listed in 3, 4.2 and those in 4.3 which apply**; at a level consistent with the portion of the course which has been completed **and/or those amounts, which have been committed by the College in anticipation of you completing the academic year.**
- 4.2 **Non recoverable costs which will not be included in any refund** are:
 - Government levy where it has already been paid.
 - Agent commission (15% of tuition fee) where it has already been paid. Included in any refund will be any recoverable portion of GST payable on the total tuition fee.
- 4.3 The tuition fee is calculated on a basis which contributes fee money to various areas of school operations. Schools receive similarly based funding from the Ministry of Education for students who are permanent residents.

The areas which are budgeted for are those outlined in 3 and 4.2 above together with:

 - ACC levy/staff professional development
 - School donation equivalent.
 - Supplementary funding equivalent [insurance, NESB (Non-English Speaking Background) factor].
 - Property, Assets and Operating (e.g. maintenance, power, heat, water, cleaning, capital works)
 - Core operational equivalent (per pupil funding of special education, careers, ICT provision.)

Notwithstanding items 3, 4.1, 4.2 and 4.3 above the College may exercise discretion where exceptional circumstances apply, e.g. including but not limited to personal bereavement, inability of the school to provide a course of study contracted. Any such ***exceptional circumstances*** should be made known to the Director at the time of a student's withdrawal from the contract.
5. **If your application is made after the commencement of the second half of your course, you will not receive a refund (except in *exceptional circumstances*.)**

**** NOTE All contracts are for an initial period of twelve months.**

6. **No refund will be made to a student who is expelled or excluded** from the College by the Board of Trustees.

7. **No refund will be made to a student enrolled at the school prior to the 1st of March** who becomes a permanent resident after 1st March (in any year).

Homestay Fees

1. If you move out of your homestay before the end of your contract fees not already used will be returned to you.
2. To have your homestay fees returned, your parents must send a dated letter of consent for you to leave school before the end of your contract, stating the purpose, to the Director of International Students. The Homestay Co-ordinator will be advised and give two weeks notice or two weeks rent (\$400) in lieu of notice.

Payment of Refunds

All refunds will be paid to either the parents of the students or an agent with written authority from the parents.

Refunds may be paid to the student with written authority from the parents.

Fees Protection Policy

Homestay Fees

The parents of international students pay a full year's homestay rent in advance. The College guarantees the security of this money held on behalf of international students.

All money retained by the College on behalf of a student will be deposited and held in a Trust Account under the student's name.

Procedure

1. Annual fees are paid before enrolment directly into the College's bank account.
2. Homestay rent money is deposited into individual student's Trust Account.
3. Homestay rent is transferred from the account on a regular basis into the account of the homestay provider. From time to time it may be necessary to manually pay such rent.
4. The student has the right to a statement of the transactions and the balance of the Trust Account on request. This can be obtained from the Deputy Principal / Director.

Tuition Fees

All tuition fees paid by the students are held in a College bank account. However for practical and protection purpose these funds are only "drawn down" into the current account **one month in arrears**.

These funds are held in an account separate from the other school operating funds.