

INTERNATIONAL STUDENT APPLICATION PACKAGE

Welcome to Nayland College – a successful, innovative co-educational secondary school.

Within our warm friendly environment you will have opportunities to make positive progress in all areas of academic, cultural, sporting and personal growth.

We look forward to receiving your application.



Daniel Wilson
Principal



Enrolment Procedure:

Step 1: Complete the following enrolment forms:-

- Application for Enrolment
- Application for Homestay Accommodation

Provide:

- A recent school report
- A letter in English introducing yourself **written by you without assistance**
- Any other relevant certificates, national examination results, character references

**Return to Nayland College, 166 Nayland Road, Stoke, Nelson 7011,
New Zealand or Fax: 0064-3-547 3498 or Email:
Sytskew@nayland.school.nz**

Step 2: If your application is successful you will receive by email:-

- A Provisional Offer of Place
- An Invoice for fees with detail of payment procedures

Step 3: When we have received your fees, you will be forwarded:-

- A Receipt of fees
- An Offer of Place which includes a Guarantee of Accommodation

Step 4: Apply for your Student Visa from your nearest New Zealand Embassy or High Commission.

Step 5: Inform the College when your visa has been approved, your arrival and insurance details.

Dear Enquirer

A. Fees

(i) Tuition Fee

Our 2017 Course Tuition Fee for one year is **NZ\$12,500.00**.

This covers the student's tuition fee, administration expenses, school fee and course related expenses as listed below:

- \$25 stationery pack
- Loan of Text Books
- Nayland's English language support programme

The student is responsible for additional curriculum costs, examination fees, personal and recreational costs.

There is an additional fee for the New Zealand Government Levy of **NZ\$429.00**.

This fee is worked out at NZ\$11.00pw based on a 39 week year.

Full payment of the course tuition fee and New Zealand Government Levy is required upon acceptance of enrolment.

(ii) Homestay Fee

Homestay will be arranged by the school at the cost of **NZ\$255.00 per week**.

The homestay fee will be invoiced for the dates the student is enrolling at Nayland College.

It is a New Zealand Immigration Department requirement that homestay fees are paid for the student's entire period of study.

(iii) Counselling Fee

It is compulsory at Nayland College for students under the age of 18 to have a New Zealand based Counsellor who is approved by the College. If you already have a New Zealand based counsellor please notify the school prior to enrolment. **Our Counselling fee is \$600.00** per year. As well as our International Director and our Homestay Coordinator who help our students, we also employ an independent counsellor, Mrs Marilyn Gibbs. She meets regularly with students to discuss any problems they may be having and she helps students with personal arrangements that need to be made.

(iv) Administration Fee

A **\$500.00 Administration** fee is charged **ONLY** if the student is staying less than one term.

One Term	Tuition Fee	\$3125.00
	Counselling Fee	\$300.00
		\$3425.00
	Plus Government Levy @ \$11.00 pw	
Two Terms	Tuition Fee	\$6250.00
	Counselling Fee	\$300.00
		\$6550.00
	Plus Government Levy @ \$11.00 pw	
Three Terms	Tuition Fee	\$9375.00
	Counselling Fee	\$450.00
		\$9825.00
	Plus Government Levy @ \$11.00 pw	
Four Terms	Tuition Fee	\$12500.00
	Counselling Fee	\$600.00
		\$13,100.00
	Plus Government Levy @ \$11.00pw	

Please note: These fees are inclusive of GST and are subject to annual review.

B. Insurance

International students must have appropriate and current medical and travel insurance while in New Zealand.

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.

The Accident Compensation Corporation (ACC) 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.

Nayland College can organise insurance for you. We use UniCare and depending on the length of your stay in New Zealand, the cost will range from **NZ\$201.36 for 3 months to NZ\$577.60 for 1 year**. Further information can be viewed on <https://www.uni-care.org/our-policies/nz-student-plan.aspx>

C. Immigration Requirements

Where a student has been accepted to study at Nayland College, and upon receipt of fees, an Offer of Place Form will be sent to enable a Student Visa to be obtained. 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.

D. Nayland College Expectations

When considering an enrolment it is very important that families read the following information carefully in the *School Rules and Conditions of Enrolment for International Students* :

By signing the application form, both parents and prospective students agree to abide by these rules.

E. Failure to Meet Expectations

When an International Students fails to meet these expectations a number of steps will be taken to help correct the problems. This will involve our Director talking to the student, College and homestay parents. Parents will be kept fully informed of any situations causing concern and should feel free to contact the College staff at any time.

- If, after a series of warnings, a student's behaviour or attitude is still unacceptable they will follow the exclusion and suspension procedures as outline in the Education Act.
- In addition, where a decision is made to exclude a student from the school's homestay arrangements and this necessitates a return home, the following procedures will be followed
 - 1 The agent and parents of the International student will be notified of the matters causing concern.
 - 2 A decision will be made as to whether the student should be given permission to enrol with an alternative provider in New Zealand.
 - 3 The Principal's decision can be referred to the Board of Trustees where the student has been suspended or removed from the homestay.
 - 4 The student has the right to attend the hearing and to be represented as provided for in the 1989 Education Act.

F. Refunds

- 1 To be eligible for a refund an application must be made in writing to the Board of Trustees by the parent or legal guardian stating clearly the reason for withdrawal of the student
- 2 If the withdrawal is made prior to the student coming to New Zealand a full refund shall be made less **\$550.00** administration fee.
- 3 There will be no refund if a request to withdraw is made after the student has reached the mid point of his/her programme of study in New Zealand except in the following circumstances – *serious illness of the student or of his/her close family.*

In determining any refund the Board of Trustees will take into consideration the special circumstances of the withdrawing student and –

- The costs to the school in providing tuition
- Costs incurred in employing staff and providing facilities
- Payments made to the New Zealand government

No refund will be made to any student who-

- Transfers to another school or educational institution
- Is asked to leave because of misbehaviour, poor attendance or violation of the contract with the school.

G. General

Programme Director for International Students is Mr Gavin Millar and Programme Coordinator for ESOL is Mrs Heidrun Berl. The College's homestay coordinator is Mrs Fiona Stephenson and Mr Daniel Wilson is the Principal.

Students should arrive in New Zealand before school opens and leave for their home country at the completion of their course.

All students will be met at **Nelson Airport** by a representative of the College and their host family.

It is a condition of enrolment at Nayland College that no student drives or owns a car. A student may learn to drive during their 18th year with an approved driving instructor.

Nayland College 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 NZQA website at www.nzqa.govt.nz.

An orientation programme to assist students' adjustment to a New Zealand school and homestay is held during their first week at school.

Uniform Costs.

Students studying from years 9 & 10 are required to wear a uniform. The approximate cost of a new uniform for girls is \$400.00 and boys \$350. Second hand uniforms may be available from the school for approximately \$200.00.

If you have any further enquires please feel free to contact us by letter, telephone, fax, email Xtend@nayland.school.nz or visit our Website at www.nayland.school.nz

Yours faithfully

Sytske Wright
International Office Administrator