NEWLANDS COLLEGE
INTERNATIONAL STUDENT APPLICATION REQUIREMENTS

ENROLMENT PROCEDURES

- The applicant completes the application documents and supplies details relating to their previous school record, attendance and English language ability.
- If the application is successful, an Offer of Place together with an invoice will be sent.
  ** Please note that at the time of application, any indication of special needs with regards to health or learning behaviours must be declared to the school as stated in the International Student Application and Contract of Enrolment.*
- Once the invoiced payment is made, a letter of welcome which contains all necessary information relating to Newlands College is issued, together with the receipt of payments.
- The agent or the applicant lodges the student visa application with Immigration New Zealand. Once the visa is obtained, a copy together with full flight details must be emailed to Newlands College.

ENTRY CRITERIA

Students will be accepted into Newlands College when the following documentation has been provided:

- International Student Application and Contract of Enrolment (including photo - jpg or pdf file is also acceptable), signed by both the applicant and legal parent(s).
- Full payment of all fees for the length of tuition as stated on the Offer of Place.
- Most recent school reports indicating a desire to learn and a good record of attendance.
- An appropriate reference from an agent or reputable person known to the school, if available.
- Evidence that the student is aged between 13 and 19 and wanting to study at Year 9-13 level.

IMPORTANT CONSIDERATIONS

- The school seeks to recruit students who have at least 3000 words of English, however intensive English language assistance is available.
- It is important that students have a genuine desire to learn and they must have a good record of attendance at their previous school.
- Students and parents must be willing to sign the Application and Contract of Enrolment and abide by the school's rules as they apply to International Students.
- The school reserves the right to place the student in appropriate courses based on the student's competency in English.

NEWLANDS COLLEGE
INTERNATIONAL STUDENT WITHDRAWING FROM SCHOOL

WITHDRAWAL

International Students who wish to withdraw from Newlands College must:

- Refer to the Refund Policy for full details.
- Provide written approval from their parents/agent at least 21 days before the intended leaving date.
- Give homestay parents and the school, two weeks' notice if this involves terminating their homestay arrangements.
- Complete the school's leaving requirements.

TERMINATION OF THE "INTERNATIONAL STUDENT CONTRACT OF ENROLMENT"

International Students who fail to comply with the International Student Contract of Enrolment requirements, could have their contract revoked.

In the case of continuing unexplained absenteeism (refer to Attendance Requirements below), and/or issues with behaviour, the International Student Director will give the student a verbal warning followed by a written warning, to allow for improvement.

At this time, the student and parents are entitled to respond in writing to allow the Principal to consider the matter. If the problems persist the student would be asked to withdraw from the College. Immigration New Zealand would be notified and the student visa for Newlands College would then be cancelled.

All students at Newlands College including International Students are subject to exclusion or expulsion for their behaviour in school in accordance with the Education Act 1989.

ATTENDANCE REQUIREMENTS

All students are expected to have an excellent attendance record. Any absences must be explained (preferably in advance) by a phone call, letter or email from the parent, homestay parent or designated caregiver.

NEWLANDS COLLEGE
INTERNATIONAL STUDENT REFUND CONDITIONS

Applying for a Refund of School Fees

(Refer to the Refund Policy for full details)

The student may apply for a refund in the following situations:

- **Student fails to obtain an appropriate study visa**, fees will be refunded in full, less an administration fee.
- **Student enrols but does not attend arising from medical or travel conditions relating to COVID-19** a full refund will be provided.
- **Student voluntarily withdraws less than 21 days before the start date of their enrolment**, a refund of fees will be provided less a minimum of 10 weeks tuition and any relevant non-refundable fees.
- **Student attends school and then withdraws voluntarily**, a refund of fees will be provided less a minimum of 10 weeks tuition and any relevant non-refundable fees. Reasonable written notice of withdrawal is required.
- **Student is enrolled for one term or less**, no refund is given.
- **The signatory to the Code (Newlands College) ceasing to provide a course of educational instruction as contracted with the student**, whether it stops of its own accord or as required by an education quality assurance agency. A refund will be provided for unused tuition fees and other fees paid.
- **Student changes to a domestic student**, refund of fees will be provided less a minimum of 10 weeks tuition and any relevant non-refundable fees. The notice period begins the day after written notice is received.
- **Student requests to transfer to another signatory**, refund of fees will be provided less a minimum of 10 weeks tuition and any relevant non-refundable fees. The notice period begins the day after written notice is received.
- **No refund** will be given if the student is asked to leave the school for a breach of the Contract of Enrolment, the school will consider a request.

Homestay Fees

- If the college has guaranteed your accommodation, payments to your homestay family will be paid through the school accounts.
- If you move out of your homestay before the end of your contract, the portion of your homestay fees not already used, will be returned to you. You must give two weeks' notice.
- To have your homestay fees returned, you must complete a “Request for Homestay Refund” form two weeks before departure. These are available from the Homestay Counsellor.
- Approved refunds will have any money owing to the homestay family deducted.

NEWLANDS COLLEGE
INTERNATIONAL STUDENT FEE INFORMATON

FEES INFORMATION 2023

**All figures are in New Zealand dollars.*

TUITION	**$16,000 per year**
ADMINISTRATION FEE	**$1,000 (First year only)**
INSURANCE	**$597.07 per year** (Medical and Travel Insurance by *Uni-Care NZ Student Plan*)
HOMESTAY	**$330 per week** *This covers the cost of homestay supervision, a fully furnished room, all meals and laundry services* *All students have a room of their own* *Airport pick up for first arrival, if homestayed by College* ** No charge for Homestay Placement for long term students*

What the Tuition Fee Covers: *Full tuition in classes including ESOL (if required), internet, textbooks on load and government levies*

ADDITIONAL HOMESTAY RELATED COSTS

- Personal items and spending money
- Supplementary food if special dietary requirements are required
- Transport costs

ADDITIONAL SCHOOL RELATED COSTS

They may include:	**APPROXIMATE COST**
• Course materials, e.g. art supplies	$100 per year
• Trips out of school (vary according to subject choice)	Variable
• Entry fees for NCEA, external examinations and awards	
Entry for all level standards	$383.30
Scholarship entries	$102.20 per subject
• Sports Team Registration	$20 - $150 per sport
• Itinerant music lessons	$160 ~ $300 per year
• Instrument hirage	$125 per term

UNIFORM Uniform is required for all students. Please allow around $700 to purchase the necessary items.

E-Learning Requirement Students at all year levels are required to bring their own computer device, e.g. laptop, tablet etc, to use in class.
Please see the school website for more information on E-Learning.

PLEASE NOTE ***Additional costs shown here are a guide only and actual costs may vary from these.***

ACADEMIC • SCIENCES • ARTS • ACHIEVEMENTS • CAREERS • TREATY OF WAITANGI • SPORTS • STUDENTS • FRIENDSHIPS

NEWLANDS COLLEGE
INTERNATIONAL STUDENT CODE STATEMENTS

THE EDUCATION (PASTORAL CARE OF TERTIARY AND INTERNATIONAL LEARNERS) CODE OF PRACTICE 2021

Newlands College has agreed to observe and be bound by the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 published by the Ministry of Education New Zealand. Copies of the Code are available on request from Newlands College International Office or from the NZQA website at www.nzqa.govt.nz.

IMMIGRATION/VISA

Full details of immigration and visa requirements, and advice on rights to employment in New Zealand while studying are available through 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 they receive medical treatment during their visit, they 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.health.govt.nz.

ACCIDENT INSURANCE

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but International Students 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

Newlands College requires all International Students (including group students) to have appropriate and current medical and travel insurance while in New Zealand, compliant with the Code. Proof of insurance must be presented at the time of enrolment and insurance documents must be in English. We offer insurance with 'Uni-Care' who provide extensive travel and medical cover. Documentation is available from the International Office, or see www.uni-care.org. Please note accompanying or visiting parents also need to have insurance compliant with the Code while in New Zealand.

OTHER USEFUL LINKS FOR INFORMATION ON LIVING IN NEW ZEALAND

www.newlands.school.nz : Newlands College (Subjects, co-curricular activities, newsletter, calendar)
www.education.govt.nz: New Zealand Ministry of Education (Education system, Code)
www.istudent.org.nz/istudent-complaints: Disputes Resolution Scheme (Complaints)
www.ero.govt.nz: Educational Review Office (reports on schools)
www.studyinnewzealand.govt.nz: Studying, living and working in New Zealand
www.newzealandnow.govt.nz: Info on study, living and working in New Zealand
www.immigration.govt.nz : Immigration New Zealand (visa, work and living in New Zealand)
www.newzealandnow.govt.nz: Info on study, living and working in New Zealand
www.tourismnewzealand.com: Tourism New Zealand
www.wellingtonnz.com: General info on Wellington city (dining, accommodation, events)
www.wcc.govt.nz: Wellington City Council (General info on Wellington City, council library)
http://getthru.govt.nz: Civil Defence, emergency preparedness
www.metlink.org.nz: Buses and trains timetables
www.police.govt.nz: New Zealand Police (living in New Zealand, safety)