

# FOREIGN FEE PAYING STUDENTS APPLICATION INFORMATION

## Documentation Required:

- ◆ Passport and Student Permit for student studying for more than three months.
- ◆ Priority will be given to students studying for a full year and placement will depend on a place being available at the appropriate age level of the student.

## Enrolment Details Required:

1. Student's homestay or accommodation arrangements
2. Details of student's caregivers
3. For all other enrolment details please refer to the enrolment form

**Fees: (Schedule attached)** Fees are to be paid for the full year prior to the start of the school year. If the enrolment is for less than a year, the fees that apply for each term are to be paid in full prior to starting. No refund will be made for the current term should the student leave part way through a school term. As well as fees, students will need to purchase stationery (pens, pencils, exercise books). At times students may be offered extra activities to support the curriculum, that require payment, e.g. Education Outside the classroom, cultural and sporting activities.

## Refunds:

Under special circumstances refunds may be made if a student leaves part way through the year and has paid a full year's fee. This is subject to Colwill School's Refund Policy.

While at Colwill School, Foreign Fee Paying Students will be placed in a class according to the age of the student. Students will follow the same timetable as Colwill School students and will be expected to take part in all school activities, including outdoor education and physical education.

All curriculum areas will be covered. These include English, Maths, Science, Social Studies, Technology, Health, P.E. and Music. At Year 7 and 8 students travel to another school for part of the Technology curriculum. This includes food and materials technology. A fee is payable for the items students make at these classes.

All Foreign Fee Paying students new to New Zealand will be placed in mainstream classes they will receive English language support in small groups with either a trained teacher or teacher's aide. Your child's level of English proficiency will be assessed during the first few weeks of attendance at our school. The programme offered may change if the initial assessment shows the need to modify the programme. If there is a concern about placement the Principal will make the final decision.

## Term Dates:

Our school year is in line with the dates set by the Ministry of Education.

Because priority is given to students studying for the full school year, fees to cover the four terms of that year are to be paid in advance and the visitor's visa sighted prior to students starting at the school. Before the expiry date of the visitor's visa a student permit must be sighted and photocopied by the school. A letter will be required from the school before a student permit is issued by immigration. The student permit is specific to your child's enrolment at our school and should you

terminate the contract with our school the Immigration Act 1987 requires that we inform the Immigration Department.

If anything is misleading or inaccurate in the information provided by the Parent/designate caregiver then the school has the right to rescind the agreement and dismiss the child from school.

The placement of your child is conditional upon our school being able to meet the needs of your child. We cannot accept a child with special needs/health problems, as we do not have the facilities to support him/her.

The school will terminate tuition should the student's behaviour and attendance cause serious concerns

(refer to Behaviour Management and Attendance Policies)

In the unlikely event of the school being unable to continue its Foreign Fee Paying Student programmes a refund will be made.

### **Accommodation:**

We will consider applications for our Foreign Fee Paying course from students aged 10 years to 13 years old. Children younger may be accepted, at the discretion of the Principal, if they are living with one or both parents in New Zealand. Children who are staying with a designated caregiver, arranged by their parents, will come under our Homestay and Designated Caregivers Procedures accompanying this form. Colwill can arrange homestay accommodation but will only place children 12 years and above in a homestay. If you require our school to arrange homestay accommodation, please indicate by completing the homestay application form.

### **Health and Travel Insurance**

Most students are not entitled to publicly funded health services while in New Zealand unless they are: A resident or citizen of Australia; or a national of the United Kingdom or New Zealand; or the holder of a temporary permit that is valid for two years or more.

If the student does not belong to one of these special categories and receives medical treatment during their visit they will be liable for full costs of that treatment. We require that the student have insurance that will cover the cost of medical treatment in New Zealand for the duration of their stay in New Zealand. We also strongly recommend that insurance be obtained to cover their travel to and from New Zealand.

### **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://immigration.govt.nz>

### **Code of Practice for the Pastoral Care of International Students**

Colwill 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>

**I have read and understood the Foreign Fee Paying Students Application Information and agree to them.**

Student's name: \_\_\_\_\_

Signed (Parent Caregiver): \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_