

Manurewa High School



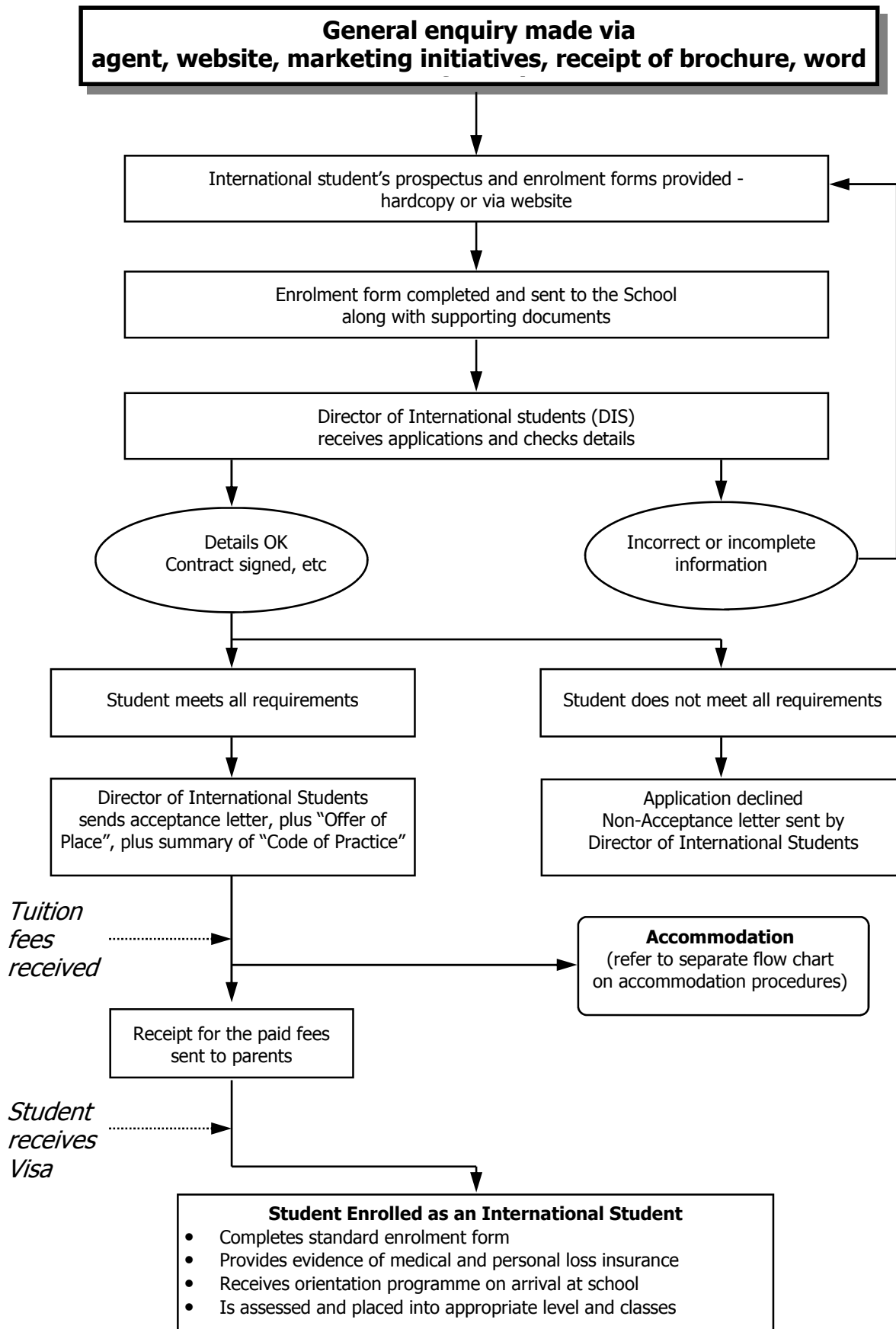
International Students Enrolment Forms Manurewa High School



Manurewa High School

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International Students Application Procedures





Manurewa High School

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International Students - Application Form

STUDENT'S DETAILS

Name
Family Name Given Name(s)

Date of Birth Male Female

Nationality First Language

Student's email address:

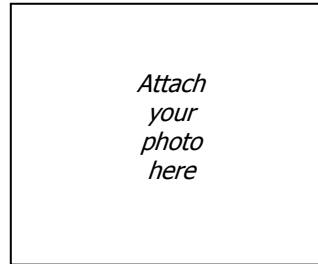
Home Country Information

Address

Telephone Number

Fax Number

Parent's Email Address.....



COURSE INFORMATION

Preferred level of study Year 9 Year 10 Year 11 Year 12

Subjects the student would like to take:

--	--	--	--	--

Number of years studying English

Name of your present School

Placement at Manurewa High School is not Guaranteed

ACCOMMODATION INFORMATION

♦ **I require homestay accommodation** to be arranged for me
If you require us to arrange your accommodation then the "Homestay Application" form needs to be completed. This form is attached at the back of this brochure.

OR

I do not require homestay accommodation because I have already organised a host family
If parents have organised a host family in New Zealand, then the "Statement of Designated Caregivers Arrangements" form needs to be completed and attached to this application.

Name of Host Family (Designated Caregivers)

Address Relationship to Student (if applicable)

Telephone Fax Caregiver's email

My guardian/caregiver in New Zealand is Guardian's email

Address (if different from above)

MEDICAL INFORMATION

Please provide information on any medical problems (allergies/medication, etc) that affect you and that the School should be aware of:

.....

Note: It is a compulsory requirement that all international students attending the School have suitable medical and personal loss insurance before leaving their home country. Payment for this insurance has been included in the Tuition Fee and will be arranged by Manurewa High School.

PARENTAL AGREEMENT

- ◆ I/we confirm that the details provided in this enrolment application and accompanying documentation are correct and complete and that I/we agree to all conditions contained therein.
- ◆ I/we have read and understand the refund policy.
- ◆ I/we understand that the level of study on the Offer of Place is conditional on assessment when the student arrives.
- ◆ I/we understand the requirement for international students to have insurance cover for medical needs and personal loss – including fees protection.

Parent(s) Name(s)

Parent(s) signature(s)

Date

Please note: We require parent or legal guardian signatures – not agents signing on behalf

Please forward this application to:

Post: Mrs S Shaw
 Manurewa High School
 P O Box 75-247
 Manurewa
 AUCKLAND
 NEW ZEALAND

Fax: 64 9 269 0691

Email: international@manurewa.school.nz

OTHER FORMS THAT ACCOMPANY THIS APPLICATION

	Completed & Attached	Not Required
Application for Homestay Accommodation	<input type="checkbox"/>	<input type="checkbox"/>
OR Statement of Designated Caregiver Arrangements	<input type="checkbox"/>	<input type="checkbox"/>
Caregiver form	<input type="checkbox"/>	<input type="checkbox"/>
Latest School Report	<input type="checkbox"/>	<input type="checkbox"/>
Examination Results	<input type="checkbox"/>	<input type="checkbox"/>
Testimonial from your School Principal	<input type="checkbox"/>	<input type="checkbox"/>
Supporting evidence of English language ability/covering letter	<input type="checkbox"/>	<input type="checkbox"/>

Fees, Fees Protection and Refund Policy for International Fee Paying Students

This policy is based on section 5.3 of the Code of Practice for the Pastoral Care of International Students. Revised 2010.

Policy Statement

The Manurewa High School Board of Trustees has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students. Copies of the code are available from the New Zealand Ministry website at www.minedu.govt.nz/international

The purposes of this policy are:

- (i) To have a fair and transparent system for fees charged for the tuition of international students.
- (ii) To ensure that funds from international students are secure should the school cease to become a signatory or if the student is required to transfer to another institution.
- (iii) To have a fair and transparent system for refunding fees should a student withdraw from their course before its completion.

Procedural Guidelines

Fees.

1. The annual tuition fee in 2012 is NZ \$12,840.00(including GST).
2. The annual tuition fee must be paid in full upon receipt of the offer of placement, and again before the commencement of any subsequent year in which the student is to study at Manurewa High School.
3. If the student withdraws prior to the indicated arrival date and where the full tuition fee has been received by Manurewa High School, full tuition fees will be refunded less an administration fee of \$NZ 1,000.00.
4. If the student withdraws following arrival in New Zealand, there will be no refund

Fee Protection

1. Fee protection will be covered by your insurance policy which is included in your tuition fees.
2. The school will provide you with the letter of acceptance.
3. The Board of Trustees guarantees to hold sufficient funds in reserve to enable refunds of students' fees in the unlikely event that their course of study has to be cancelled by the School.

Refund of Tuition Fees

It is school policy that no refunds are made. However, students (or their parents/legal guardians) may apply in writing to the Board of Trustees if the student has withdrawn from their course and there are extenuating circumstances.

Extenuating circumstances include returning home in the case of:

- a) The student's serious illness. (b) Death or serious illness of a close member of the student's family.

In these circumstances under New Zealand law the school must retain amounts to cover costs already incurred. The balance will be refunded at the Board's discretion. Medical evidence must be provided.

2. No refunds will be made to students who acquire Permanent Residency after one month of their commencement date. For the following academic year the student must apply for enrolment as a New Zealand resident. Automatic right of re-enrolment may not apply.
3. All refunds will be remitted to either the parents of the student or to the agent appointed by the student's parents, and not directly to students.
4. No refund will be made for a student who is requested or required to leave the School because of misbehaviour, poor attendance, non-compliance with the school rules or regulations, or breach of New Zealand law.
5. This policy will be reviewed when there is a change in fees as established by the Board of Trustees or for

any other reason when deemed necessary.

Refund of Homestay Fees

1. Students who move out of their homestay before the end of their contract will have a portion of their homestay fee not already used, returned to them. The details regarding this are set out in the Manurewa High School International Student Prospectus.
2. Students (or their parents/legal guardians) must request in writing to have this homestay fee refunded.
3. The Homestay placement fee of \$200 will not be refunded.

Immigration

Full details of Immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand, and can be viewed on their website at www.immigration.govt.nz

Eligibility for Health Services

Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on their website at www.moh.govt.nz Manurewa High School provides comprehensive Travel and Medical Insurance to all International Fee Paying Students free of charge, and is part of the Enrolment package.

Accident Insurance

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents, and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at www.acc.co.nz

Medical and Travel Insurance

International Students (including group students) must have appropriate and current medical and travel insurance while in New Zealand. As mentioned above, Manurewa High School provides cover for all International Fee Paying Students as part of the enrolment package.

Parents Name and Signature

Students Name and Signature

Disciplinary Action

It is important to note that if you break important rules at Manurewa High School, Host family and/or have broken NZ law, you can be asked to leave NZ.

New Zealand Law

All visitors to New Zealand, including students, are covered by NZ Law and as such are required to abide by the domestic laws at all times. Ignorance is not a defence under NZ Law

If an International Student does break the Schools/Host family's rules (Including Truancy) the following disciplinary action can be taken

- 1 Verbal Warning** - Parents notified of issue.
- 2 First Written Warning** - Parents will be provided with a copy.
- 3 Second Written Warning** - Parents will be provided with a copy.
- 4 Your place at Manurewa High School will be withdrawn**, the NZ Immigration Service will be notified and you will be returned to your Home Country. If this happens there is **NO REFUND of fees paid.**

Standards of Behaviour for Manurewa High School

- 1** Students are required to **wear full school uniform** as set out in the School policy
- 2** Punctuality and attendance is important. Manurewa High School requires all students to arrive at school by 8:40am to be ready for Form Check. **We do not accept lateness.** Attendance must be of an acceptable level, and all absences must be explained, and a letter of explanation must be presented.
- 3** Students must show a high standard of courtesy and regard for teachers and other students at all times. **Disruptive classroom behaviour is not tolerated.**
- 4** The School may keep a student on detention until 4:30PM. The failure of the student to attend detention is regarded as very serious. **Detentions take preference over all other appointments**, including sports practices and after school work.
- 5 Under no circumstances will alcohol, cigarettes, lighters, matches, or illegal drugs be allowed in the school.** Offensive weapons (e.g. Knives, air pistols, and lasers) are also strictly forbidden. This also applies to all school functions, activities, trips and camps.
- 6 Threatening behaviour or abusive language towards others, staff or students is not tolerated. Fighting is strictly forbidden.**
- 7** Students **must respect all school property.** Damage will result in the cost of repairing the item being met by the student concerned. Deliberate vandalism (including graffiti) is not tolerated.
- 8** Graffiti on textbooks, exercise books, folders, or school bags is not permitted.
- 9 Chewing gum** is not permitted.
- 10 Unauthorised visitors** on the school property are not permitted.
- 11 Theft and interference** with another person's property (including uniform items) will not be tolerated.
- 12 The school's language policy** encourages students to use language that does not discriminate against people by reason of their gender, age, ethnicity, sexual orientation, religion, first language or because of any disability they may have.
- 13 Body piercing** (i.e. Nose rings, tongue piercing etc.) are not permitted.
- 14 Tattoos** for reasons other than those specifically required culturally are not permitted.

Student's signature_____

Parent's signature_____



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International Fee Paying Students Guardian/Caregiver Acceptance Form for International Students

This form is to be signed and completed by the guardian/caregiver who resides permanently in New Zealand and has responsibility for the international student detailed below.

Student Details

Family Name Given Name(s)

Date of Birth Male Female

To be completed by parents of the International Student

Parent's Name
Family Name *Given Name(s)*

.....
Family Name *Given Name(s)*

I/we agree that has the guardianship/caregiver responsibilities for our son/daughter/ward while he/she is studying at Manurewa High School.

Signature(s)
Date

New Zealand Guardian/Caregiver Details

Name Dr Mr Mrs Miss Ms
Family Name *Given Name(s)*

Relationship to student

Address

Phone Fax email

Additional emergency contacts

Name Phone

Name Phone

- 1 As the parents of the above student do not reside in New Zealand, I agree to comply with the responsibilities expected of all parents/guardians/caregivers who have children attending Manurewa High School.
- 2 I guarantee that I will support efforts to ensure that the student behaves appropriately and fulfils his/her study requirements during the complete period of his/her enrolment at Manurewa High School, and that I will be readily available should any issue occur.
- 3 I agree to inform Manurewa High School if any of the above details change.

Signed Date



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International Fee Paying Students Parent/Guardian Statement re Designated Caregiver Arrangements

I/We acknowledge that I/we have decided to place my/our child under the ministrations of a designated caregiver vetted and monitored by the School in order for them to attend Manurewa High School as an International/Foreign Fee Paying Student. I/we take full responsibility, and accept the decisions made by my/our designated caregiver regarding the homestay placement and day-to-day requirements of my/our child.

..... (full name as appears on passport)

..... (preferred name in New Zealand) will attend Manurewa High School for terms, from to

I/We have placed my/our child under the ministrations of their caregiver as listed below:

Full name of caregiver:.....

Address:

.....

Phone: Fax: email:

New Zealand Immigration Status of Designated Caregiver:

Should this arrangement change I/we undertake to inform the Deputy Principal in charge of International Students at Manurewa High School immediately. Further, I/we understand that should Manurewa High School have any concerns regarding the welfare of my/our child they may refer, for further action, the matter to the relevant child welfare authorities, or any other appropriate agency in New Zealand.

I/We take full responsibility for placing my/our child with the designated caregiver named above and I/we understand that Manurewa High School is not responsible for my/our child outside of normal school hours and school activities. I/we do, however, understand that Manurewa High School will make every endeavour to provide for the care and welfare of my/our child at all times while studying in their School.

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

Parents signature(s)

Parents name(s)

Date



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MEDICAL FORM

To assist our School Health Centre in providing the best possible care for your son/daughter in any illness/emergency situation, please answer the following. While this information is strictly confidential, it may be necessary for the safety of your child and others, to inform relevant staff of medical conditions. This Medical Form will be filed in the School Health Centre.

STUDENT'S NAME: **Form:**

1 Family Doctor: Phone No:

Dentist: Phone No:

2 MEDICAL CONDITIONS

My child has or has had the following disabilities, allergies or medical problems which may affect his/her performance or activities at school:

Medical Conditions	✓ Yes	Medication Required (see below), Other Details
Asthma (see Section 12)		
Diabetes		
Epilepsy		
Rheumatic Fever		
Hepatitis A or B / HIV		
Glandular Fever		
Migraines		
Sinus		
Hay Fever		
Heart Conditions		
Tuberculosis		
Nose Bleeds		
Recurring Abdominal Pain		
Back / Neck Problems		
Past Illness or Operations		
Nil		

3 ALLERGIES

Allergic Reaction To	✓ Yes	Specify Type
Bee Stings		
Medication		
Food		
Other		
Nil Known		

4 MEDICATION

Please send **labelled** medication to the School Nurse if it is required for regular use or for emergencies (ie Antihistamines for Bee Stings).

5 Does your SON/DAUGHTER have on a regular basis:

(a) Any medication not mentioned above?

(b) A course of treatment / counselling?

If **YES**, please detail

.....
.....

6 IMMUNISATION

Has your son / daughter had Tetanus immunisation? *(please circle answer)*

YES / NO

If **YES**, list date of last Tetanus injection

7 SENSORY LOSS YES / NO (please circle)

If **YES**, specify type and degree below:

Problem Area	Right	Left	Bilateral	Amount (eg mild, 100%)
Visual (Eyesight)				
Hearing				
Device Used (eg Glasses, Hearing Aid)				

8 OTHER RELEVANT CONDITIONS (eg Cardiac Murmur – limited PE, Cystic Fibrosis, etc)

If **NO**, write N/A and go to Section 10.

If **YES**, please detail:

.....

9 SPECIAL HOME CIRCUMSTANCES

Are there any factors that may affect the student’s behaviour or emotional stability?

If **NO**, write N/A and go to Section 11.

If **YES**, please detail:

.....

10 ASTHMA SUFFERERS ONLY

Does the student have an “Asthma Action Plan”? **YES / NO**

If **YES**, please give a copy to the School Nurse.

If using preventers, the Asthma Society recommends having an Action Plan (which requires updating every 6-12 months). See your GP/Practice Nurse.

11 PERMISSION FOR ADMINISTERING MEDICATION (eg Panadol, Antihistamine, Mylanta, topical creams, Cough Syrup)

In some circumstances it is necessary for medication to be administered for such things as headaches, period cramps, hay fever, sinus, colds.

I give permission for the School Nurse to administer this treatment if necessary

Parent/Guardian Signature

In case of a serious accident or emergency, an ambulance will be called. A parent/guardian will also be called, so please ensure that the School has your most current contact details.

The School realises that family circumstances and a student’s health may change in the course of a year. It would be very much appreciated if the School is notified as soon as possible by either:

- (a) A phone call to the Health Centre
- (b) A phone call to the Main Office
- (c) A note to the Form Teacher

Note This information is for School purposes. The School reserves the right to pass on this information to other agencies it sees fit, to hold and store the information.

Further information required, to make your sons/daughters stay in New Zealand a happy one

1 Has your son/daughter been away from home before? Y/N

2 Does your son/daughter have any brothers or sisters? Y/N

If yes please state: Name, age and gender

Name _____ Age _____ Sex _____

Name _____ Age _____ Sex _____

Name _____ Age _____ Sex _____

3 What hobbies does your son/daughter follow in his/her spare time _____

4 What sports is your son/daughter involved in at this time? _____

5 Would your son/daughter be interested in continuing his/her involvement in that sport if it is available at Manurewa High School? Y/N

6 Are there any other sports that are of interest? Y/N

7 If you have answered "yes" please state these sports _____

8 How does your son/daughter deal with homesickness? _____

9 On a scale of 1 to 10 (1 being very poor and 10 being excellent) please rate your son/daughter in the following:

- Confidence, _____
- Sociability, _____
- Response to authority, _____
- Adaptability. _____

10 Can your son/daughter swim? Y/N
Can you rate his/her ability on a scale of 1 to 10? _____

Health:

11 Does your son/daughter have any health issues? Y/N

12 What vaccinations has your child had? _____

13 Has your child had any significant injuries? Y/N

Please state: _____

14 Does your child take any medications on a regular basis? Y/N

Please state: _____

15 Does your child have any allergies? Y/N

Please state: _____

16 Does your child have any ongoing problems? Y/N

Please state: _____

17 Is there any special care required by your child? Y/N

Please state: _____

18 What are your son/daughters personal strengths?

Please state: _____

19 What are your son/daughters personal weaknesses?

Please state: _____

20 What does your child want to accomplish in New Zealand?

Please state: _____

21 What do you want your child to accomplish in New Zealand?

Please state: _____

22 How long will your child spend at Manurewa High School?(this is so that we can forward plan your child's education, and set goals for him/her to reach over the term of their stay) _____

23 What is your child's religion? _____

24 Do you want your child to attend church while he/she is in New Zealand? Y/N

This is what we would like the homestay caregivers to provide

(The requirements listed here are for a homestay organised by Manurewa High School, and do not apply to any accommodation arranged by either an agent or yourselves)

This is what Manurewa High School will do:

- Carefully match the student with the host family, taking all known factors into consideration.
- Send information to the host family about the student before their arrival (if this is possible)
- Meet the student at the airport.
- Transfer him/her to the homestay
- Arrange for payment of accommodation fees on a four weekly basis. Manurewa High School arranged homestays are arranged at NZ\$200.00 per week, and no extra payments(hot water etc) are required)
- Homestay payment monies must be received 1 term in advance, and you will be advised of the amount due, and the cut-off date for receipt of payments to the school will be notified to the student well before the due date.
- We will act as intermediaries in any problems, misunderstandings or problems that may arise.

This is what we would like the homestay caregivers to provide:

- A friendly warm welcome. Students arriving in New Zealand have heard of New Zealanders' reputation as a hospitable people and are usually very excited (and nervous) when they meet a new International Student. The student is also usually extremely tired and stressed when they first arrive, and will appreciate the Homestays patience in this important settling-in period.
- Daily conversation with the student
- Inclusion in family activities, e.g. shopping, visiting members of the extended family.
- A written clear set of house rules. (Some ideas attached. If you need further help, talk to the Homestay Manager.)
- A sympathetic ear - our students are a long way from home, and they often feel lonely or homesick.
- A separate bedroom for the student with desk or table for homework.
- Change of bed linen each week, washing (not ironing) done.
- Three meals per day. The ingredients will be available for students to make their own packed lunch on weekdays. If the student chooses to buy their lunch at school they must pay for the food themselves.

- Assistance getting to school on the first day. Bring the student to school if at all possible. We will assign a buddy who will assist the student with getting home, finding buses and generally being supportive. Learning to travel to and from school independently is a valuable experience for the student and it is our aim to have them independent travellers as soon as possible.
- Notifying Manurewa High School if the student is unwell or unable to attend school for any reason. Please let us know before 9.30am by telephoning the School on 268-3888.
- Ensure the student's room is warm enough to be comfortable. If we give the student a heater we make sure it is checked, and that it is not left on all night.

Here's how our settling in process works:

- After a visit from our homestay co-ordinator the prospective homestay is asked to complete a "Consent to Disclosure of Information" (Police Vet) form for all members of your family aged 18 or over.
- On receipt of an acceptable report from the NZ Police, the homestay family is listed on our homestay caregiver register.
- Manurewa High School will ask you to take a student whom we think will suit your family.
- The homestay family will sign and return one copy of our homestay caregiver contract.
- Manurewa High School will send you information about the student, with confirmation of his/her arrival date.
- The day before he/she arrives Manurewa High School will phone the homestay family to re-confirm.
- Manurewa High School is available to meet the student at the airport, and is able to deliver the student to the Homestay address.

Setting some boundaries or "House Rules" for your student.

It is neither prudent nor acceptable for the school to impose "house rules" on the homestay families and/or students. However it is important that there is consistency in the house rules among the homestay families. The students do talk to one another and compare notes.

Here are some guidelines to think of as a base on which to develop your house rules:-

- 1 It is expected that the student is at school every day, and on time.
- 2 The student will sleep in the designated homestay unless prior arrangements have been discussed with the homestay parents and the homestay co-ordinator. (Police vet usually needed)
- 3 If there are any changes in routines, eg home later than usual, the student will telephone the homestay caregiver as soon as possible.
- 4 The student will leave contact details, ie phone number, address and expected time of return when going out.
- 5 The student will keep their bedroom tidy and the room will be vacuumed by the homestay parent at least once per week.
- 6 The student may be expected to take his/her turn in small chores with their homestay, but this must not become a major component of their day. **We do not ask the student to babysit. (They may not have the language or skills to cope with problems and could place themselves and the child at risk.)**
- 7 There is a need for guidelines for nights out, computers online, quiet times and use of the shower/bathroom. Please remember that many of these students are used to working on homework until late in the evenings. These limits need to be negotiated and should acknowledge week/weekend deadlines.
- 8 As may be expected the students may take more time to adjust to "kiwi" ways but it is most important that guidelines are discussed, negotiated and finalised VERY EARLY in the time in the homestay home.
- 9 The school has the role of support and intermediary in homestay life. Please contact the school personnel (Homestay Co-ordinator or Director of International Students) either at school or at the home numbers you have when you have concerns. It is better to know of concerns when the incidents are "minor" than to deal with major problems.

Additional Information about Homestays

- 1 A responsible adult must be in the house with the student. If the family or caregiver is going away for any time please let the High School know well in advance so that we can make other arrangements for the student.
- 2 Students are expected to be home at reasonable times.
 - **They are not allowed to stay out overnight without prior permission and notification to homestay caregiver of all relevant details.**
 - **They should not be left overnight without a responsible adult being present.**
- 4 If the student breaks or damages something in your home while staying with a homestay, these things should be covered by the Homestays own insurances. The student should have his/her own medical insurance and insurance for personal belongings. Small breakages caused by gross carelessness should be paid for by the student.
- 5 The student should be encouraged not to make international calls from your telephone unless
 - They use a prepaid card.
 - They have discussed it with you and are aware of charges incurred.The School will encourage all students to purchase their own prepaid card cell phone.
- 6 Manurewa High School treats information about your family as confidential. We ask the Homestay family to have the same consideration for other families on our homestay register. Please do not give the Manurewa High School staff phone numbers to other people without prior permission from the person concerned.
- 7 Disposal of sanitary pads. If the homestay is hosting a female student, they are asked to please place in her bedroom wardrobe a small supply of newspapers and plastic bags. We tell all girl students that the New Zealand system is for sanitary pads to be wrapped in newspaper and placed in the family rubbish bin. Please show the student where the rubbish is to be placed. (We find this system is the simplest way to avoid plumbing disasters.)
- 8 Please let us know if your family's circumstances change after the date of the Homestay Co-ordinator's visit, eg.
 - Any change of members of the family, eg new baby, grandma staying, teenager going flatting.
 - Other visitors staying eg, long term boarder, cousin staying. (Police vet will need to be done)
 - Absence of any family members, eg father overseas on contract.
 - Change of address or telephone number.
 - House on the market – land agents bringing visitors through the house.
 - New pets acquired.
- 9 Usually our homestay families are able to help the student with most personal problems, eg culture shock or minor illnesses. But if anything major happens, eg: an accident, serious illness, please contact our Homestay Co-ordinator or the Director of International Students immediately.
- 10 When the student is ill please take them to either the family doctor or nearest emergency centre if you consider this action necessary. The student should have medical insurance and should be covered if an emergency health situation occurs.
11. If you provide an electric blanket for your International Student, we require that this be checked each year before the start of the cold season.
12. Assistance with applications for a Library Card may also be necessary. For students under the age of 18 years, you will be required to produce some form of residential address proof. E.g. Power Bill, Phone bill or Rates bill.
- 25 . Do you have any further wishes that you would like to be considered by the Homestay Manager?
- 26 What family contacts will your child have with other speakers of their "Home language", while in New Zealand? Zealand?

International Fee Paying Students

All International Student fees must be paid no later than 1st December of the year before the one that they intend coming to Manurewa High School.

This enables us to arrange insurance cover before the start of Term 1 of the next year. Please contact us if payment cannot be made by this date.

Enrolment at Manurewa High School will include Travel and Health Insurance for the following Academic year. This insurance will not take affect until full fees are paid. The Insurance cover will take effect from 1st January and continuous cover is provided until 31st December of any given year, provided Tuition fees are paid for the full year. These dates will cover the International students travel to and from New Zealand for a full academic year. This means that as your International Student progresses through our school, the insurance cover will be continuous and ongoing.

All International Students are requested to be back in New Zealand at least a week (7 days) before the commencement of the school year. This means that all International Students should arrive on, or before the 25th January 2011.

Students must be ready for study from day 1 of the new academic year, and all Student Visas must be valid for the full academic year. In some cases X-rays, blood tests, and Doctors visits may be required to obtain a visa, and these should all be with the Immigration Dept before school commences for the year

All International students are to start back at Manurewa High School on the first day of Term 1 of any year.

Full years tuition	\$NZ 11,840.00
Administration fee	\$NZ 1,000.00
TOTAL	\$NZ 12,840.00

(Any alteration in fees to be paid will be attached here)

Additional Costs that your International Student may face:

Student I.D card and Homework planner: are free to all International Fee Paying Students

Stationery- the exact cost cannot be supplied until a timetable has been given.

New International Students will be given a "starter pack" so that they have pens and paper available to them from day 1 of their education at Manurewa High School.

Bus fares- if the school is not within walking distance, there is a limited bus service for Manurewa High School students at a very reasonable rate. (Approximately \$15.00 per week) These buses only operate within the schools designated zone. Any International Fee Paying Student who lives outside the school zone will need to make private arrangements to get to, and from, school each day.

NZQA Fees- the fees are in the region of \$375.00 and are payable by all International Fee-paying students, wherever they are studying in New Zealand.

School trips- When necessary, a form will be forwarded to the International Students Homestay along with a permission slip for signature by the Caregiver.

Term dates

Our school has a 4 term academic year.

Term 1: The first term starts at the end of January/first week of February, and is usually 10 weeks long. Depending on the dates for the Easter holidays, these may, or may not be included in the holidays at the end of the Term. If the Easter holidays fall during the Term, there will be no school on Good Friday, Easter Monday, and the following day (Tuesday.) Term 1 usually ends early/mid April.

Term 2: Is approximately ten weeks in duration. The term is usually from May to July.

Term 3: Is approximately ten weeks in duration. The term is usually from July to September.

Term 4 Is approximately ten weeks in duration. The term is usually from October to December.

2012 Holidays

Schools will be closed on Saturdays and Sundays and on the following holidays:

Waitangi Day- 6th February (Monday)

Good Friday-6th April.

Easter Monday-9th April

Day after Easter Monday-10th April. (Tuesday)

Anzac Day-25th April.

Queen's Birthday:4th June(Monday).

Labour Day-22nd October (Monday)

School Uniforms:

All uniforms will continue to cost approximately the same price (approx. \$NZ500.00-) this depends on quantities bought, and may be available at the following suppliers:

Underwood's "The Uniform Shoppe"
193 Great South Road
Manurewa
Phone 267 6063

Uniform Plus
Southmall, Manurewa
Phone 267 1286

All further information about uniforms will be forwarded when available to us in a hard copy.

For International Students requiring a Kiwi Homestay

Homestay Administration fee:

\$NZ 200.00 (a once only payment) unless your student requested a change in Homestay)

Homestay accommodation \$NZ 215 per week (payable 1 term in advance)

For term 1	(01/02/2012-25/04/2012)	\$NZ 2580.00
For term 2	(25/04/2012-18/07/2012)	\$NZ 2580.00
For term 3	(18/07/2012-17/10/2012)	\$NZ 2795.00
For term 4	17/10/2012-19/12/2012)	\$NZ 1935.00
TOTAL		\$NZ 9890.00

Any overpayment of Homestay fees will be corrected on production of Departure of NZ date (Airline ticket) in term 4.

Total cost of Fees, Tuition and Homestay is

\$NZ 22,730.00

(Any alteration to these calculations will be attached here)

The above Homestay fees are for Homestay accommodation arranged by Manurewa High School. If you would like your Son/Daughter to be placed in a New Zealand Homestay, please complete and return the Homestay Accommodation form to us as soon as possible so that we can find a family best suited to your son's/daughter's

needs. By staying with a New Zealand homestay family, your son/daughter would experience New Zealand home life and culture and also test and use his/her English Language skills on a regular basis.

International Fee Paying Students Accommodation

Policy statement

Manurewa High School Board of Trustees recognises its responsibility to ensure the safety and wellbeing of its International Fee Paying Students and therefore these students are accepted into the school only if appropriate accommodation is available to them, either through our homestay programme or within the conditions set down for an approved designated caregiver.

Procedure Guidelines

1. All International Students studying at the school must be in a homestay that is either provided by the school or arranged by the students parents
2. International Students studying at the school are not permitted to own or rent a flat/room/house/apartment or live on their own.
3. All people over the age of 18(except the International Student) who reside in the homestay must be police vetted prior to being accepted as a homestay
4. The school Homestay Manager will:
 - i. Source suitable homestay accommodation.
 - ii. Arrange for the placement of students
 - iii. Keep homestay carers and students well informed of their responsibilities
 - iv. Liaise regularly with the students, their homestays and the school
 - v. Maintain an accurate database of students and their homestays.
 - vi. Ensure that the school and homestay families meet the requirements of the “Code of Practice for the Pastoral Care of International Students” and of the Ministry of Education guidelines.
- 5 Homestay Parents must sign a comprehensive contract outlining their responsibilities
- 6 Complaints about a homestay situation by either the student or the homestay family must be directed to the Homestay Manager or the Director of International Students.
- 7 There is a \$200.00 fee payable where the school is required to locate the homestay
- 8 the students family pays the total homestay costs for one year to the school and the school will transfer the costs to the homestay family on a four weekly basis.



Manurewa High School

'a tradition of excellence'

International Fee Paying Students Application Form for Homestay Accommodation

Student Details

Name
Family Name *Given Name(s)*

Date of Birth Male Female

Home Country

First Language

Guardian/Caregiver in New Zealand *[if known]*

Address

OR I require the School to arrange a Guardian for me in New Zealand

Homestay Requests

We make a genuine attempt to meet your requests in finding an ideal homestay, although at times it is not possible to meet your requests.

	Preferred	Okay	Not Suitable
New Zealand family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asian family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Young children in the home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teenage children in the home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family has pets (for example, dog/cat)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking distance to School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Solo parent family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Any other special requests

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.....
.....

Dietary Information

Please provide information on your diet that your Homestay should be aware of – for example, are you vegetarian? Do you have any allergies to food groups? Have you strong dislikes of any types of food?

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.....
.....

Signed

Summary Code of Practice For the Pastoral Care of International Students

Introduction

When students from other countries come to study in New Zealand, it is important that those students are well informed, safe, and properly cared for.

New Zealand educational providers have an important responsibility for international students' welfare.

This pamphlet provides an overview of the "Code of Practice for the Pastoral Care of International Students" (the Code), and provides a procedure that students can follow if they have concerns about their treatment by a New Zealand educational provider or agent of a provider.

What is the Code?

The Code is a document which provides a framework for service delivery by educational providers and their agents to international students. The Code sets out the minimum standards of advice and care that are expected of educational providers with respect to international students. The Code applies to pastoral care and provision of information only, and not to academic standards.

When does the Code apply?

The Code commences on the 31st of March 2002. Educational providers then have six months to sign the Code. Between the 31st of March and the 30th of September 2002 you will need to check with the Ministry of Education if your provider is a signatory to the Code.

Who does the Code apply to?

The Code applies to all education providers in New Zealand with students enrolled on international study permits. The Code is mandatory to these providers and must be signed by them.

What is an "international student"?

An "international student" is a foreign student studying in New Zealand on a student permit from the New Zealand Immigration Service.

How can I get a copy of the Code?

You can request a copy of the Code from your New Zealand educational provider. The Code is also available online from www.minedu.govt.nz/goto/international.

How do I know if an educational provider has signed the Code?

The New Zealand Ministry of Education will maintain a register of all signatories to the Code. This list will be available from www.minedu.govt.nz/goto/international. If the educational provider that you are seeking to enrol with is not a signatory to the Code, you will not be granted a permit from the New Zealand Immigration Service and you will not be able to study at that institution.

What do I do if something goes wrong?

If you have concerns about your treatment by your educational provider or by an agent of the provider, the first thing you must do is contact the principal, the international student director, or another person who has been

identified to you as someone that you can approach about complaints at your institution. The Code requires all institutions to have fair and equitable internal grievance procedures for students and you need to go through these internal processes before you can take the complaint any further.

If your concerns are not resolved by the internal grievance procedures, you can contact the International Education Appeal Authority (IEAA).

A summary of the Code of Practice for the Pastoral Care of International Students

The Code sets standards for educational providers to ensure that:

- high professional standards are maintained
- the recruitment of international students is undertaken in an ethical and responsible manner
- information supplied to international students is comprehensive, accurate, and up-to-date
- students are provided with information prior to entering into any commitments
- contractual dealings with international students are conducted in an ethical and responsible manner
- the particular needs of international students are recognised
- international students under the age of 18 are in safe accommodation
- all providers have fair and equitable internal procedures for the resolution of international student grievances

Full details of what is covered can be found in the Code itself.

The Code also establishes the IEAA and the Review Panel to receive and adjudicate on student complaints.

What will the IEAA do?

The purpose of the IEAA is to adjudicate on complaints from international students. The IEAA will investigate complaints and determine if there has been a breach of the Code. The IEAA has the power to impose sanctions on educational providers who have committed a breach of the Code that is not a serious breach. These sanctions include an order for restitution, publication of the breach, and / or requiring that remedial action be undertaken.

The IEAA will refer complaints that are not about pastoral care to another regulatory body if appropriate.

The educational provider will be given a reasonable time to remedy the breach. If the breach is not remedied within that time, the IEAA may refer the complaint to the Review Panel.

The IEAA can determine if it considers that a breach of the Code is a serious breach. If the breach is a serious breach, the IEAA will refer the complaint to the Review Panel.

What can the Review Panel do?

The Review Panel can remove or suspend an educational provider as a signatory to the Code, meaning that the provider would be prevented from taking any more international students. Only the IEAA can refer complaints to the Review Panel.

What is the International Education Appeal Authority (IEAA)?

The IEAA is an independent body established to deal with complaints from international students about pastoral care aspects of advice and services received from their educational provider or the provider's agents. The IEAA enforces the standards in the Code of Practice.

How can I contact the IEAA?

You can write to the IEAA at:

The International Education Appeal Authority,
C/- Ministry of Education
Private Bag 47-911
Ponsonby
Auckland

Email: info.ieaa@minedu.govt.nz

Fax: (09) 374 5403

Phone: (09) 374 5481