



Enrolment Information for International Students



Dear families,

Welcome to the Waihi College International community. If you are reading this booklet, in all likelihood you have decided to join us for your international school experience and are about to complete your application form. If you are still deciding, I hope that the information you will read in this booklet illustrates that Waihi College is a safe, community spirited school that values and takes great care of all its students.

The information in this booklet is important to read and understand before you submit your application so that we can best help and support you. You will likely have more questions as well and please feel free to contact me anytime if there is something you want to know more about but we haven't mentioned.

And lastly, I sincerely hope that we have the opportunity to meet in the near future. Please contact me if you would like assistance in completing your application form or if you have more questions.

Best regards

Diana

Diana Board
Director
Waihi College International

Enrolment Information

Please read the following information carefully before submitting your application form to Waihi College. You are required to declare that you have read and understood the contents of this Application and Enrolment Information document and that you have discussed the relevant sections with your son or daughter.

Academic Progress and Reporting

Waihi College expects all international students to make satisfactory academic progress. Students will be provided with written school reports twice per year. Upon leaving, students will also receive an official Waihi College Transcript documenting their academic programme and attendance record.

Accommodation

All international students at Waihi College must stay in approved accommodation. As part of this process, police vetting is required of all caregivers and all residents of a household aged 18 or over. Furthermore, Waihi College International carefully selects host families and matches students with suitable host families. Waihi College International provides guidelines to host families and these guidelines are included in the student handbook given to students on arrival. Students shall remain in accommodation either organised by Waihi College International for the term of this agreement or in accommodation approved according to Code of Practice guidelines. Any changes must be negotiated with the homestay co-ordinator and approved by the Director prior to changes taking place.

Homestay fees are invoiced based on estimated arrival and departure dates and adjustment may be required when dates are confirmed. Where a student will be absent from a homestay for more than 14 days, homestay fees from day 15 to the day the student returns to the host family will be refunded on request. In this event, a room retainer of \$10 per day will be held by the family from day 15.

Agreement

- Notices given under this agreement must be in writing and given to the addresses set out in the application forms. Those sent by post shall be deemed to have been received five working days after posting.
- This document contains all of the terms, representations and warranties made between the parties and supersedes all prior discussions and agreements covering the subject matter of this agreement.
- 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.
- 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.
- 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 court
- In the event of a dispute, recourse can be found under the International Student Contract Dispute Resolution Scheme Rules 2016. This can be viewed at: www.minedu.govt.nz/goto/international

Arrival and Departure

All students will be met at either Auckland Airport or Tauranga Airport by an international staff member or their agent and taken to meet their host family. Arrangements will be made with the host family to get students to school on the first day. On departure, students will be taken to the airport either by their host family, an international staff member or under other arrangements made by their agent.

Attendance

Under the Code of Practice an international student is required to attend school for 100% of the enrolment period. This is a requirement by New Zealand Immigration. The Education Act does not allow for students to take leave during school time and all leave should be arranged during scheduled holiday periods. The full support of parents and caregivers in relation to leave from school is appreciated and any special requests for leave during school time should be requested in writing prior to any leave being taken. Waihi College expects all international students to maintain satisfactory attendance at all times during the term of their enrolment.

Authority and Information

The parents of the student authorise staff of Waihi College to:

- Receive information from any person, authority or corporate body concerning the student including, but not limited to, medical, educational and welfare information
- Receive financial information relating to the student including bank account details.
- Provide consents in respect of any activity carried out and authorised by the College
- 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.

The parents irrevocably authorise the Director 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 Waihi College International to obtain information regarding the student from the homestay or caregiver. The parents agree to appoint the homestay or caregiver as their 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.

The parents agree to provide Waihi College International with academic, medical or other information relating to the wellbeing of the student as may be requested from time to time.

New Zealand Bank Account

Waihi College International can assist international students to open a New Zealand bank account for use during their stay. Please indicate on the application form if you would like assistance with opening a New Zealand bank account. Waihi College International has arrangements with Bank of New Zealand and Westpac Bank for this purpose.

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

International education is a major contributor to the New Zealand economy. Education providers wishing to provide services to international students must be signatories to the Education (Pastoral Care of International Students) Code of Practice 2016. As a signatory to The Code we ensure that;

- Our services for international students meet nationally consistent standards
- We provide procedures for student complaints to be heard
- Consumer mechanisms protect contracts between international students and Waihi College
- Waihi College and New Zealand's reputation as a provider of quality education is maintained

What is Pastoral Care?

Pastoral care is a term given to encompass all aspects of care, safety and wellbeing for international students. This includes:

- Recognizing that international students are in a new cultural environment

- Providing support that enables students to make the necessary adjustments
- Identifying and addressing the needs of international students including safety and wellbeing
- Assisting international students to participate in New Zealand culture by helping them to develop relationships and networks
- Supporting international students to achieve their goals and
- Encouraging best practice for student care within the export education industry

Waihi College has therefore agreed to observe and be bound by the Education (Pastoral Care of International Students) Code of Practice 2016 published by the Minister of Education. Copies of the Code are available on request from Waihi College or from the New Zealand Ministry of Education website at www.minedu.govt.nz/goto/international

Communication and Concerns

Communication is critical to the success of a student's placement and we view the relationship between the student, their agent, the natural family and the host family as an important partnership. Where a family uses one of our partner agents to assist with their student's enrolment, Waihi College International will communicate with parents and the agent throughout the enrolment period. Waihi College International welcomes direct communication from parents.

Waihi College International will also provide important information about programmes and the school through the Waihi College website www.waihicol.school.nz and Waihi College International Facebook page.

Students may experience a range of problems and difficulties from time to time. Concerns should be raised in the first instance with the International Director, Homestay Coordinator or any Waihi College staff member. In the event concerns or difficulties cannot be remedied by Waihi College International or Waihi College within a reasonable period of time, the student's family and agent will be notified.

An appeal authority operates through the Ministry of Education and students and parents may lodge complaints with this authority in the event concerns do not find a satisfactory remedy within Waihi College, the natural family or agent. Students and parents can do this by Email to info.ieaa@inedu.govt.nz

Course Placement

Waihi College will assist international students to select courses that match their proficiencies, career intentions and goals for their stay. Waihi College reserves the right to change student courses in order to achieve the best outcome for the student. In most cases students are placed in year groups with students the same age however, we will also allow students to enrol in courses that are above or below their year group placement where these courses are a better match for the student's ability and experience.

Driving

Waihi College International does not allow students to purchase, own or drive a motor vehicle while studying at Waihi College. Furthermore, international students may only be a passenger in a car driven by host parents who hold a current full driver's license or other responsible adult who holds a current full driver's license and is known to the host family or school. International students are not permitted to be a passenger in a car driven by any driver under 20 years of age without permission from the host family or the Director. Communication is the key to approval for motor vehicle use and international students are responsible for keeping host families and Waihi College International informed.

Enrolment Conditions

Upon enrolment at Waihi College, the student will abide by the same conditions with regards to behaviour and absence as domestic students. Enrolment as an International Student at the College shall be terminated:

- At any time by agreement between the parties; or
- By Waihi College 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 Tuition Agreement; or

- 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

Fee Protection

All student fees paid to Waihi College in advance are accounted for under special ledger codes and are released for spending on a pro rata basis over the duration of enrolment. This ensures student fees paid in advance are protected in the event student fees are to be refunded.

Homestay Conditions

Please read and discuss the following homestay conditions with your son or daughter. It is important for students to understand that living with a host family comes with significant responsibility. Host parents assume great responsibility in caring for international students and often this leads to students enjoying less freedom than they expect or may typically have in their home country. New Zealand life and culture has many unique characteristics and it is important for international students to be willing to make the necessary adjustments in their conduct and expectations in order to make the best use of their time with their host family.

Please discuss with your child that any failure to abide by the following homestay conditions may lead to termination of enrolment:

- Students will not change their homestay placement without prior approval from the Director
- Students will abide by all rules and routines of the host family and will do their best to adjust to these rules and routines. Host families are not expected to significantly change their way of life to accommodate the needs or requests of the international student.
- Students will make every effort to join in family activities
- Students will apply discretion and confidentiality and not discuss or share any private information of the host family with any person outside the host family other than the international Host Family Coordinator or the Director
- Students will negotiate and abide by reasonable curfews with the host family
- Students will seek approval from host families prior to attending parties or social events organized by other students or their families
- Students will keep host families informed of their whereabouts at all times
- Students will not borrow money or request to borrow money from the host family. If students require assistance with finances, they will approach the Director or Homestay Coordinator.
- Students will maintain a clean and tidy room and contribute to light household chores
- Students will contact the international Host Family Coordinator or the Director in the event of difficulties arising between the student and the host family

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 www.immigration.govt.nz

Insurance Requirements

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 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. Students can purchase Uni-Care insurance cover through Waihi College International, their agent or provide their own insurance cover. If international students wish to purchase their own insurance elsewhere, Waihi College needs to be provided with a copy of the insurance certificate and policy wordings so we may determine whether the insurance provides sufficient cover for the student's medical, travel and potential repatriation needs. 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 Waihi College 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:

- Commence the minute the student leaves home for the airport on their way to New Zealand
- Apply while in transit
- Apply while the student is in New Zealand
- Cover the student for any trips to other countries during the period of study
- 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 is recommended.

Emergency Evacuation and Repatriation

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

- 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.
- 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, Waihi College 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 Code of Practice.

Liability, Rights and Contract

In any event, Waihi College'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. Nothing in this agreement limits any rights the parents or the student may have under the Consumer Guarantees Act 1993.

Orientation

Waihi College International will provide a comprehensive orientation programme to help students learn important information about school life and become familiar with Waihi College and its routines. Orientation is an important process for new students and helps them make friends with local and other international students.

Privacy Information

The parents and the student acknowledge that:

- Personal information disclosed in the Application and Tuition Agreement will be held by the international office and will be used for communication with the parents. The parents will notify the international office of any changes to information supplied.
- All personal information provided to Waihi College is collected and will be held securely by the Waihi College international office at Kensington Road, Waihi, New Zealand.
- If the student or parents fail to provide any information requested in the Application and Tuition Agreement, Waihi College may be unable to process the application.
- The student and parents have the right under the Privacy Act 1993 to obtain access to and request corrections to any personal information held by Waihi College concerning them.

Refund Policy

Waihi College will consider a refund of tuition and other fees where the student withdraws from his or her course of study before the course completion date. In order to be eligible for a refund, the student must apply in writing to the Director setting out the special circumstances of the claim. In arriving at a decision regarding whether to provide any refund or to determine the extent of any refund, the Director will take into consideration the special circumstances of the withdrawing student and:

- Costs already incurred by Waihi College or Waihi College International
- An amount to cover administration and the use of facilities and resources to the date of withdrawal
- Salaries of teachers and support staff and any other components of the fee already committed for the duration of the course
- Any other costs incurred or committed by Waihi College or Waihi College international.

In any event, no refund will be provided to a student who:

- Is excluded from Waihi College by the Board of Trustees
- Changes visa status to one which entitles them to regular or domestic student status after one month from the date of payment of tuition fees
- Withdraws after the commencement of the second half of their enrolment

As at the date of termination of enrolment, Waihi College International will provide a refund for any unused portion of prepaid:

- Homestay fees
- Contingency payments

In the event a student withdraws prior to the commencement of enrolment, Waihi College International will refund all fees paid less an amount of NZD\$1,000 to cover costs incurred in administering the student's application.

School Uniform

International students are governed by school regulations regarding uniform. Students in year seven to twelve are required to wear regulation school uniform. Students in year thirteen are able to wear appropriate mufti. All items of uniform except for shoes are available to purchase online. Students will be fitted for a school uniform during the orientation programme, and uniform will be ordered online by a member of the

international team. Students are advised to bring their own black leather low cut, lace up shoes to wear as part of the school uniform. Please see the international pages of our website to view our current school uniforms.

Selection

Selection to Waihi College International will be made by the Director of international students. Students from as wide a range of countries as possible will be recruited so that many cultures are represented. Offers are based on an assessment of the extent to which Waihi College can meet the needs of the prospective student. Waihi College International reserves the right to cancel an Offer of Place at any time and refund relevant fees paid in line with the refund policy, in the event any adverse comment from previous schooling or any of the applicant's recommendation letters comes to light.

Student Travel and Holidays

Parents are welcome to visit their child while studying in New Zealand however to assist the student to remain part of the Waihi College community, we do not recommend a return to the home country during the enrolment period. Where families intend to visit during the enrolment period, the international office can assist in any documentation required.

International students are encouraged to travel within New Zealand during holiday times:

- With their host families
- With school-organised groups
- On trips and activities organised by their agents
- On trips and activities organised by approved student travel companies
- With their parents

All holiday travel arrangements must be approved by the Director and approval will be given when all Code regulations have been met. Necessary forms are available from the international office. International students are not permitted to travel without appropriate supervision while they are studying at Waihi College.

Testing and Course Placement

Waihi College may test international students on arrival and during the enrolment period to help determine course placement. Waihi College may also require testing in a student's home country prior to selection. Waihi College reserves the right to change courses or year level for an international student where such change will provide the student with an appropriate course of study.

Use of Internet and Computers

Please carefully read the Information Technology Acceptable Use Agreement for International Students as part of this information. Please also discuss the agreement with your son or daughter and explained its importance and that there may be consequences for breaking this agreement.

Students are responsible for their own internet use both at school and with the host family and while the school will do its best to restrict access to offensive, dangerous or illegal material on the internet or through Email, it is the responsibility of the student to have no involvement with such material. For use at school, your son or daughter will be provided with an individual login and password for access to the Waihi College network. This will happen during orientation once the Information Technology Acceptable Use Agreement for International Students has been signed by both your son or daughter and their host family or designated caregiver.

It is important for your son or daughter to understand that internet use within the host family is not unlimited. In New Zealand internet is provided within data packages and unlimited broadband is not common in New Zealand households. Furthermore, while internet prices are coming down in New Zealand, they are expensive compared with many overseas countries. Any internet use by the student incurring expenses in excess of the host family internet data plan should be paid for by the student. It is very important for students to discuss

their internet needs with the host family prior to any use and to offer to contribute to the cost where appropriate.

Information Technology Acceptable Use Agreement for International Students

Please take some time to read and discuss the following Waihi College Information Technology Acceptable Use Agreement for international students.

While on school premises I agree to:

- Use information technology for school purposes
- Appropriately reference any material downloaded and used in school assignments
- Only access and download information required for school purposes
- Be responsible while printing and consider the use of paper as a valuable resource
- Use school internet for personal emails and communication with permission from the Director
- Take all necessary steps to protect my username and password
- Not allow any other person or persons to access information technology using my username and password
- Only play games on the internet as part of class programmes
- Not participate in any internet chat rooms unless authorized by a teacher
- Not download any programmes or software to school computers
- Not subscribe to any newsgroup, mail list or allow my personal or school details to be entered on any website unless authorized by a teacher
- Not enter, or attempt to enter, any site on the internet that contains inappropriate material. If any accidental entry into an inappropriate site occurs, I agree to immediately shutdown my computer and report to the Internet Manager
- Not by-pass, attempt to by-pass or assist any other person or persons to by-pass any menu system or other device designed to keep users away from system specific information
- Not use information technology during class time unless authorized by a teacher
- Abide by all sanctions imposed by the school for any breach of this agreement

While with my host family, I agree to:

- Discuss my internet requirements with my host family
- Negotiate reasonable internet use with my host family
- Pay for any internet charges over and above reasonable internet use
- Not enter, or attempt to enter, any site on the internet that contains inappropriate material. If any accidental entry into an inappropriate site occurs, I agree to immediately discuss this with my host family
- Not download large data files such as movies or use Skype without agreement from my host family
- Abide by all sanctions imposed by the school for any breach of this agreement

Waihi College Rules and Regulation for International Students

Please take some time to read and discuss the following Waihi College Rules and Regulations for international students.

- International students must abide by the laws of New Zealand
- International students must be at school by 8.35am each school day
- A doctor's certificate is required for any absences longer than three days due to illness
- International students must ask permission if they are going to be absent for any reason other than illness. Unaccounted for absenteeism may result in termination of enrolment
- International students are required to maintain satisfactory academic performance and complete all assignments and homework during the course of enrolment
- International students are to comply with all school rules and procedures
- International students will not consume alcohol, cigarettes or illegal substances at any time during their enrolment
- International students will not visit any licensed premises during their enrolment
- International students will not engage in sexual activity at any time during their enrolment
- Valuable items are not to be brought to school. If it is necessary to bring valuable items to school, they should be left at the school office or with the Director for safe keeping
- Waihi College reserves the right to periodically undertake random drug testing of students enrolled in outdoor education courses. International students testing positive for illegal substances may face termination of enrolment
- Regulation uniform is to be worn by international students as required
- International students must respect term dates and holiday travel should be within school holiday time
- All independent travel arrangements must have written approval from the Director
- Waihi College may from time to time amend or add to these rules. International students, their parents, caregivers and contracted agents are bound by such amendments