

WHANGAPARAOA COLLEGE Fees Structure for International Students

2010 Tuition Fee - (Per Year) NZD\$11,500.00 (incl GST)

2010 Tuition Fee - (Per Term) NZD\$ 2,875.00 (incl GST)

Plus Travel and Medical Insurance
(mandatory).

NZD \$440.00 approx

Students who organize their own travel and medical insurance must provide proof that they have done so before commencing tuition.

There will be other costs that are not covered by the annual fee. Examples of this are:

Uniform

Option Class Fees

Stationery

Pocket Money

School subject trips and field trips

Travel to, from and within New Zealand

Involvement in extra curricular activities

School camp

Music Tuition Classes

NZQA Examination Fees including NCEA exam fees

The Board of Trustees reviews its fees annually.

Homestay Fees

All Homestays are arranged by the school. Students cannot make their own arrangements or move homestays without the permission of the school. Homestay fees for 2010 are approx NZD\$240 per week. This is an estimate only. Homestay fees are payable in advance to the College which then disburses fees. We only guarantee accommodation for visa purposes for the time paid in full, in advance.

INTERNATIONAL STUDENT APPLICATIONS AND PROCEDURES CHECKLIST

Please read and complete the checklist in order to help with your application for tuition at Whangaparaoa College as a fee paying student. The enrolment form and supporting information must be completed and returned to Whangaparaoa College, PO Box 775, Whangaparaoa.

1. **Application for Enrolment**

Complete an Application to enrol as an International Student and Tuition Agreement form and attach:

- a. A copy of your latest school report (an English translation must accompany the original copy. Include NCEA results where applicable)
- b. A copy of your passport details to verify your date of birth
- c. A small recent photograph
- d. If residing with a Designated Caregiver:
 - Include signed and completed Indemnity Document
 - Include signed and completed Designated Caregiver Agreement
 - Include a copy of your parent's passport details to verify signature on Indemnity Document
- e. If residing with Parent(s):
 - Include a copy of your parent's passport and visa details
 - Include a copy of student's full birth certificate

2. Completed forms are to be returned to the International Co-ordinator either by post, email or fax.

3. Upon consideration of the application, and if the college has space for international students, the student may be offered a place or requested to attend an interview.

4. **Offer of a Place**

Should the application be successful the College will provide a preliminary offer of place and an invoice. Upon payment of the invoice in full, and when all other requested forms are completed and signed, the college will provide an Offer of Place and a receipt, so the student can apply for a student visa.

The college reserves the right to cancel this Offer of Place and refund fees paid (as per the refund policy) in the event it ascertains any adverse comment from the previous schooling of the applicant, or any of the applicant's referees.

5. **Medical and Travel Insurance**

The student is required to have medical and travel insurance cover for the entire period they will attend the school. Evidence of this must be provided prior to commencing at the school.

6. **Starting Date at Whangaparaoa College**

On presentation of your Visa your enrolment is complete and a starting day will be confirmed.

Office
use
only

Whangaparaoa College

Application to enrol as an International Student and Tuition Agreement

Name of Student: _____ Date of Birth: _____
(Family Name) (First Name)

Gender (please Circle) Male / Female

Preferred Name: _____ Ethnicity _____

Date of Entry into New Zealand ____/____/____

Has your child been enrolled in and English program prior to coming to New Zealand?

(please Circle) Yes / No

How long has your child been studying English? _____

What is the estimate of your child's level of English? (please circle an option below)

<i>Beginner</i>	<i>Elementary</i>	<i>Pre-Intermediate</i>	<i>Intermediate</i>	<i>Upper Intermediate</i>
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Have you already been enrolled in a NZ School? Yes No

If Yes Name of last NZ school attended: _____

Year level applied for: Year 7 8 9 10 11 12 13 or adult (please circle)

Length of course: _____ terms

Start date: Term: 1 2 3 4 (please circle) 20__

Intended finish date: ____/____/____

Passport, student visa and student permit photocopied

Study information

Student to complete

What are your favorite subjects at school?.....

What do you find the most challenging about school?.....

What do you enjoy most about school?.....

What do you hoping for or looking forward to in your New Zealand school?

What worries you about living and studying in New Zealand?.....

Parents to complete

Whangaparaoa College expects to be able to meet the learning needs of children enrolled at the school.

➤ **Does the International Student (named above) have any special learning or behavioral needs?**

Yes No

If yes please provide details_____

Parents to complete

Please attach your child's most recent school reports **Reports Attached** **(Please tick)**

Does your child have any specific learning needs or difficulties that could affect their progress?

.....

Name(s) and Contact Details of Parent(s) living in home country:

Mother's Name _____

Father's Name _____

Address _____

Phone: _____ Mobile Phone: _____

Contact E-mail Address: _____

Can your parents speak/read English Yes No

Next of Kin Details

LIVING SITUATION IN YOUR HOME COUNTRY

What type of home do you live in? (Apartment, House, etc)_____

Where is your home located? (City, Town, Countryside, etc)_____

How do you get to school? (Walk, Bus, Train, etc)_____

Do you have any brothers or sisters? Yes / No (please circle)

If Yes please list their names and ages and indicate whether they live at home:

Name	Age	Male/Female	Living at Home (Y/N)

Who else lives in your home? (Mother, Father, Uncles, Aunts, Grandparents, etc)

Relationship to student	Name

Who usually looks after you?

What work do your parents do?

(Mother).....

(Father).....

<p>Will the student (named above) be living with a:</p> <p>Parent/Legal Guardian or designated caregiver or homestay? (Please circle one of these)</p>	Details i.e. Passports Verified		
<p>If student (named above) is residing with a Designated Caregiver(s) while attending Whangaparaoa College please provide the following details:</p> <p>(NB: If you are not living with your parents and are living with a family friend or relative your parent's must complete and sign a 'Designated Caregiver Indemnity Document and the Designated Caregiver must complete and sign an International Students Designated Caregiver Agreement).</p> <p>Name of Designated Caregiver/s: _____</p> <p>Address _____</p> <p>Phone: _____ Mobile Phone: _____</p> <p>Contact E-mail Address: _____</p> <p style="text-align: center;">HOMESTAY INFORMATION (PLEASE FILL THIS OUT IF THE EDUCATION PROVIDER WILL BE ARRANGING YOUR HOMESTAY)</p> <p>Most New Zealand families have pet cats or dogs that live in their homes. Are you allergic to any pet animals? <i>(If yes please state which)</i>.....</p> <p>Do you have a fear or phobia of any pet animals?.....</p> <p>Do you mind sharing a room: <i>(Please circle any that apply)</i></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">With another international student</td> <td style="width: 50%;">With a child from your homestay family</td> </tr> </table> <p>Do you mind living in a house with smokers? Yes / No</p> <p>What are you most looking forward to about your homestay family? There any special request you would like to make of your homestay? <i>(Please state)</i>.....</p> <p>Please attach an introduction letter (profile) to your application form for your homestay family. We will pass this letter onto your homestay family so they get to know a little bit about you i.e. your interests, hobbies, likes and dislikes etc before your arrival in New Zealand.</p>	With another international student	With a child from your homestay family	Indemnity Document for Designated Caregiver completed & signed by parent(s). Photocopy of parent(s) passport details received to verify signature on Indemnity Document. Designated Caregiver Agreement completed & signed by the Designated Caregiver.
With another international student	With a child from your homestay family		

Health and Medical Insurance

All International Students enrolled at Whangaparaoa College must be in good health and have Medical and Travel Insurance.

- Does the International Student (named above) have good health?
 Yes No

If No please state details: _____

HEALTH INFORMATION (PARENTS TO COMPLETE)

Does your child have any pre-existing medical conditions or concerns? Yes / No

If Yes please state:.....

New Zealand children are vaccinated against the following diseases. Please circle the ones your child has been vaccinated against:

Whooping Cough	Diphtheria	Tuberculosis	Tetanus	Measles
Mumps	Rubella (German measles)	Polio	Hepatitis B	

If your child has not been vaccinated against any of the diseases above, and the opportunity arises for your child to be vaccinated at school, do you consent to your child being vaccinated?

Yes / No Please state which diseases vaccination consent is given for:.....

.....

Does your child have any allergies? (E.g. food allergies like peanuts or wheat, or medical allergies like penicillin or bee stings):.....

Does your child carry any medication for this allergy?.....

Name any other medication your child requires:.....

Has your child had any of the following illnesses? (Please circle)

Measles	Rubella	Chickenpox	Mumps	Polio	Malaria
Tuberculosis	Rheumatic fever	Meningitis	Hepatitis	HIV	Diphtheria

Are there any family medical conditions that we should know about to ensure the safety of your child? (E.g. food allergies, bee sting allergies).....

Does your child have any other any special health or medical needs?.....

I agree that the College can administer First Aid to my child if necessary: Yes No

Whangaparaoa College

Code of Compliance for the Pastoral Care of International Students

Medical Insurance Details Checked and Photocopied

<p><i>I agree that the College may issue Panadol to my child if necessary:</i> Yes No</p> <p><i>I agree that the College, in cases of illness, emergency or accident, when I can not be contacted to arrange for my child to be taken to an Emergency/Medical Service:</i> Yes No</p>	
<p>➤ What type of Medical and Travel Insurance does the student have for the duration of his/her time of study in New Zealand?</p> <p>Type: _____ Policy No: _____ (All non New Zealand policies must be submitted in English prior to enrolment).</p> <p>If No please state details: _____</p> <hr/> <p>➤ What type of Medical and Travel Insurance does the student have for the duration of his/her time of study in New Zealand?</p> <p>Type: _____ Policy No: _____ (All non New Zealand policies must be submitted in English prior to enrolment).</p> <p>If accepted into Whangaparaoa College would you like to purchase Medical and Travel Insurance through the school? Yes No</p> <p>If yes details of insurance providers will be forwarded to you.</p>	
<p>I have been informed about and received a summary of the Code of Practice for International Students:</p> <p> Yes No</p>	Copy of Summary of Code
<p>I have been informed about all costs involved with enrolment and the school's policy regarding fee protection and refunds:</p> <p> Yes No</p>	Refund and Fees Protection
<p>I have received a copy of the school prospectus and policies relevant to International Students and have read and understood them.</p> <p> Yes No</p>	Prospectus with Relevanc

OTHER INFORMATION

Have you traveled to other countries before? *(Please state which ones)*.....

Have you lived away from your family before?.....

What is your religion?.....

Do you need to attend church or another place of worship on a regular basis?

(Please circle) Yes / No

If yes please state which church

Do you plan to return home in the term holidays? *(Please circle)* Yes / No

Is there a particular part of your culture that is very important to you that we should know about?

Are there any special items you plan to bring with you?.....

What is your favorite food?.....

Is there any particular food that you cannot eat?.....

Do you have any special dietary requirements ? *(E.g. vegetarian, don't eat chicken or pork, etc)*.....

Is there any particular New Zealand food that you are looking forward to eating?.....

.....

For school use only

Whangaparaoa College agrees to provide tuition and pastoral care support (in accordance with the Code of Practice for the Pastoral Care of International Students) for:

Name of International Student _____

For the period ____/____/____ to ____/____/____

Principal's signature _____ Date _____

On behalf of the Whangaparaoa College Board of Trustees

This document, including the International Students Policy forms the contract

Tuition Fees are \$ _____ per term or \$ _____ per annum
(GST inclusive)

period of tuition: Start _____ Finish _____

Tuition fee: \$ _____ x _____ terms = \$ _____

Total Payable: \$ _____

Received by _____ Date _____

Receipt of fees: Term 1 2 3 4 Full Year

Fees must be paid in full prior to
tuition commencing

4.2.4

Refund Conditions

All applications for a refund must be in writing to the Principal.

If the student has enrolled but has not yet started the course:

- The Tuition Fees may then be refunded in full less a \$1,250.00 (incl GST) administration and associated costs charge
- Withdrawing or transferring to another school without notification may incur an additional penalty

If the student has started the course and is still in the first half of the course:

- The Tuition Fee may be refunded less the following charges:
 - a. an administration and associated costs of \$1,250.00 (incl GST)
 - b. The cost of the course up to the time of withdrawal

If the student has started the course and is in the second half of that course:

- The Tuition Fees may only be refunded if there are special reasons for the student leaving such as becoming seriously ill or serious illness in the student's family or some other special reason.

If a refund is to be claimed the student must:

- Write a letter explaining the special reasons
- Have a letter from the student's family or agent explaining the reasons, or
- Supply a medical certificate

The Principal will make the decision about giving a refund in these circumstances.

There are NO refunds if the student has been asked to leave the school because of bad behaviour, poor attendance or because the student has broken the school's rules.

NZQA EXAM FEES:

Please note that NZQA Exam Fees are Non-Refundable

It is advised that student's check their Travel & Medical Insurance policies to ensure they are covered for refunds of exam fees in situations where they may need to return home early due to a sudden illness or an accident.