

INTERNATIONAL STUDENT APPLICATION



DIOCESAN SCHOOL
FOR GIRLS



THE
ONE
SCHOOL
FOR GIRLS

INTERNATIONAL STUDENTS

APPLICATION PROCESS

To apply for a place as a full-time student at Diocesan School for Girls, the application form contained in the Prospectus must be completed and sent to the school office with photocopies of the student's passport, certified school reports, references and certificates.

ENTRY CRITERIA

International Students are tested and interviewed. Suitability of this school and study options for the student are discussed at the interview. Applicants are asked to provide:

- Certified copy of their latest school report
- Any appropriate certificates
- Any standardised test results
- References from their current school or other contacts
- Copy of their passport
- Copy of their birth certificate
- Copy of their parents' passport(s) (Years 7 and 8)

Acceptance is conditional on satisfactory guardians, home stay arrangements, and proficiency in English as determined by the School through locally developed placement tests/assessment procedures. Students are then selected depending on availability of a place.

STUDENT PLACEMENT

On acceptance and in consultation with the student, students are placed at an appropriate academic level.

This placement is determined by the student's age, academic ability and course content previously covered.

International students are integrated into regular classes and where appropriate receive extra support in particular subjects. The Centre for Enhanced Learning (CEL) team assesses students and provides English as a Second Language (ESOL) teaching.

CEL staff are experienced teachers across all subject areas and age levels.

The teachers have attended courses specifically geared to meeting the learning needs of ESOL students. Students receive help in the centre individually, in pairs or small groups.

The main thrust of the School policy is to integrate international students as fully as possible into school life. International students enhance the learning environment of our school while providing a valuable cultural student mix. We provide comprehensive pastoral care through our International Pastoral Care Team co-ordinated by the International Students' Director. During Term 1 of the academic year a special orientation programme for International Students is organised. This programme introduces students to school routines, keeping themselves safe, local places, cultures, activities and useful places or contacts.

QUALIFICATIONS

Students at Diocesan School for Girls can study either the National Certificate of Educational Achievement (NCEA), which is New Zealand's main secondary school qualification under the National Qualifications Framework (NQF), OR the International Baccalaureate (IB) Diploma Programme. For more information on these programmes please refer to the School Prospectus.

FEES

All fees are stated inclusive of Goods and Services Tax. The School reserves the right to change fees at any time. Where possible, one term's notice of the expected increase will be provided.

International Tuition fees are payable in full on enrolment acceptance and prior to the commencement of the school year. Fees are non-refundable (exemptions may apply - see Fee Refund Policy on the following page).



REGISTRATION FEE

All applications require a NZD\$200.00 registration fee. This fee is not refundable.

ENROLMENT FEE

An enrolment fee is required as confirmation of acceptance of any place offered.

This amount is an additional separate fee and is not offset against tuition fees.

This fee is not refundable.

International Students NZD\$2,250.00

INTERNATIONAL STUDENTS FEES (FOR 2010)

Year 9 - Year 13 NZD\$27,700.00 per annum

The International Students' Fee covers:

- Initial stationery requirements plus a further stationery allowance of up to NZD\$50.00 incurred by the student during the year
- Costs of student participating in 'Education Outside the Classroom'
- General extra curricular activities e.g. sport
- Photocopying card credited with NZD\$5.00
- NQF entry fees
- Full medical and travel insurance
- School official photographs
- A credit of NZD\$50.00 towards printing charges

The International Students Fee does NOT cover the cost of:

- Private Speech or Music tuition
- Laptops and any related computer costs
- Student Visa and Permit requirements costs
- Class materials in excess of those mentioned above
- Uniform items (school and sport)
- Optional activities (costs will be advised in advance)
- Scholarship entry fees

JUNIOR HIGH UNIFORM (YEARS 9-10)

Summer NZD\$800.00 approximately

Winter NZD\$800.00 approximately

Physical Education Uniform NZD\$150.00 approximately

SENIOR HIGH UNIFORM (YEARS 11-13)

Same uniform is worn all year NZD\$800.00 approximately

The above costs must be paid for separately.

FEE REFUND POLICY

Refunds may be granted at the discretion of the Board of Governors in exceptional circumstances.

1. Applications for refunds of fees must be made in writing to the Board of Governors explaining why the student has withdrawn from the course and the reasons for seeking a refund.
2. If an application for a refund of fees is made before the start of the course, fees will be refunded in full less a cancellation fee of NZD\$1,000.00 to cover costs incurred by the School. Registration and enrolment fees are not refundable.
3. If an application for a refund of fees is made after the start of the course and is granted by the Board of Governors, fees will be refunded less:
 - Cancellation fee of NZD\$1,000.00
 - Costs to the School already incurred for tuition
 - Components of the fee already committed for the duration of the course, including appropriate proportions of salaries of teachers and support staff (if applicable)
 - Costs already incurred for the use of facilities and resources
 - Any other costs already incurred
4. No refund will be made to a student who is excluded/expelled from the School by the Board of Governors.

REGISTRATION FEE ^(CONT.)

5. No refund will be made to a student who has breached the terms of their contract with the School.
6. No refund will be made to a student who becomes a permanent resident during their course of study. Any student becoming a permanent resident will be required to cancel their enrolment as an International Student and re-enrol as a domestic student at the start of the next school year after becoming a resident.
7. No refund will be made if details given on the application form are incorrect or false.

FEE PROTECTION

International Students have an insurance cover approved by the School.

This ensures that student fees can be refunded if the School becomes unable to continue to deliver courses to International Students.

REGULATIONS

STUDENT ACCOMMODATION

International Students must have satisfactory accommodation arrangements organised before they are accepted at the School. Students may only live with:

- (a) Their parent(s)
OR
- (b) A designated caregiver i.e. a person nominated by the student's parents who is a relative or close family friend of the student's parents. An indemnity document signed by the student's parents stating the nature of the relationship must be supplied. The designated caregiver must be acceptable to Diocesan School for Girls and have completed Police Vetting procedures.
OR
- (c) A home-stay that has been approved by the International Students' Director and has had Police Vetting carried out on all persons living in the home-stay over the age of 18 years.
The home-stays are generally within close proximity to the School and parents should expect to pay approximately \$200-\$250 per week. The home-stay caregivers provide students with three meals per day and a furnished room. In most cases home-stay caregivers provide students with access to telephone and internet lines.
OR
- (d) Innes House boarding accommodation for 32 Diocesan girls from Years 9 to 13 is across the playing fields from Diocesan School at 20-24 Clyde Street. The boarding house provides students with full board including all meals. The cost of staying in the boarding house is \$2,800 per term (including GST). Because of high demand for the places available in Innes House, it is unlikely that a place will be available for an International Student.
On request Diocesan's International Students' Director can advise parents



or guardians of International Students of any school-approved home-stays for students entering Years 9 to 13. Parents or guardians may contact these home-stays and if found to be suitable, may enter into agreement with a home-stay caregiver for care of their daughter.

The International Students' Director will visit each home-stay twice a year to ensure that the accommodation continues to be suitable.

WITHDRAWAL PROCEDURES

One term's notice of intention to withdraw should be given to Diocesan School for Girls, stating the student's last day of tuition and the reasons for withdrawing.

TERMINATION

The School reserves the right to terminate the enrolment of any student in the case of continued and unexplained truancy. In the event of gross misconduct or continual disobedience the School will apply the New Zealand Ministry of Education Stand-down, Suspension, Exclusion, and Expulsion Rules 1999.

These rules are available on the Ministry of Education website at www.minedu.govt.nz

VISA

As soon as the Student Visa to study at Diocesan School for Girls in New Zealand has been received, a copy must be provided to the School.

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 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

MEDICAL AND TRAVEL INSURANCE

Comprehensive medical and travel insurance is organised by Diocesan School for Girls through the Marsh Limited Student Safe - New Zealand Scheme. The cost of the insurance is included in the International Student tuition fees.

International Students must have appropriate and current medical and travel insurance while studying in New Zealand. This insurance must be in place prior to International Students leaving their home country.

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

PASTORAL CARE FOR STUDENTS

The International Students' Pastoral Care Team at Diocesan School for Girls consists of: Deputy Principal, Year-Level Deans, International Students' Director, Centre for Enhanced Learning staff, Health Centre staff and the School Guidance Counsellor.

CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

Diocesan School for Girls 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 www.minedu.govt.nz/goto/international

STUDENT DETAILSStudent I.D. Number (Office Use)

Entry Year (e.g. 2013)

Year Level (e.g. Year 9)

Passport number

Issued

Expires

Family name

Legal names

Preferred name

Date of birth

Date

Month

Year

NEW ZEALAND CONTACT ADDRESS**HOME COUNTRY CONTACT ADDRESS**

Home address

Home address

Suburb

Suburb

City

Postcode/zipcode

City

Postcode/zipcode

Country

Phone (Home) ()

(Mobile) ()

Phone (Home) ()

(Mobile) ()

Email address

Email address

CITIZENSHIP DETAILS

Country of birth

Nationality

Country of citizenship

Passport number

Country of issue

First language

Other language(s)

HOMESTAY REQUIRED Yes No**MEDICAL HISTORY AND/OR SPECIAL LEARNING REQUIREMENTS** Yes No

Please provide details of any known health, learning or social difficulties

CAREGIVER IN NEW ZEALAND (if applicable):

Family name

Legal names

Title (Mr, Mrs, Ms, Miss, Dr, Rev)

Home address

Suburb

City

Occupation

Name of business

Phone (Home) ()	Email (Home)	Mobile
Business Address	Email (Business)	
	Phone (Business) ()	

FAMILY INFORMATION

Mother Stepmother Guardian (Circle as appropriate)

Father Stepfather Guardian (Circle as appropriate)

Family name	Family name
Legal names	Legal names
Title (Mrs, Ms, Miss, Dr, Rev)	Title (Mr, Dr, Rev)
Home address	Home address
Suburb	Suburb
City	City
Postcode/zipcode	Postcode/zipcode
Country	Country
Phone (Home) ()	Phone (Home) ()
(Business) ()	(Business) ()
Mobile	Mobile
Email address	Email address
Occupation	Occupation
Name of business	Name of business
Business address	Business address
Church attended	Church attended
Denomination	Denomination

FIRST POINT OF CONTACT IF PARENTS ARE SEPARATED OR DIVORCED

Father Mother Other If other - please provide name and relationship:

IF ANY RELATIVE ATTENDS OR HAS ATTENDED DIOCESAN SCHOOL, PLEASE COMPLETE THE FOLLOWING

Name (including maiden name)	Relationship to applicant	Years attended	House affiliation



PERSON RESPONSIBLE FOR PAYMENT OF FEES

Family name			Title	
Legal names				
Home address			Phone (Home) ()	
Suburb			Phone (Business) ()	
City	Postcode/zipcode			Mobile
Country			Email address	

DECLARATION

We/I have read this application and the terms and conditions of enrolment and as a condition of the acceptance of the above student, agree to abide by them. We/I also declare that the information provided is a true and correct record of our daughter's academic, medical and personal history. *Please note that completion of this application gives the school permission to collect information and make credit enquiries about all persons or organisations responsible for payment of fees, and to do the same in relation to the collection of overdue amounts.* By completing this application form we/I authorise any third party to provide the school such information as it may require for credit enquiries or for collection of overdue amounts and authorise the school to provide to any third party the details it may have concerning us for credit rating or credit enquiry purposes.

Signature of parent or guardian	Signature of parent or guardian	Date
------------------------------------	------------------------------------	------

This application form is to be read in conjunction with the Fees and Regulations notice attached. Please note that if your application is accepted there will be a further non-refundable enrolment fee payable of the appropriate sum scheduled in the fees notice.

PRIVACY ACT 1993

The information in relation to enrolment procedures is retained by the School and will be used for the following purposes:

- To maintain contact with parents and caregivers
- To facilitate the education and general enhancement of the student
- To facilitate the operation and administration of the School
- To provide for the health, welfare and safety of the student

PLEASE RETURN THIS COMPLETED FORM WITH THE FOLLOWING DOCUMENTS

- | | | |
|--|---|--|
| <input type="checkbox"/> Recent passport size photograph | <input type="checkbox"/> Photocopies of school reports and certificates | <input type="checkbox"/> Copy of Passport |
| <input type="checkbox"/> Reference from current school | <input type="checkbox"/> Copy of Birth Certificate | <input type="checkbox"/> Registration fee of NZD\$200.00 |

How did you hear about Diocesan School for Girls?
