



## **APPLICATION FORM APPENDIX 1**

### **PART 1.**

**PART 2 must be filled in and returned back with Application document- SIGNED.**

## **THE EDUCATION (*Pastoral Care of International Students*) CODE OF PRACTICE**

### **EXPLANATION**

When students from other countries come to study in New Zealand, it is important that the students are well informed, safe, and properly cared for.

New Zealand educational providers have an important responsibility for international students' welfare.

This summary provides an overview of the '*Education (Pastoral Care of International Students) Code of Practice*' (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 that 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.*

#### **Who does the Code apply to?**

The Code applies to all education providers in New Zealand with international students enrolled. The Code is mandatory to these providers and must be signed by them.

#### **How can I get a copy of the Code?**

You can download a copy of the Code from the New Zealand Qualifications Authority website at [www.nzqa.govt.nz/providers-partners/education-code-of-practice/](http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/)

#### **How do I know if an education provider has signed the Code?**

The New Zealand Qualifications Authority maintains a register of all signatories to the Code. This is available online from

[www.nzqa.govt.nz/providers-partners/education-code-of-practice/signatory-to-the-code-of-practice/](http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/signatory-to-the-code-of-practice/)

If the education provider that you are seeking to enrol with is not a signatory to the Code, you will not be granted a permit from Immigration New Zealand and you will not be able to study at that institution.

### **A summary of the Education (*Pastoral Care of International Students*) Code of Practice**

The Code sets standards for education 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 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 *International Student Contract Dispute Resolution Scheme (DRS)* and *Fairway Resolution Limited* to receive and adjudicate on student complaints.



## INTERNATIONAL STUDENT FEES 2019

**Registration Fee – NZ\$550.00** (once only payment)

### Annual Tuition Fee

**NZ\$ 15,250 - 1 year (February – December)**

**NZ\$ 11,750 - 3 terms**

**NZ\$ 8,250 - 2 terms**

**NZ\$ 4,500 - 1 term**

This does not include IELTS, NZQA, examination entry fees or individual subject fees.

### Administration Fee

Including placement and monitoring of homestays

**\$300.00 per term**

If a student has left and duplicate copies of school documentation is required, an admin fee of **\$100.00** will be charged.

**Visa Renewal \$100.00**

**Insurance – NZ\$585.00 per annum (this may be changed by the insurance company at any time)**

[www.uni-care.org](http://www.uni-care.org)

Travel/Medical/Property Insurance is a requirement of the Ministry of Education.

Any insurance provided by families must be approved by the school prior to travel, or the school can arrange this with Uni-care at the stated cost.

### Administration of Designated Caregiver Annual Fee-\$250 NZD

#### Student Expenses

**NZ\$2000 - 1 year**

**NZ\$1500 - half year**

**NZ\$1000 - 1 term or less**

This payment is kept in an account for the student to pay for uniform, examinations, stationery and other school expenses including school trips. Any money remaining will be returned to the parents; a statement showing expenditure can be issued at any time.

### Homestay – NZ\$265 per week

The College administers our quality Homestay programme. To satisfy student visa requirements, payment is required in advance. Homestays provide a furnished room per student, all meals, laundry, plus care and guidance.

### Airport Shuttle Return – NZ\$200

Pick up and return travel from/to Auckland Airport (door to door service)

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### SHORT TERM & GROUP STUDY STUDENT PROGRAMME COSTS

For all short term stays of 1- 8 weeks

Tuition Costs per day \$ 110.00 NZD

Homestay per night \$ 60.00 NZD

Homestay Administration per student \$ 150.00 NZD

*(There may be additional costs if students participate in any school trips)*

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All fees are quoted in New Zealand dollars and include Goods and Services Tax (GST)

All fees are to be paid in advance into the school bank account – details below:

**Tauranga Girls' College Account:**

**School Bank Account Details:**

ANZ Bank, Cnr 11<sup>th</sup> Avenue & John Street, Tauranga, New Zealand

Account Number: 010475-0055400-00

Swift Code: ANZBNZ22

## TUITION FEES COVER

- Normal school tuition
- Government imposed levy
- Textbooks (on loan)
- Assistance from Director and Homestay Manager who will help with any problems
- Pastoral care and career guidance
- Goods and Services Tax
- Orientation programme
- Use of all school facilities

## REFUND OF FEES

International student fees are accounted for separately and funds are held in reserve to meet any refunds required.

If a student decides against coming to New Zealand, the tuition fees, **minus an administration fee of \$500**, will be refunded.

Once a student has arrived in New Zealand, refunds will be made only in the most exceptional circumstances, e.g. if return home is necessary because of serious illness or death of a close family member, and then only partial refunds may be made, as the school will already have incurred costs on the student's behalf for the whole of the year.

If the status of the student's visa changes during the year and permanent residency is obtained, there is no refund of tuition fees.

The Board of Trustees will not refund a student who is expelled from the school.

If an activity account has money remaining at the end of the student's time at school, this is refunded to the parents, or parents may request that this is given to their daughter before she returns to her home country. Please refer to the Refund Policy document for further information.

## THE APPLICATION PROCESS

Once your application has been received your agent will receive a Conditional Offer of Place, along with an invoice for the period of time you plan to be at TGC. On payment of this invoice, you will be forwarded an **'Offer of Place'** and a receipt for your fees. This confirms your enrolment at Tauranga Girls' College and needs to be included with your application for a Student Visa from the New Zealand Immigration office in your country.

When you have completed the New Zealand Immigration Service's requirements and received your Student Visa, please advise the College of your arrival date in New Zealand, along with your flight details. On arrival at Auckland Airport you will look for the Luxury Shuttle representative who will have your name and bring you directly to your Homestay parent's home in Tauranga. If flying to Tauranga, your Homestay parents or Homestay Manager will meet you.

Medical, Travel and Personal Insurance is a condition of enrolment for an International student studying at Tauranga Girls' College. The College will organise this when payment has been received. If you wish to organise your own insurance, copies of the policy documentation must be supplied along with the fees. If the insurance policy does not meet code standards a new one may be required. If Tauranga Girls' College has purchased your insurance, **Uni-Care** is the only company we use. Please check this box in the application

If you have any change of plans, please notify us immediately.

## IMPORTANT NOTE:

Enrolment is provisional and is subject to the applicant meeting English language level entry requirements for studying at Tauranga Girls' College. Tauranga Girls' College expects that students will have a level of English language ability, which enables them to take part in the school curriculum (level 3 – 4 on the International English Standards' Scale- equivalent to IELTS 3.0-4.0). If for any reason this standard is not met, TGC may advise the student

to attend the Bay of Plenty Language School which will help the student to obtain the appropriate English Language level.

## **IMMIGRATION**

Full details of visa and permit requirements are available through the New Zealand Immigration Service, and can be viewed on their website at <http://www.immigration.govt.nz>

**Should you require any further assistance regarding your application, please do not hesitate to contact the Director of International Students at the College.**

## **TERM DATES FOR 2019**

Term 1	1 February	-	12 April
Term 2	29 April	-	5 July
Term 3	22 July	-	27 September
Term 4	14 October	-	13 December

## **ARRIVAL IN NEW ZEALAND**

Please arrive in the last week of January. If your arrival date is for Term 3, (Northern Hemisphere students) please arrive the week of the 18<sup>th</sup> July. This will allow time for you to recover from your trip, settle into your homestay and have your interview with the Director of International Students before the Orientation Programme held the following week.

On arrival at Auckland International Airport, you will look for the Luxury Shuttle representative who will have your name and bring you directly to your Homestay parents in Tauranga. The trip from Auckland to Tauranga will be by shuttle bus. The \$200 round trip cost is included in the fees invoice. Please notify the school as soon as your travel plans have been finalised so the Luxury Shuttle can be booked for you. If you are arriving into Tauranga airport either your Homestay parents or Homestay Manager will meet you.

## **PRE-ORIENTATION WEEK**

All students must arrive in Tauranga in the week prior to orientation. This allows time for all girls to have a pre-orientation interview and to discuss subject choices.

## **INTERNATIONAL STUDENTS' ORIENTATION PROGRAMME**

All new students will receive an orientation programme. This is to ensure that subject choices can be chosen and that the student has some understanding of the school and its facilities before the term begins. Language testing is also undertaken during this period, and it is also a great opportunity for students to make new friends

## **ADDITIONAL AIRPORT SHUTTLE TRIPS**

If a student requires any additional shuttle services to Auckland airport during the school holidays or throughout the year, this will be charged to their activity fee.

## **ADDITIONAL SCHOOL-RELATED EXPENSES**

Any additional school-related expenses are deducted from the student's Activity Fee. These vary according to the individual programme chosen by the student. A statement showing these deductions will be available to parents at any time upon request, as well as half yearly.

## **VISA RENEWAL CHARGES**

Should a visa renewal be required, a total cost of \$300.00 will be charged to the student. This includes the visa cost for Immigration and an Administration charge. If a student does not have access to their latest medical records used for obtain their expiring visa, an additional charge of approximately \$500.00 to have this redone will be undertaken at a local doctor. This will be at the student's own cost and is not covered by insurance.

**No student is allowed to apply for a variation of visa to work.** Students come to TGC to maximise the learning opportunities provided for them.

## **INFORMATION ABOUT ACTIVITIES**

At Tauranga Girls' College, we want you to gain a sense of New Zealand culture and society, as well as getting a first class academic education.

### **At no cost to the student are events such as:**

- A welcome Barbeque with homestays and staff at the beginning of the year
- An orientation bus tour of the area with kiwi "buddies"
- A mid-winter Christmas celebration with homestay families

### **Also included in your activity fee:**

In addition to uniform, stationery and subject fees the International Department organises trips and events that are debited against your activity fee. These are subject to availability and seasons.

- Cultural trip. For example, a day to Rotorua to see the boiling mud pools, geysers; experience a Maori welcome and feast, known as a 'hangi'. Watch a cultural performance, and/or other cultural attractions
- Day trip to Auckland or other major city, including sightseeing and, where possible, a rugby match including our famous 'All Blacks' rugby team
- Trips to other centres to celebrate cultural festival days. Chinese New Year; Japan Day, etc.
- One social event per term with our brother school: Tauranga Boys' College. These may be dinners, sports events (volleyball, tenpin bowling) or simple social gathering and games at either school.
- An outdoor Education activity

## **Year 12 PE Outdoor Education Camp**

The Year 12 Physical Education class has a weeklong Outdoor Education camp at the Outdoor Pursuits Centre on the slopes of Mt Tongariro in February. All students doing this course are expected to go on this camp. If there are additional places available, international students may have the opportunity to do this. The cost is \$350 - \$400, which may be taken from the activity fee.

### **For those senior students not taking part in external NCEA examinations, an activity programme is included at the end of the year.**

There is no extra charge for this. The programme varies each year according to student requests, but may include:

- A day trip to Hobbiton
- Jet-boating
- Further adventure in Rotorua: luge, sheep show, kiwi watching, geo-thermal visit
- Horse riding
- Visit to a gold mine and environs
- Day trip to Auckland: zoo, sky tower, Kelly Tarlton's aquarium.
- Kiwifruit farm
- Kayaking/water activities

## **Optional Trips: Tours and Tourism**

There are many trips available, run by professional and experienced tour groups who are licensed to undertake such activities. While you are with us, you may like to do some of these trips. Following please find examples of such trips and some tour companies we book with. We suggest you look at these and discuss them with parents before you travel. These are at your own cost.

- NZET (New Zealand Educational Tours) (<http://www.nzet.co.nz>)
- Learning Journeys Tours (<http://www.learningjourneys.co.nz>)
- Flying Kiwi Tours (<http://www.flyingkiwi.com>)
- NZDirect ([www.studenttours.co.nz](http://www.studenttours.co.nz))



**PART 2- Please fill in and return back to school, signed.**

**FULL NAME:** \_\_\_\_\_

**HOMESTAY INFORMATION for RESIDENTIAL CAREGIVER**

**Please tell us what you would like in your homestay family.**

Would you like brothers or sisters who are?

- older than you \_\_\_\_\_
- same age as you \_\_\_\_\_
- younger than you \_\_\_\_\_
- no brothers and sisters \_\_\_\_\_

Most New Zealand families have pet cats or dogs that live in their homes. Do you have allergies/ fears/ phobias of cats or other animals? If yes, please state which.

\_\_\_\_\_

Is there any food that you do not like or cannot eat?

\_\_\_\_\_

Do you have any special dietary requirements, e.g. vegetarian, gluten free?

\_\_\_\_\_

Have you lived away from your family before?

\_\_\_\_\_

Do you need to attend church or another place of worship on a regular basis?

\_\_\_\_\_

Is there a particular part of your culture that is very important to you that we should know about?

\_\_\_\_\_

Is there any other information your homestay needs to know?

\_\_\_\_\_

\_\_\_\_\_


**In the space provided below, write a letter introducing you to us. Tell us a little about yourself, your family, interests and so on. If you wish, insert photos of you and your family. This must be**

handwritten.

## Letter introducing myself

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## Photos



## **POLICIES AND AGREEMENTS**

### **REFUND POLICY**

#### **FEES REFUND CONDITIONS for INTERNATIONAL STUDENTS**

If you withdraw from your course of study **before** the course completion date, you may be eligible for a refund of school fees.

Any application for refund of fees must be made in writing. You must write to the Board of Trustees explaining why you have withdrawn from the course and your reasons for seeking a refund.

If your application is made before the start of your course, your fees will be refunded in full, less an administration fee of \$500 to cover costs incurred by the school.

If your application is made after the start of your course, you will not receive a refund, except in exceptional circumstances, e.g. return home is necessary because of serious illness or death of a close family member and then only partial refunds may be made as the school will have incurred costs on the student's behalf for the whole of the year.

If fees have been paid in full and a visa is not granted in time for the student to attend the beginning of her course, then the start date may be extended with no financial penalty incurred.

If the status of the student's visa changes and permanent residence is obtained, there is no refund of tuition fees.

The Board of Trustees will make no refund to a student expelled from the school.

#### **HOMESTAY FEES (based on all homestay fees paid in advance)**

If you move out of your homestay before the end of your contract, the portion of your homestay fees not already used will be returned to you. The Homestay Placement and Monitoring Fee of \$750 cannot be refunded.

If you cancel your homestay contract before you move into the homestay, your fees will be refunded in full, less a Placement Fee of \$300.

#### **EXTREME ACTIVITIES**

Parents agree to allow their daughters to take part in adventure activities with the permission of the School and homestay parents. These may include but are not limited to:

Kayaking, jet-boating, swoop swing, horse riding, bungee jumping, canyon swing, zorbing

Yes ☐

No ☐

#### **NB**

Under certain circumstances, travel insurance may not cover such activities, as canyoning, hang-gliding, kite-surfing, paragliding, para-ponting, parasailing, river-surfing, river-boarding, skate surfing. If parents have any queries about activities, they must contact the school: [international@tgc.school.nz](mailto:international@tgc.school.nz)

#### **Note Regarding ACC**

The medical treatment costs of injuries caused by accidents in New Zealand are covered by The New Zealand Accident Compensation Commission (ACC). Any insurance policy in place would be secondary to the protection provided by ACC.

#### **Out of Town Stays**

Parents agree to allow their daughters to travel out of town to stay in a homestay approved by another institution, if Tauranga Girls' College approves.



Yes ☐

No ☐

**Medical Assistance**

Parents agree to allow the school to provide medical assistance to the student as deemed necessary and appropriate.

Yes ☐

No ☐

**Photos for Publication**

Parents and student agree to the applicant's photograph being used in Newsletters, Prospectus or Marketing material.

Yes ☐

No ☐

**EXECUTION**

**I have read and understood these Agreements, which relates to the enrolment of:**

\_\_\_\_\_ for the period \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed: \_\_\_\_\_ Relationship to Student \_\_\_\_\_  
(Parent/Caregiver):

Full Name of Parent/Caregiver: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Tauranga Girls' College International Director: \_\_\_\_\_

Date: \_\_\_\_\_

