

Application for International Student Offer of Place

Information and Guidelines for Parents and Students

Before you complete any application and enrolment forms, please read the following information carefully. You will need to sign the application forms to confirm you have done so and have understood and accepted the provisions set out below.

- 1 **Selection:** The Principal, in consultation with a Dean of International Students, will make an Offer of Place.
- 2 **Placement:** When the school makes an “**Offer of a Place**” to a student, the school has the right to place the student at the appropriate year level. International Students will be placed in a mainstream class for most of the day and will have up to 4 hours ESOL tuition a week.
- 3 **Assessment:** The school will assess the English ability of International Students to determine their needs for ESOL lessons. We will review the student’s school reports, references and testimonials to determine the suitability of an Offer of Place at Te Kuiti High School. This is to ensure that the student’s level of oral and written competency is sufficient to enable effective participation in the educational programme and opportunities offered at the school.
- 4 **Extra Curricula Activities:** International Students will have the same access to extra-curricula programmes as domestic students.
- 5 **Support Services:** Staff provide support and help for International students. The Dean is the International Student’s first person to contact with any concerns.
- 6 **Care at School:** The school takes seriously its duty of care for International Students. We provide support, responsible staff and appropriate teaching programmes and excellent facilities. Our first responsibility is to keep students safe. The school retains the right to involve appropriate outside agencies to ensure the personal, emotional and physical safety of the students.
- 7 **Student Driving:** Students may drive if they hold a New Zealand Driver’s Licence, and have undertaken a defensive driving course in New Zealand.
- 8 **Complaints and Concerns:** Students may experience problems and difficulties in adjusting to life in New Zealand. Any problems will be first addressed by the Dean of International Students. The school’s Complaints Policy is applicable to International Students and their parents. The school adheres to the “Code of Practice for the Pastoral Care of International Students”. If your concerns are not resolved you can contact the International Education Appeal Authority (IEAA)

- 9 **Academic Reporting:** The school reports fully on academic progress twice a year with a written report. The school expects all students to make reasonable academic progress. Copies of the student's academic reports will be sent directly to parents or designated caregiver.
- 10 **Visa Status:** All students whose visa status changes must contact the Dean of International Students.
- 11 **Change of Address:** Students are required to notify Te Kuiti High School of any change in the contact details and residential address of their parents.
- 12 **Fee Protection:** Fees are protected through the use of an Independent Trust Account, to protect both students and the integrity of the educational institution.
- 13 **Code of Practice:** Te Kuiti High School has agreed to observe and be bound by the "Code of Practice for Pastoral Care of International Students". Copies of the Code are available on request from the school or from the New Zealand Ministry of Education website: www.minedu.govt.nz/international
- 14 **Immigration:** Full details of visa and permit requirements, advice on rights to employment in NZ while studying, and reporting requirements are available through the New Zealand Immigration Service and can be viewed on their website at www.immigration.govt.nz
- 15 **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 stay in New Zealand, you may be liable for the full cost 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
- 16 **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
- 17 **Medical and Travel Insurance:** International students must have appropriate and current medical and travel insurance while studying in New Zealand.