



NAYLAND COLLEGE
TE KARETI O NEIRANA

INTERNATIONAL STUDENT APPLICATION PACKAGE 2018

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: sytske.wright@nayland.school.nz

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

- An Acceptance letter
- 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 and your arrival details.

Nayland College is a signatory to the New Zealand Ministry of Education Code of Practice for the Pastoral Care of International Students

Dear Enquirer

A. Fees

(i) Tuition Fee

Our 2018 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 expense 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\$265.00 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 adviser, Mrs Janelle Cochrane. She meets regularly with students to discuss any issues that may arise and helps students with any 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.

(v) **Uniform Costs.**

We are currently undergoing a review of our uniform policy. All students studying in 2018 may be required to wear a uniform. Information on the uniform can be seen by [clicking here](#). The approximate cost of a new uniform would be \$500. However, some second-hand uniforms are available from the school for approximately \$200.00. International students are able to bring their own black (not denim) long pants, shorts or skirts. If you have any questions please email the staff in the international office.

B. Insurance

Students who are in New Zealand for less than two years are not entitled to health benefits. For this reason, it is a condition of enrolment that Travel and Medical Insurance cover be taken out.

Guidelines

All students attending Nayland College must arrange insurance with our recommended insurer, Unicare, which guarantees under Section B Additional Expenses, Section 4 1 (d) cover for students due to “the unforeseen insolvency, regulatory closure or withdrawal of accreditation of any education provider”. This policy also provides extensive travel and medical cover. Documentation is enclosed. Depending on the length of stay in New Zealand, the cost will range from **NZ\$201.36 for 3 months – NZ\$577.60 for 1 year.**

Students who have a different insurance scheme must have a fee protection cover.

Fees Protection Policy

Rationale

The Board of Trustees undertakes to hold enough funds in reserve, and these will be available to refund the unspent portion of fees if the course is cancelled.

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 visa and permit requirements are available through the New Zealand Immigration Service – <http://www.immigration.govt.nz>

D. Nayland College Expectations

When considering an enrolment it is very important that families read carefully the information found online at <http://www.nayland.school.nz> and especially the document “Nayland College School Rules and Conditions of Enrolment for International Students” <https://nayland.school.nz/enrolments/>

Both parents and prospective students must be clear as to Nayland College’s expectations before signing the enrolment form.

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 taken to their Homestay.

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 published by the Ministry of Education. Copies of the Code are available on request from this institution or from the New Zealand Qualification Authority (NZQA) at <http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/>

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

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 Student Administrator