



TIMARU GIRLS' HIGH SCHOOL

2015

ENROLMENT PACKAGE FOR INTERNATIONAL STUDENTS

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QUALIFICATIONS

Students who attend Timaru Girls' High School may work towards the following awards:

Year 9, Year 10 All students follow a compulsory "core" consisting of English, Social Studies, Science, Mathematics, Physical Education. There will also be some electives, differing from one school to another.

Year 11 **National Certificate in Educational Achievement (NCEA) Level 1** five subjects including English, Mathematics, Science and three or four other subjects. Results are based on external examination and internal assessments. Subjects are graded Achieved, Merit, Excellence.

Year 12 **National Certificate in Educational Achievement (NCEA) Level 2** 5 or 6 subjects, English compulsory. Results are based on external examinations and internal assessments. Subjects are graded Achieved, Merit, Excellence.

Year 13 **National Certificate in Educational Achievement (NCEA) Level 3** For a student to be awarded NCEA Level 3 they must achieve 80 credits, 60 of which must be from level 3 standards. There are no literacy or numeracy requirements for this qualification.

University Entrance For a student to be awarded University Entrance, they must achieve 14 credits in each of three subjects at Level 3. Some universities will require 6.0 pass in IELTS.

Students wishing to qualify for NCEA Level 1 (Year 11), NCEA Level 2 (Year 12) or NCEA Level 3 (Year 13) in any given year must commence study before 1 March.

YEAR LEVEL

- The student's Year level will depend on a number of things. These include her level of competence in English, the student's age, how well the student has done at her studies in her own country and the subjects she wishes to take.
- Whatever year the student is in she will probably be with New Zealand students who are about a year younger than she is. This is because New Zealand children start their formal schooling at a younger age than students in most Asian countries. New Zealand's school year also begins and ends at a different time. All this makes it difficult for us to judge exactly which year level the student should be at until she have been in the school for a few weeks and we (and the student) can see how she actually performs.
- For this reason the student must understand that the Year level we put on the "Offer of a Place" is a PROVISIONAL one. If we find the work is too hard for her, or too easy, we will change her year level.

SUBJECT CHOICE

- The subjects the student should take really depend on what course she wishes to do at a University or Polytechnic. The student will need mathematics for many courses and many others require sciences.
- If the student is entering the school at Year 12 or Year 13 she will find that there are many subjects that she cannot do unless she has studied them previously. These include languages, physics and chemistry. There are other subjects which the student may take for the first time but will find very difficult
- Please make sure to let us know what degree course the student wishes to study so that we can give them the best possible advice on what subjects she should take.
- Students and their parents must read the information sheets "The New Zealand Education System" and "Subjects available at Timaru Girls' High School before they fill in the application form.
- Special programmes can be arranged for short-term students or those not wishing to enter the national examinations.

(d) **TERTIARY STUDIES** New Zealand has seven state-funded Universities and 27 Institutes of Technology offering a wide range of degrees, diplomas and certificates which are recognised throughout the world.

APPLICATION REQUIREMENTS AND PROCEDURES

1. Enrolment Form and Tuition-Agreement:

- complete all sections of these two forms.

2. Signature:

- sign all forms (these must be signed by a parent or court-appointed guardian – not by an agent or other relative).

3. Include:

- copies of recent school reports in English (with translation verified).
- character references, if possible.
- public examination results.
- a letter explaining why the student wishes to study at Timaru Girls' High School and which University degree the student is aiming for.

4. Insurance:

- request the school to arrange travel/medical insurance for the student or
- provide evidence that suitable insurance, including a fee-protection clause (e.g. Unicare) has been arranged for the student BEFORE the student arrives in New Zealand.

5. Accommodation:

- choose whether the student is to be accommodated in the school hostel or in homestay and complete and sign the appropriate enrolment form and contract.
- if a student does not intend to use the hostel or a school supervised homestay the school must have:
 - a) the name, address and telephone number of the person she will stay with.
 - b) a letter from the student's parent stating that they consent to this arrangement and that they take full responsibility for the placement.
 - c) a letter including a name, address and phone number from a New Zealand Citizen or Permanent Resident living in New Zealand, stating that the person will accept full responsibility for the student's welfare while the student is enrolled at Timaru Girls' High School.

6. Send:

- all documents to the school by email, fax, post or courier as soon as possible before the student intends to begin her study.

GETTING A VISA

1. If the school has a vacancy for your daughter and if the documents are complete the school will send you an "Offer of a Place".
2. Take the "Offer of a Place" to your nearest New Zealand Embassy or High Commission and get an "Application for a Visa" form. The Visa Officer will explain what other documents you need to supply.
3. When you have supplied the correct documents, your daughter will be "Approved in Principle for a Visa".
4. Then you must send the school fees to us. We suggest you use an international Bank Transfer direct to the school's account.

Bank: ANZ Stafford Street, Timaru

Account: Timaru Girl's High School

Account No. 010886 0021379 00

SWIFT Code: ANZBNZ22

Please include the name of the student in the transaction.

5. When we receive the payment we will provide a receipt to you.
6. On receiving the payment receipt the visa office will issue your daughter with a student visa.
7. Please notify us as soon as possible of your daughter's expected arrival date and of flight number and time of arrival at Christchurch airport so we can arrange to meet her and have her accommodation ready.
8. If your daughter is remaining in New Zealand for more than one year she must apply for an extension **before** her permit expires or she may be refused permission to stay and be deported.

INTERNATIONAL FEE STRUCTURE 2015

YEARS 9 & 10 STUDENTS (Junior)	<u>HOMESTAY</u>	<u>HOSTEL</u>
Course Fee	\$12,000.00	\$12,000.00
Activities Fee (Years 9 & 10)	\$1,350.00	\$1,350.00
Uniform	\$950.00	\$950.00
Insurance	\$535.00	\$535.00
Accommodation:		
\$235 per week (46 weeks) Homestay	\$10,810.00	-
\$260 per week (46 weeks) Boarding Hostel	<u> -</u>	<u>\$11,960.00</u>
TOTAL	\$25,365.00	\$26,745.00
YEARS 11, 12 & 13 STUDENTS (Senior)	<u>HOMESTAY</u>	<u>HOSTEL</u>
Course Fee	\$12,000.00	\$12,000.00
Activities Fee (Years 11, 12 & 13)	\$1,800.00	\$1,800.00
Uniform	\$950.00	\$950.00
Insurance	\$535.00	\$535.00
Accommodation:		
\$235 per week (46 weeks) Homestay	\$10,810.00	-
\$260 per week (46 weeks) Boarding Hostel	<u> -</u>	<u>\$11,960.00</u>
TOTAL	\$26,049.00	\$27,245.00

DETAILS OF FEES

Course Fee

- Covers normal school tuition
- Text books (on loan)
- Access to school library facilities
- Access to e mail & internet
- Recreational opportunities
- Full orientation programme
- English language classes

Homestay Fee

- \$235 per week
- 4 x 10 week terms plus 6 weeks of term holidays
- If the student intends to stay for a full year, an extra 6 weeks (\$NZ1,380) will be required

Hostel Fee

- \$260 per week during term time.

Uniform \$950

- All girls at Timaru Girls' High School wear uniform during the school day.

Insurance \$535 (estimate)

- One year's insurance with OrbitProtect Ltd. If the student already has insurance evidence of insurance cover is required.

Activities and Examination Fee

\$1,350 for a student in the Junior School (Years 9 & 10)

\$1,800 for a student in the Senior School (Years 11, 12 & 13)

This fee pays for

- All office work regarding international students, including international phone calls, facsimiles, emails and postage on international student's behalf
- Airport pick up first year and then when required
- Administration time on behalf of Director of International Students
- Passport, visa and insurance renewal procedures
- Processing of individual enrolment
- Class trips
- Sporting trips
- Cultural activities
- External examinations and qualifications i.e. IELTS, NCEA levels 1, 2 and 3 excluding Private Tutoring arrangements

Personal Expenses

The student will be expected to pay from her personal allowance for any taxis, toll calls, tuck shop, travel, personal clothing, holiday activities, correspondence or additional tutors.

Refunds

Refunds up to the beginning of the course are payable in full except for an administration fee of \$500.00.

After the course begins, one full term's notice must be given before a refund can be made. Refunds are permitted only for extreme situations of health or family circumstances.

Except in exceptional circumstances, no refund is payable to a student who withdraws in the second half of the course.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

Timaru Girls' High School offers a daily ESOL (also known as ESL or English as a Second Language) class to all international students.

All students are tested on arrival and placed in classes suitable to their level of English.

Offers of place at specific year levels are subject to assessment of language competency.

Specialist teaching provides learning opportunities in English as well as offering support in other subjects.

Opportunity to study and sit the IELTS examination is available.

Further help is available in specialist subject areas through in school and private tutoring.

TUITION AGREEMENT

THE PARTIES TO THIS AGREEMENT ARE:

.....
 (the "parents/legal guardians" of the international student)

AND Timaru Girls' High School Board of Trustees ("The School").

TERMS and CONDITIONS

1. The "school" shall provide tuition to the student in accordance with the New Zealand Ministry of Education Code of Practice for the Recruitment, Welfare and Support of International Students. (Schedule 1).
2. The "parents" shall appoint and authorise the principal of the school (or such other person as may be appointed to carry out the principal's duties) to:
 - 2.1 Receive information from any person or authority concerning the student for medical, education; or welfare purposes.
 - 2.2 Provide consents in respect to any activity carried out and authorised by the school.
 - 2.3 Receive financial information relating to the student for immigration recruitments.
 - 2.4 Provide consent necessary, on the student's behalf, in the event of a medical emergency, where it is not possible to contact parents.
3. The "school" shall use its best endeavours to ensure the safety, health and well-being of the student, but shall not be liable for:
 - 3.1 Any damage or harm caused to the student or student's property arising out of the student's accommodation arrangements.
 - 3.2 Any damage or harm caused to the student or student's property, while attending the school, unless the harm was as a result of gross negligence on the part of the school.
4. The "parents" shall provide the school with accurate academic, medical or other information relating to the wellbeing of the student, as may be requested by the school, including changes of contact details.
5. The "school" shall arrange homestay or hostel accommodation, in accordance with the agreement for Homestay or Hostel Accommodation.
6. The "parents" shall agree to the student living in the accommodation arranged or approved by the school. They shall accept the school's recommendation that flatting is not an acceptable form of accommodation for students under 18 years of age or for students over 18 years of age during their first term in the school.
7. The "parents" accept that the school may store and use personal information on the student or parents for medical, educational or welfare purposes and may release to homestay host or hostel boarding manager all information required to be provided under the Education Act 1989.
8. The "parents" agree that the student shall comply with school rules. (Schedule 2).
9. The "parents" accept that all disputes will be in terms of New Zealand law and will be heard in the New Zealand courts.

10. "Parents" and "student" accept the right of the "school" to change a student's course if it is in the best educational interests of the student or when a student arrives part way through the year and the subjects chosen are not available.
11. Students shall have medical and travel insurance before arriving in New Zealand. This may be arranged directly or arranged through the school.
12. In the case of the student being involved in discipline procedures within the school, the school shall apply the Stand down, Suspension, Expulsion and Exclusion provisions as set out in Part 2 of the Education Act 1989. A decision to expel or exclude the student shall terminate this agreement and invoke the refunds policy.
13. Nothing in this agreement shall limit any rights the parents and/or student may have under the Consumer Guarantees Act 1993 or the Privacy Act 1993.
14. The school's liability to the parents and/or student in relation to the supply of services to the student shall be limited to the amount of fees paid by the parent for the services in respect of which the liability arises.
15. Either party may terminate this agreement upon four weeks written notice. If the agreement is terminated the refunds policy for international students shall apply.
16. Neither party shall be in default or breach of their obligations under this agreement in the case of the performance of the obligations being prevented by an event of force majeure, where a force majeure is an event beyond the reasonable control of either of the parties involved in this agreement.
17. Parents and/or students shall receive "full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements" through the New Zealand Immigration Service and can be viewed on their website at <http://www.immigration.govt.nz>
18. The following Refund Policy for the school shall apply and is based on Section 4D(7) of the Education Amendment Act (No 4) 1991.
 - 18.1 In order to be eligible for any refund the parents/legal guardian must apply in writing to the school.
 - 18.2 If the student changes her mind about coming to New Zealand, full tuition fees will be refunded, less the non-refundable \$500 administration fee.
 - 18.3 If a student withdraws after arriving in New Zealand no refund will be made unless the return home is as a result of
 - the serious illness of the student
 - the death or serious illness of a close family member
 - medical evidence is provided
 In these situations the school shall retain amounts to cover costs already incurred.
 - 18.4 The school shall have no obligation to refund fees for students who:
 - are asked to leave the school because of misbehaviour, poor attendance or violation of the New Zealand law, including traffic laws
 - transfer to other schools in New Zealand or overseas
 - decide to return home for reasons other than those covered in 18.3 - becomes a Permanent Resident

- 18.5 In deciding when and how much to refund the school shall consider:
 - costs, including use of facilities and resources, already incurred by the school
 - salaries of teachers and other components of the fees already committed for the duration of the course
 - any refund of the student's fee, from the government
 - the time of the withdrawal, in that no refund will normally be made after term 1.

19. Timaru Girls' High School shall observe and be bound by the Code of Practice for the Recruitment, Welfare and Support of International students, published by the Ministry of Education. Copies of the Code are available from the Ministry of Education website at www.minedu.govt.nz

I HAVE READ AND UNDERSTOOD THE TERMS SET OUT IN THIS AGREEMENT AND AGREE TO THEM.

Signed: (parent or legal Guardian)

Relationship to Student:

Date:

Address (in English):

Signed:..... (Mrs Sarah Davis, Principal, Timaru Girls' High School)

Schedule 1

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 education providers have an important responsibility for international students' welfare.

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

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
P O Box 1666
Wellington
New Zealand

Schedule 2**TIMARU GIRLS' HIGH SCHOOL RULES**

Timaru Girls' High School expects all students to behave in a courteous, responsible way. Rules which are particularly applicable to International students are:

Uniform

Students at all levels must wear uniform. All items can be purchased locally.

Attendance

Frequent or unexplained absences must be reported to the New Zealand Immigration Service and this may result in the termination of the Student Permit. If you are absent from school for three or more days you must get a note from your Doctor.

Insurance

It is also a condition of enrolment that students have adequate travel insurance covering medical and personal effects. This can be arranged through the school. The school can accept no responsibility for medical expenses incurred by students.

Employment

Students may work during the long summer holidays but must first get a Work Permit from Immigration. This is quite simple and the student does not need to have a job before applying for a holiday Work Permit.

Homestay

Special conditions apply to students in Homestay. Please read the Homestay contract carefully.

Holidays

Unless there are very special circumstances you will not be allowed to leave school before the start of the holidays. It is important therefore to book your flight home as early as possible.

Regulations

Students must abide by the school regulations which apply to all other students attending Timaru Girls' High School.

Schedule 3

INTERNATIONAL STUDENT REFUNDS POLICY

RATIONALE

International Students and their parents/guardians are entitled to fair and equitable treatment in regard to the refund of fees.

PURPOSE

To ensure that International Students and their parents/guardians receive equitable and fair treatment in regard to fees refunds.

To ensure that the school is not adversely affected financially by the withdrawal of students who have already generated costs for the school.

To ensure that homestay providers are not adversely affected financially by the withdrawal of students who have already generated costs in regard to their accommodation.

POLICY

The refund policy shall be based on Section 4B(7) of the Education Amendment Act (No 4) 1991 as outlined below:

- "(7) Where at any time a foreign student withdraws from a subject, course, or programme at a state school, the Board may refund to the person who paid (in respect of the student's enrolment in the subject, course, or programme) the amount of fees referred in subsection (1) of this section (or the sum of any instalments paid in respect of those fees) any amount it thinks appropriate not exceeding the extent (if any) by which the amount paid exceeds the sum of the following amounts:
- (a) The Board's best estimate of the cost to the Board, including the appropriate proportion of the Board's administrative and other general costs and the appropriate proportion of any initial or start-up costs of the subject, course, or programme for 1 student up to that time;
 - (b) An amount that in the Board's opinion, is an appropriate reflection of the use made by a student who received tuition in the subject, course or programme of the Board's capital facilities;
 - (c) The appropriate proportion of the amount (if any) prescribed under section 4D of this Act for a student receiving tuition at a state school in the subject, course, or programme;
 - (d) All other fees (if any) prescribed by the Board."
- In order to be eligible for any refund the parents/legal guardian must apply in writing to the school. If the student changes her mind about coming to New Zealand, full tuition fees will be refunded, minus a \$250 administration fee. If a student withdraws after arriving in New Zealand no refund will be made unless the return home is as a result of
 - the serious illness of the student.
 - the death or serious illness of a close family member.
 - medical evidence is provided.

In these situations the school shall retain amounts to cover costs already incurred.

- The school shall have no obligation to refund fees for students who:
 - are asked to leave the school because of misbehaviour, poor attendance or violation of the New Zealand law, including traffic laws.
 - transfer to other schools in New Zealand or overseas.
 - becomes a Permanent Resident.

- In deciding when and how much to refund, the school shall consider:
 - costs, including use of facilities and resources, already incurred by the school.
 - salaries of teachers and other components of the fees already committed for the duration of the course.
 - any refund of the student's fee, from the government.
 - the time of the withdrawal, in that no refund will normally be made after term 1.

APPLICATION FOR STUDY AT TIMARU GIRLS' HIGH SCHOOL

Family Name Given Names

Name to be known by Birth Date.....

Address Nationality.....

..... Passport No

Town/City..... Country.....

Home telephone No..... Email.....

Father's Name Home PhoneWork Phone

Address Email

Mother's Name Home PhoneWork Phone

Address Email

Person to be contacted in case of emergency if we cannot contact your parents.

Name Relationship to you Telephone

STUDENT HEALTH AND ACCOMMODATION

Do you have any medical problems? Yes No

If 'YES', please state: Allergies..... Medication.....

Other.....

Do you have any special dietary requirements Yes No

Do you have Health and Travel Insurance? Yes No

If 'YES' please attach details

If 'NO' do you wish us to arrange insurance on your behalf? Yes (Note: It is a **condition of enrolment** that you have adequate Health & Travel Insurance.)

Do you require homestay accommodation with host family? Yes No
(If 'YES' complete application for homestay)

Do you require hostel accommodation? Yes No
(If 'YES' complete application for hostel accommodation)

Level of Study (please circle one) Year 9 Year 10 Year 11 Year 12 Year 13 (pre-university)

Preferred subjects 1 2 3.....

4 5 6.....

(Note: Because of timetabling restrictions it may not be possible for you to do all your preferred subjects. Students who arrive after the start of the school year may find classes in their chosen subjects are already full).

The following documentation is required in support of any application:

1. The completed application form and a recent photo of yourself.
2. A school report in English and results for your last year of study.
3. A recent character reference/testimonial from your school.
4. Details of proposed insurance if you do not wish Timaru Girls' High School to arrange it.

Please send all the above information by email, fax or post to:

The Executive Officer
 Timaru Girls' High School
 P O Box 558
 TIMARU

Email ccollins@timarugirls.school.nz

Fax + 64 3 688 4254

ACCEPTANCE OF TERMS

Before your application can be considered please read the following which must be signed

We have read and understand the school’s “Conditions of Enrolment for International Students” and will comply with these.

1. We have read, understood and signed the Tuition Agreement which shall apply if the application is successful.
2. We agree to comply with the school’s regulations concerning discipline attendance, uniform, stationery, books, fees and all other matters pertaining to the welfare of the School.
3. We understand that a student may not own or drive a vehicle while attending Timaru Girls’ High School.
4. We understand the conditions of the school’s refund policy as stated in the Conditions of Enrolment.
5. We understand that if my daughter’s status changes to Permanent Resident, then she would need to apply for enrolment as a New Zealand student.
6. We understand that the school has the final right to place each student in a course according to each student’s English ability plus the availability of places in each subject.
7. We understand that the school will provide the primary care for the student in New Zealand unless one of her parents is living in Timaru or the Principal agrees to an alternative arrangement.
8. We accept the right of the school to effect a change of course if this is considered in the student’s best interests.
9. I/We understand that the school will have no responsibility when a student is in a motor vehicle or takes part in activities such as skiing, bungee jumping, rock climbing or jet boating.
10. We understand that failure by a student to maintain acceptable behaviour at school or at the homestay may lead to her place in the school being withdrawn by the school.

Signature: Father/Guardian Date

Mother/Guardian Date

The data collected on this form is for school records and the provision of appropriate learning and pastoral assistance to your daughter. The contents are subject to the provisions of the Privacy Act.

- All applications should be accompanied by evidence of the student’s academic achievements (recent school reports, examination results) and her competence in writing, speaking and understanding English.
- The school will acknowledge your successful application with an ‘Offer of Place’. You should then send your fees to the school who will then issue a receipt. The Offer of Place and the receipt will enable you to get a Student Visa.

ACCOMMODATION

TIMARU GIRLS' HIGH SCHOOL ACCOMMODATION OPTIONS:

- homestay, for students in years 11 - 13
- the school boarding hostel, during term time, for students in years 9 -13
- homestay, during the holidays, for hostel students in years 9 - 13.

Private Accommodation

Timaru Girls' High School does not encourage students to live in accommodation that has not been approved by the school. If parents/guardians arrange their own accommodation they must:

- a) supply the school with the full contact details
 - address
 - phone number
 - email
- b) supply the school with the name and full contact details of the adult guardian in New Zealand who will take responsibility for the student.
- c) sign a declaration stating that the school is not liable or responsible for any adverse effects to the students health, safety, education or well being arising from their accommodation arrangements.
- d) accept that the homestay co-ordinator will follow the same procedures in regard to the placement as for a school homestay placement, e.g., home visits, police vetting.

HOMESTAY

Homestay Co-ordinator

- inspects prospective homestay accommodation
- interviews hosts and checks their references
- supplies her telephone number to parents, students and homestay families so they can contact her at any time
- attends international student meetings
- is available to talk to students who may have issues or concerns
- makes regular visits to homestays and makes every effort to ensure students are settled and happy

Homestay provides:

- a fully furnished room complete with study table, all their meals and laundry.
- close supervision and the opportunity to join in family activities.
- free local telephone calls but national or international calls cannot be made unless the charges are reversed.

BOARDING HOSTEL is a safe, comfortable, boarding house, located within the school grounds. It provides:

- accommodation during the school term
- bedrooms, fully furnished with beds, desks, chairs, drawers and lowboy
- common rooms with television, snack and drink making facilities
- recreation room with piano practice rooms
- computer access
- laundry facilities for personal laundry

- access to school facilities such as gymnasium and library
- all meals, in the hostel dining room
- close supervision
- laundered linen
- free local calls but national or international calls cannot be made unless calls are reversed
- computer rooms

Hostel Handbook/Prospectus:

Is given to students on arrival. Students should read it carefully and ask the Residential Director if they have any questions or concerns.

Hostel Boarding Fees:

The boarding fee is \$260 per week for the 46 weeks of the school year. Additional payment required for homestay accommodation should the student choose to stay in Timaru during the 6 weeks summer vacation.

The fees are paid to the school, to cover both holiday weeks in homestay and term weeks in the hostel.

Fees must be paid at least one term in advance, no later than four weeks before the student first arrives in New Zealand.

Students are placed in homestay during the April, July and September school holidays and in long weekends when the hostel is closed.

Refund of Hostel Boarding Fees:

If a student does not come to New Zealand, and the school is informed at least two weeks prior to the expected arrival, an administration fee of \$500 will be retained by the school. All other boarding fees will be refunded.

If a student withdraws within two weeks of arrival two weeks board (\$520) will be retained to compensate the hostel for inconvenience and costs incurred.

If a student withdraws from the hostel, once they have taken up residence, they must give two full weeks notice of their intention to leave, or make a payment of two weeks board in lieu (\$520). All other boarding fees will be refunded.

Moving from hostel boarding:

Students may not move from the hostel without prior permission.

Students wishing to move must discuss the issue with

- the hostel Pastoral Care Director
- Dean of International Students
- the Homestay Co-ordinator

Issues about hostel boarding should be raised as soon as possible so they can be worked through or because it may take time to find a suitable host family.

Parents/guardians will be kept fully informed in regard to issues on any changes of accommodation.

The school does not permit students to move out of the hostel and into private accommodation (e.g. flatting) because it has not been found to be in the best interests of the student's education or welfare.

Parents/guardians wishing to change their daughter's accommodation must contact the school, as soon as possible.

If the student moves to a homestay, other than that already arranged for their holiday homestay, a \$200 "finders" fee may be charged. This will cover the time and costs of finding, selecting, setting up and monitoring the new placement.

Please complete either the Homestay Contract or the Hostel Contract

HOMESTAY CONTRACT

(to be signed by parent of student under 20 years of age, or by student if over 20)

1. I guarantee the good behaviour of the student in New Zealand. I understand that unacceptable behaviour on the part of the student in homestay may lead to termination of the student's enrolment at Timaru Girls' High School.
2. I undertake to pay \$NZ235 a week and a minimum of one term in advance, to Timaru Girls' High School to cover homestay payments. Timaru Girls' High school will make payments to the homestay.
3. I understand that the student may not make national or international telephone calls from the homestay premises unless the charges are reversed. If any such calls are made I guarantee to reimburse the homestay for any costs.
4. I undertake that the student will not leave the homestay for another permanent address without the knowledge and permission of the homestay co-ordinator and the school.
5. I undertake that the student will give the school and homestay co-ordinator two weeks notice before leaving the homestay and will pay two weeks board from the date of giving notice to the school, whether or not she remains in the homestay during that period.
6. I understand that:
 - if a student does not come to New Zealand and the school is informed at least two weeks prior to the expected arrival, the school will retain a \$500 administration fee. All weekly homestay fees that have been paid will be refunded.
 - if a student withdraws within two weeks of their expected arrival, up to two weeks board (\$470) may be retained to compensate the homestay family, in addition to a \$500 administration fee. If a student withdraws from a homestay placement, once they have taken up residence, they must give two full weeks notice of their intention to leave, or make a payment of two weeks board in lieu (\$470).
7. I understand that the school may communicate personal information relating to the safety and wellbeing of the student to the homestay parents.
8. I understand that the homestay parents may communicate personal information relating to the safety and wellbeing of the student to the school.
9. This agreement shall be construed and take effect in accordance with the domestic laws of New Zealand. In relation to any legal action or proceedings arising out of or in connection with this agreement the Parents irrevocably submit to the jurisdiction of the courts of New Zealand and agree that proceedings may be brought before any court including any forum constituted under the Arbitration Act 1908 within New Zealand.

Signed: Date:

Full Name:

Relationship to student:

Address:
.....
.....
.....

Phone: Fax:..... Email:

HOSTEL BOARDING CONTRACT

(to be signed by parent of student under 20 years of age, or by student if over 20)

In return for Timaru Girls' High School providing boarding accommodation for

.....

1. I guarantee the good behaviour of the student in New Zealand.
2. I understand that unacceptable behaviour on the part of the student in the boarding hostel may lead to termination of the student's enrolment at Timaru Girls' High School.
3. I undertake to pay \$NZ260 a week, in advance, to Timaru Girls' High School to cover board payments.
4. I understand that the student may not make national or international telephone calls from the boarding house unless the charges are reversed.
5. I undertake that the student will not leave the boarding house for another permanent address without the knowledge of the principal and the permission of the boarding supervisor.
6. I undertake that the student will give the school at least two weeks notice before leaving the boarding hostel. The student will pay two weeks board from the date of giving notice to the school, whether or not she remains in the boarding house during that period.
7. I understand that:
 - if a student does not come to New Zealand and the school is informed at least two weeks prior to the expected arrival, an administration fee of \$500 will be retained but all other boarding fees will be refunded in full.
 - if a student withdraws within two weeks of their expected arrival, up to two weeks board (\$520) may be retained to compensate the hostel in addition to a \$500 administration fee. All other boarding fees will be refunded.
 - if a student withdraws from the hostel, once they have taken up residence, they must give two full weeks notice of their intention to leave, or make a payment of two weeks board, in lieu (\$520).
8. I understand that the school may communicate personal information relating to the safety and wellbeing of the student to the Pastoral Care Director of the boarding house.
9. I understand that the Pastoral Care Director may communicate personal information relating to the safety and wellbeing of the student to the school.
10. This agreement shall be construed and take effect in accordance with the domestic laws of New Zealand. In relation to any legal action or proceedings arising out of or in connection with this agreement the Parents irrevocably submit to the jurisdiction of the courts of New Zealand and agree that proceedings may be brought before any court including any forum constituted under the Arbitration Act 1908 within New Zealand.

Signed: Date:

Full Name:

Relationship to student:

Address:
.....
.....
.....

Telephone:..... Fax:..... Email:.....

STUDENT INFORMATION FOR ACCOMMODATION

Student Information:

Student's Family Name Nationality

Given Name Date of Birth

Address

.....

.....

.....

.....

Telephone (Day)..... (Night)

Fax

Email

Personal Details

a) Do you smoke? YES NO

b) Do you object to cats in the home? YES NO

c) Do you object to dogs in the home? YES NO

d) Are you a vegetarian? YES NO

e) Is there any food you cannot eat?

List here:

f) Do you require any special foods?

List here:

g) Do you require any religious observances?

h) Do you drink alcohol? YES NO

i) Do you object to alcohol the home? YES NO

j) Do you like children in the home? YES NO

k) What are your hobbies and interests? e.g. do you need to use a piano, etc?

1) What type of accommodation do you require? HOMESTAY or HOSTEL