



GENERAL INFORMATION

Wellington Girls' College welcomes international students who want to study at high school in New Zealand who want to gain a tertiary entrance qualification who want to improve their English in a school

Wellington Girls' College offers international students an excellent academic education small group English language teaching and support supervised homestay accommodation

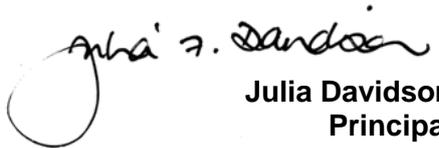


A Message from the Principal

Choosing an international education for your daughter is an exciting and important decision. Selecting the right school is crucial if your daughter is to have a successful and happy time.

Wellington Girls' College was founded in 1883 and is a highly respected government girls' secondary school. It is close to the centre of the capital city, only a few minutes walk from the main shopping area and local transport centre. Our students have the opportunity to excel in academic, cultural and sporting activities in a friendly environment where respect for traditional values is enhanced by modern technology and teaching methods.

If you think this school may meet the educational needs of your daughter we will be pleased to consider an application or discuss the matter further. All the contact details are in this pack.


Julia Davidson
Principal

SOME IMPORTANT INFORMATION

The roll is 1,350 students, with 60 full time international student places are available each year.

Students are taught by a staff of 85 qualified, government registered teachers in facilities that include new computer suites, WIFI, modern science laboratories, a library, two gymnasias. Class sizes vary but range from about 30 for juniors to 20 to 25 for seniors.

The School Year in New Zealand begins in late January. There are four terms in an academic year. National examinations are held from mid November to early December.

International students are accepted in January with a limited number accepted in April or July. Students studying for credits in NCEA Levels 2 and 3 should attend for the **full** academic year.

Students wear the College uniform in Years 9-12. Year 13 students do **not** wear uniform.

International students are offered special English classes, and help with their other subjects.

The College arranges and supervises Homestay. There is no dormitory.

CONDITIONS OF ACCEPTANCE

When you apply for a place at Wellington Girls' College we have to consider:

- Is there a place at the level you are applying for?
- Is your academic record good enough for you to study at this level?
- Have you chosen subjects that we can offer you at this level?
- Have you chosen subjects that will help you achieve your future academic goals?
- Is your level of English good enough for you to study these subjects at this level?

Each student's application is evaluated carefully.

If the application is declined the Director of International Students will explain why.

If you are offered a place, the HOD ESOL will assess your language level and perhaps some other subjects **when you arrive at school**.

The HOD ESOL will then decide what level you can study at in each subject and how much extra English (ESOL) help you will need.

PLACEMENTS

Form Class

You will be placed in a form class according to your age.

Subject Levels

You will be placed in subject classes taking into account:

- the level you reached in your previous school
- how well you can cope in English at this time

- You may be allowed to try a subject at a senior level for a short time to see if you can cope.
- You may be able to join in a subject class later in the year after you have studied English.
- If you do not understand why the HOD ESOL has made any placement you can talk about it with her and arrange for an interpreter if you do not understand.

IMPORTANT

Applications for direct entry to Year 13 are not usually accepted.

To be considered for entry directly to Year 12, a student should have at least 5.5 in IELTS and a good academic record.

A course of three years is recommended for students wishing to qualify to enter university.

VISAS

International Students must have a current student visa or student permit to attend high school in New Zealand for a course of study of more than three months.



APPLICATION FOR ADMISSION

Student Family Name: _____ Given Name: _____

Nationality: _____ Date of Birth: _____
Day / month / year

Contact Address (for person handling this application) _____ _____ Telephone: Day _____ Night _____ Email: _____

STUDENT INFORMATION

What language do you usually speak? _____

What year level are you currently studying? _____

How long have you been studying English? _____

What level of study are you applying for? _____

When do you wish to start? (month / year) _____

When do you wish to finish? (month / year) _____

Which subjects do you wish to study? (Write them in the order you prefer)

- | | | |
|----------|----------|----------|
| 1. _____ | 2. _____ | 3. _____ |
| 4. _____ | 5. _____ | 6. _____ |
| 7. _____ | 8. _____ | |

HEALTH

Do you have any special needs that limit your ability to safeguard your personal welfare? No Yes

Signature of Father/Mother: _____

Please attach here a recent photograph of applicant	Full name of parent signing this form: _____
	Home Address: _____ _____ _____
	Phone: _____
	Email: _____

I am also sending:

- a copy of my latest school reports and any examination results
- a testimonial relating to my character and suitability for study overseas
- verification of purchase of health insurance

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>



CONTRACT WITH WELLINGTON GIRLS' COLLEGE

1. The College observes the Code of Practice for the Pastoral Care of International Students (www.minedu.govt.nz). Its obligations are limited to those set out in the Code.
2. I understand that my daughter must have a valid student visa issued by the New Zealand Immigration Service for the duration of her study at the College if her course is longer than three months.
3. I have read and understand the International Student Discipline Policy. I undertake that my daughter will behave in a manner acceptable to the College and abide by the rules of the College. If she fails to do so, her enrolment at the College may be terminated.
4. My daughter will choose a course of study that is appropriate to her ability and English comprehension. The College may review and adjust my daughter's course of study if the College decides that is in her best interests.
5. I have disclosed any special needs that my daughter may have.
6. I have read and understand the College Fee Refunds Policy.
7. I understand that my daughter may not own or drive a motor vehicle while she is enrolled as a student at the College.
8. I will notify the College through my daughter of any change of my contact details.
9. This contract is governed by New Zealand law. Any disputes or disagreements will be resolved in New Zealand. I have the right to complain to the Board of Trustees, who govern the College. If I am not satisfied with their decision, I may complain to the International Education Appeal Authority (www.minedu.govt.nz). I agree that I will exercise these rights before taking any other proceedings. Any legal proceedings must be conducted in the New Zealand courts. Under no circumstances will any aggravated or exemplary damages be payable.

10. **EITHER** I have arranged for Medical Insurance for my daughter

OR I wish the College to arrange Medical Insurance for my daughter

If you wish the College to arrange Medical Insurance, please answer the following questions.

- 1 Has your daughter been hospitalised in the last 6 months? No Yes
- 2 Does your daughter suffer from or has she ever suffered from a serious or life threatening medical condition? No Yes
- 3 During the 6 months prior to this application, has your daughter suffered sickness or injury for which medical treatment has been sought, given, recommended, or for which a reasonable person would have sought medical attention?
 No Yes



4. I do I do not
give permission for publication of my daughter's photograph on the WGC web site, in school publications or on a WGC Facebook page.

Living Arrangements - Choose one of these options and fill in the details clearly.

EITHER I agree that my daughter will live with a close relative or friend approved by me who will act as guardian:

Name: _____

Phone number: _____

Address: _____

And I will return the completed Designated Caregiver Indemnity document to the College. I understand that the College will visit the address of the designated caregiver and may terminate my daughter's enrolment at the College if the accommodation is considered unsuitable or unsafe.

OR I agree to place my daughter on Wellington Girls' College homestay programme

In return for the College finding a homestay for my daughter:

1. I confirm that I have read the College's accommodation policy for international students. I understand that the College approves homestay accommodation, arranges police vetting, and supports students and the homestay families, in accordance with the Code. The Director of International Studies will meet my daughter at least every three months to ensure that she still finds the accommodation suitable. I understand that the College cannot eliminate all risk. It is my responsibility to tell the Director of International Students immediately if there are any problems with the homestay accommodation. If another homestay is required, the College will take steps to arrange it.
2. I understand that unacceptable behaviour on the part of my daughter in her homestay may lead to termination of my daughter's enrolment at Wellington Girls' College.
3. I agree to pay the homestay fees in advance as specified in the Application Form, which forms part of this contract.
4. I agree to settle all outstanding accounts such as telephone bills with the homestay family immediately they are due. I understand that failure to do so will be regarded as a breach of the homestay contract and my daughter may be asked to leave.
5. I undertake that my daughter will not leave the homestay for another permanent address without the knowledge and permission of the Director of International Students.

Signed: _____

(Parents/Guardians)

Date: _____



HOMESTAY APPLICATION FORM

A. NAME of STUDENT:

Family Name: _____ Given Name _____

Home Country Address: _____

Telephone: _____

Email: _____

Nationality: _____ Date of Birth: _____ day _____ month _____ year

B. I understand that the College will arrange for a comfortable single room with a family who will provide all meals and arrange for laundry to be done. All Homestays are checked and approved by the College and vetted by the New Zealand Police.

C.

Cost 2016	
46 weeks @ \$266 per week	NZ\$12,236
Homestay support fee*	NZ\$ 800
TOTAL	NZ\$13,036

*NZ\$300 of this amount is a non-refundable placement charge

I understand that this amount must be paid IN FULL in advance. The Homestay money is held in a trust account.

If my daughter leaves the school for any reason during the year the College will refund the unused portion of the money deposited for Homestay less any unpaid expenses incurred by the student in the homestay.

D. The homestay arrangement covers the academic year (January, or when the student arrives during the year, until December, depending on the student's programme) and includes school holidays (two weeks each in April, July and September).

Any student requiring accommodation over the long summer vacation (December/January) may need to make a new arrangement, satisfactory to their parents and the College.

The weekly rate can be reduced by 50% if the student gives adequate notice that she will be away for 5 days or more.

I understand the costs and conditions outlined on this form

Signed: _____ Date: _____

[Parent or Guardian]

For the Student	
Please answer the following questions:	
FOOD 1.	Are you a vegetarian? YES / NO
2.	Is there any food you cannot eat? _____
3.	Do you require any special foods? _____
RELIGION	Do you have special needs associated with your religion? _____
HEALTH	Do you have any special needs associated with your health (eg. allergies)? _____
PERSONAL	Please write us a short letter in English, telling us about yourself, your family and your interests (eg. do you play sport? do you play a musical instrument? do you like pets?)

HOW TO APPLY FOR A PLACE AT WELLINGTON GIRLS' COLLEGE

- If you need any more information before you decide to apply to Wellington Girls' College, please contact the Director of International Students (by email, fax or letter).

Applying for Tuition:

1. Fill in the **Application for Admission** and the **Contract with Wellington Girls' College** and send to the College along with a copy of your most recent school reports and examination results .
We may also request a testimonial as to your character.
2. The Principal and Director of International Students will assess your application.
If your application is successful you will receive an **Offer of Place**.
3. In most cases you must pay the school fees before coming to New Zealand to get your Student **Visa**. You will receive an invoice from the College and you can pay your fees
EITHER by Bank Draft
OR by telegraphic transfer to the Wellington Girls' College bank account at Westpac Bank, Molesworth Street Branch, No.03 0518 0027013 02.
 - If you send a telegraphic transfer you must notify the College with details.
4. The College will then send you a **Certificate of Payment**.
5. Take your **Offer of a Place** and **Certificate of Payment** to the nearest New Zealand Immigration Office who will issue you with a **visa**.
If you are already in New Zealand you will go to the Immigration Department.

Applying for Homestay:

1. If you want the College to arrange homestay, fill in the **Homestay Application Form** and the relevant section of the **Contract** and send them to the College.
2. The College will send you an invoice for the placement fee and a year's fees in advance. This money is held in trust and paid fortnightly to the Homestay family by the College.
3. Pay your Homestay fees
EITHER by Bank Draft
OR by telegraphic transfer to the Wellington Girls' College bank account at Westpac Bank, Molesworth Street Branch, No.03 0518 0027013 02
SWIFT number : WPAC NZ2W
 - If you send a telegraphic transfer you must notify the College with details.

PLEASE ADVISE THE COLLEGE OF THE DATE AND TIME OF YOUR ARRIVAL

INTERNATIONAL STUDENT FEES AND COSTS 2016

Tuition Fee

For international students commencing in the academic year 2016 **NZ\$15,000**

NB: This total fee *includes* a **non-refundable** Registration Fee of NZ\$500

The tuition fee covers

- all government taxes
- all classroom tuition costs
- the loan of textbooks for the year
- school internet connection

Examination Fees

Students wishing to gain national qualifications, ie. NCEA at Levels 1, 2 and 3, pay the fee the New Zealand Government sets for international students: **NZ\$384**

Extra Costs

Some subjects have an extra material cost eg. Art, Photography, Textiles. Students will be advised of this before they are placed in such a class.

Many subjects have special homework books that the students write in and keep for revision. Students will be asked to pay for these.

Students are encouraged to take part in sport, music and drama. They may be asked to pay some extra costs for these activities if they wish to participate.

Homestay Fees

See Homestay Application for details.

For 2016 (based on 46 weeks) the costs are *approximately*: **NZ\$13,100**

Insurance

All international students **must** have appropriate health insurance.

The school can help to organise this.

The approximate cost for 12 months (2016) will be: **NZ\$600**

Uniform

Girls in years 9, 10, 11 and 12 are required to wear uniform.

This is available through the College Uniform Shop and will cost *approximately*.

NZ\$450

Second hand uniforms may be available and cheaper – approximate cost

NZ\$250

Year 13 students do not wear uniform.

FEES PROTECTION

Wellington Girls' College requires all international students to have appropriate medical and travel insurance. The policy arranged through the school has a Fees Protection provision. In the event that an existing personal policy does not give this cover the Board of Trustees of Wellington Girls' College guarantees the fees of all International Fee-Paying Students in the event that the International Programme cannot continue.

FEES REFUND POLICY FOR INTERNATIONAL STUDENTS

[This policy is based on Section 4B (7) of the Education Amendment Act (No.4) 1991]

Tuition Fees

- * There will be in principle no refunds after the first two weeks a student is at the College, except under exceptional circumstances and at the discretion of the Principal.
- * If a student withdraws from the College before the completion of the year for which she has been enrolled, the student may apply to the Principal in writing clearly stating the circumstances of her withdrawal and requesting consideration of a refund.
- * In arriving at the decision of the amount, if any, to be refunded to the student, the Principal will take into account:
 - (a) the costs already incurred by the College (including the Government levy and any agent's fees)
 - (b) the salaries of staff already committed for the duration for the course
 - (c) the amount covering the use of facilities and resources to the date of withdrawal.
 - (d) the non-refundable Registration Fee (NZ\$500) will not be refunded under any circumstances
- * No refund will be made in the event a student is excluded from school by the Board of Trustees.

Homestay Fees

- * If the student moves out of her homestay before the end of the time that has been contracted for, the amount of the prepaid homestay fees not used will be refunded less any debts owing to the homestay family. The Placement Fee portion of the Homestay Support Fee of NZ\$300 will not be returned.
- * The refund must be applied for in writing to the Board of Trustees, giving two weeks notice, or paying two weeks accommodation fees in lieu of notice.
- * If a student does not take up her homestay for any reason there will be a full refund less the Placement Fee portion of the Homestay Support fee ie. NZ\$300.

ACCOMMODATION POLICY FOR INTERNATIONAL STUDENTS

- All students must live in accommodation approved by the College.
- Approval will NOT be given to sharing a flat with other students.

The College believes that students must have a safe place to stay where a responsible adult can ensure that they have the nutrition, care and support that they need to settle successfully into a new culture and educational system.

Accommodation Options

- living with a **caregiver**, arranged by the student's family.

Please notify the College if you intend to arrange homestay for your daughter. You will be required to sign an indemnity document taking full responsibility for this placement.

The College however under its duty of care must be satisfied that this arrangement meets the standards it requires for the safety of our International students. The Director of International Students will therefore meet with and maintain contact with this caregiver.

- taking part in the **Wellington Girls' College Homestay Programme**.

Wellington Girls' College can find students homestay accommodation, which will be a fully furnished room with a study desk, and all meals and laundry facilities included.

All homestays are checked and approved by the College. The families have been vetted by the New Zealand Police. The Director of International Students will support both the homestay families and the students to promote a happy positive relationship.

For **Current Fees** please refer to the Application for Homestay sheet in this folder.

A homestay is a good way for an international student to have a real New Zealand experience and improve her English in a supportive environment. Students will be expected to accept and abide by the reasonable rules of behaviour set by the College and the homestay family.

Inappropriate behaviour in the homestay may be grounds for withdrawing a student's Offer of Place at the College. [Refer to the International Student Discipline Policy]

**Please fill in the Application Form and send to the College
to arrange for a Homestay**

**Contact Mrs Heather Twigg, the Director of International Students,
with any queries about accommodation.**

INTERNATIONAL STUDENT DISCIPLINE POLICY

Exclusion of Students from School

An International student once enrolled at a school has the same rights as a domestic student and cannot be excluded from school other than in accordance with the stand down and suspension provisions of the Education Act. However the school reserves the right, as agreed to by the parents in signing the Contract, to withdraw an Offer of Place from any students whose misbehaviour in the Homestay means that the school can no longer ensure her safety.

The decision to terminate tuition of an international student will be made by the Principal on the grounds of gross misconduct or continual disobedience either at school or in the homestay.

Persistent absence from school is also grounds for exclusion as the student will be in violation of her student visa.

Discipline Procedures

In cases of unacceptable behaviour,

- 1 The Director of International Students and/or Assistant Principal (Student Co-ordinator) will counsel and discipline the student and note the incidents in the student's file. She will raise the matters at the monthly IFPS meeting.
- 2 If the student does not respond to this level of intervention she will be issued with a First and if required a Second Warning Letter. The agent and parents of the student will be notified of the matters causing concern.
- 3 After the Second Warning Letter a further violation will result in the Offer of Place being withdrawn.
The parents and/or agent will be notified immediately.
- 4 Depending on the circumstances the student may be given the option of enrolling with an alternative provider in New Zealand
- 5 The Principal's decision can be referred to the Board of Trustees where the student has been suspended or removed from the homestay
- 6 The student has the right to attend the hearing and to be represented as provided for in the 1989 Education Act.
- 7 In the event of the student leaving the school before the term of her Student Visa the Director of International Students will notify Immigration.
- 8 At all times in this process the safety and welfare of the student will be of paramount concern.

CODE OF PRACTICE

CODE: “Wellington Girls’ College has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.nzqa.govt.nz/providers-partners/caring-for-international-students/>

IMMIGRATION

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

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 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 <http://www.moh.govt.nz>

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 <http://www.acc.co.nz>

MEDICAL AND TRAVEL INSURANCE

International students must have appropriate and current medical travel insurance while studying in New Zealand. Details of the policies used by most Wellington Girls’ College students are available at Uni-Care or Southern Cross <http://www.uni-care.org/our-policies/nz-student-plan.aspx>
www.internationalstudent.co.nz

Wellington Girls’ College can help to organise this insurance.