



# Grant's Braes School

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Grant's Braes School welcomes inquiries from International Students wishing to study here. Please read the information below which was last revised in May 2013.

## **Enrolling as an International Student**

All New Zealand children enrolled at a State School are entitled to a 'free education'. State schools are funded by the Government and teachers are paid by a Central Government pay service. International students do not qualify for 'free' education and are required to pay a fee. The fee set by the Grant's Braes School Board of Trustees includes:

- The cost of employing extra staff
- ESOL (English lessons for children who have English as their Second or Other Language)
- A portion of the school's operational cost
- Administration
- A Crown fee (A charge imposed by the Government for the use of a state owned facility)
- Additional charges which include the annual cost to the school for being a Signatory to the Code of Practice for the Pastoral Care of International Students) and GST ( Goods and Service Tax, a Government tax amounting to 15% of the total fee)

## **Fees for International Students at Grant's Braes School**

Fee calculations ratified by the Board of Trustees for the 2013 school year.

<b>Fee</b>	<b>Cost per term (\$)</b>	<b>Cost per year (\$)</b>
Administration fee	100	400
Tuition fee	1,425	5,700
Special tuition ESOL	600.00	2,400
Crown fee	93.35	373.35
<b>Total excluding GST</b>	<b>2,218.35</b>	<b>8,873.35</b>
GST	332.75	1,331.00
<b>Total including GST</b>	<b>2,551.10</b>	<b>10,204.35</b>

### **Other charges you may have to meet include:**

- Payment for Activity fees such as school excursions, visiting performers, camps and sports fees
- School Uniform
- The cost of dental treatment
- Specialist Support Services eg. Speech Therapy, Occupational Therapy, Psychological Services or any other additional learning support
- Truancy Service in case of prolonged, unexplained periods of absence from school

## **Visas**

If International Students do not have the necessary Student Visa they will be required to obtain one. It is an offence to be enrolled in a New Zealand school as an International Student without such documents. Full details of visa requirements, advice on rights to employment in New Zealand while on a Guardian Visa, and reporting requirements are available through the Immigration Services at [www.immigration.govt.nz](http://www.immigration.govt.nz)

## **Enrolment Requirements**

- International Students have to enrol for a period not less than ten weeks.
- If International Students do not have the necessary Student Visa they will be required to obtain one. It is an offence to be enrolled in a New Zealand school without such documents.
- Payment can be made by the term or the year.
- Students must have adequate medical and travel insurance prior in place (see appropriate section below). Copies of insurance policies must be sent with enrolment for confirmation.

## **New Zealand Immigration Service will be informed when:**

- The International Student completes the course offered and leaves New Zealand
- The student chooses to leave Grant's Braes School and enroll at another school
- Students who fail to attend school on a regular basis (truancy)

## **Upon Completing a Course of Study at Grant's Braes School**

- Students returning to their home country will receive a letter from the school to explain the study course, or Year of Schooling completed, plus a copy of their School Records.
- Students who leave Grant's Braes School to attend another school in New Zealand will be provided with a Transfer Notice with all school records forwarded to the new school when requested.

## **Refunds**

The minimum period of enrolment is for ten weeks, (*one Term*). International students who leave Grant's Braes School after attending for more than the minimum period will be refunded for the portion of the unused fee (*refer refund conditions for international students*).

## **Fee Protection**

All fees paid for international students will be lodged separately in the school's bank account system. Money will be drawn down for use as detailed in the fee calculations.

## **Health and Travel Insurance**

Students are not entitled to publicly funded health services while in New Zealand unless they are:

- A resident or Citizen of Australia; or
- A national of the United Kingdom in New Zealand; or
- The holder of a temporary visa that is valid for two years or more

If you do not belong to one of these special categories and you receive medical treatment during your visit, you will be liable for the full costs of that treatment. It is a compulsory that international students enrolled in a New Zealand school have medical and travel insurance that will cover the cost of medical treatment in New Zealand for the duration of your stay and travel to and from this country. The insurance must cover the full length of time spent in New Zealand.

It is strongly recommended that insurance cover for:

- Medical insurance with a sum insured of \$1,000,000
- Insurance cover for emergency evacuation / repatriation
- Transportation insurance for an accompanying relative
- Insurance cover for personal effects
- Personal liability cover

You will be required to provide a copy of insurance policies at the time of enrolment.

## **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 related costs. Further information can be viewed at: [www.acc.co.nz](http://www.acc.co.nz)

It is also recommended that you insure your personal effects and have personal liability insurance while you stay in our country.

## **Withdrawing from the School**

Parents who are withdrawing their child from the school prior to the completion of the enrolment period are required to inform the school in writing, stating the date of withdrawal and where the student will be going eg; another school, leaving the country etc; This information is required for the New Zealand Immigration Service

## **Student Welfare**

Grant's Braes School, as a signatory to the Code of Practice has a number of obligations relating to the welfare of international students.

## **Important Information held by the School**

Grant's Braes School will hold current information for each international student at all times. As well as the information required on the enrolment form, copies of the passport and visas will be included. Full names and current addresses of parents must be obtained.

## **In-School Support and Conditions for International Students**

- The liaison person to whom pastoral care issues should be addressed is Mr Chris McKinlay. He will be the first point of contact for an international student facing difficulties adapting to the new cultural environment.
- Where parents or caregivers have concerns that there have been breaches of the Code, advocacy procedures are outlined in Summary of the Code of Practice for the Pastoral Care of International Students.
- If parents have concerns about an aspect of their child's education or treatment within the school, they should inform one of the following:
  - The classroom teacher
  - The school international student liaison person
  - The ESOL tutor

- For more serious concerns they should follow the procedures in the school 'Complaints policy '
- As part of the enrolment procedures, school personnel must have contact with the parents of an international student prior to or at the time of enrolment to establish communication arrangements in the case of an emergency.
- Where first language contact for either support or counselling are required the liaison person will organise to obtain the services of a suitable interpreter.
- If school personnel are concerned that an international student has been, or is likely to be, ill treated, harmed, abused or neglected they are obliged to notify the Children's Young Person's and Families Service or the New Zealand Police, in accordance with the "Breaking the Cycle" CYFS reporting protocol.
- The Education Rules 1999 (Stand -down, Suspension, Exclusion and Expulsion) apply to all students including international students enrolled at Grant's Braes School and those Rules must be complied with.

### **Circumstances in which Tuition may be Terminated**

- Where a child is absent or consistently truanting from school then the signatory will terminate enrolment.
- If a child's behaviour is of an unacceptable level, then a meeting with the child, the parent(s), and the school will be arranged. If the behaviour does not improve, written notification will be given to the parent(s) warning of the danger of termination of the enrolment. If there is no further improvement, the parent(s) and the student will be notified in writing that the student must leave at the end of that term, or earlier if the school decides, and will not be eligible to return the following term. There will be no refund of fees paid if this occurs. Please refer to the school's policy on 'Refund Conditions for International Students'.
- If an enrolment application is found to be inaccurate in any way, including false or misleading information given at the time of enrolment, the contract may be terminated at the school's discretion.
- Upon termination of enrolment, the Immigration Service will be notified as required.

## **Orientation for International Students**

Upon enrolment but prior to starting school, international students and their parent will be introduced to their classroom teacher, the school international student liaison person and the ESOL tutor.

## **English for Speakers of Others Languages (ESOL)**

Each international student is supported by an ESOL programme. On arrival, an assessment of the English level of the student is made. The School accepts students with a range of abilities in English language.

There will be regular reports to parents on the progress of the students.

## **Facilities Equipment and Staffing**

Grant's Braes School has 8 classes where students learn English, Mathematics, Science, Social Studies, Health, Physical Education, Technology, Music and Art.

Grant's Braes is well resourced for the varying curriculum needs of this age group. Staff are enthusiastic, and deliver quality programmes, enhanced by performing arts and sporting opportunities.

## **Courses**

International Students will be given the same educational opportunities as the other domestic students enrolled in our school. Programmes are based on the New Zealand Curriculum. Further information on this is available from the school.

## **Reporting to Parents**

Parents are welcome to inquire about progress at any time. Open communication between home and school is encouraged. Twice a year there will be formal school reports which detail progress in each subject. If parents have questions about academic progress, they should contact the class teacher through the school office.

## **Notification of Contact Details**

Maintaining contact with international students and their families is of key importance. Please ensure that should any contact details change from those supplied to the school upon enrolment, the school is notified immediately of these changes. Contact details will include:

- New Zealand residential address
- New Zealand residential telephone number
- Email address
- Emergency contact details
- Country of origin residential address
- Country of origin telephone number

## **Accommodation**

International students enrolled at Grant's Braes School must live with a parent or a legal guardian. The school office will ensure that at all times, current details including residential information about parents or legal guardians are held with enrolment details.

## **Enrolment Procedure**

Children can be enrolled at a New Zealand State Primary School from their fifth birthday. Education becomes compulsory at age six. Children fourteen years and over attend Secondary School. Education remains compulsory until the age of sixteen.

To enrol at Grant's Braes School you must approach the Principal with a request for enrolment. Grant's Braes is a State School (Year 1 to 6) and our first priority is to cater for resident students between the ages of five and eleven. A request for enrolment can be made by visiting the school or by e-mailing the school office [office@grantsbraes.school.nz](mailto:office@grantsbraes.school.nz)

If a vacancy exists at your child's age and class level you may be offered a place.

The details completed in the 'Offer of a Place' form are required by New Zealand Immigration for the issuing of a Student Visa. You may like to



visit the New Zealand Immigration website for more information about the Student Visa at [www.immigration.govt.nz](http://www.immigration.govt.nz).

You will be required to complete a Student Enrolment Form that provides information about your child and your family.

PLEASE NOTE: All international students enrolled at Grant's Braes School must live with a parent or a legal guardian.

The definition of a *legal guardian* is the person with the legal right and responsibility to provide for the care of the student, including education and health, and *only appointed by a New Zealand or foreign court*.

The legal guardian would also be the person who would normally provide for the care of the student in the student's home country.

A copy of the school's policy on 'Complaints' is also included to outline procedure for dealing with grievances should they arise.

## **Support and Training for International Student Staff**

In order that the highest level of service is available for international students enrolled at Grant's Braes School staff working with them will be offered suitable professional development opportunities.

The latest Education Review Office Report on Grant's Braes School is available at [www.ero.govt.nz](http://www.ero.govt.nz). The Education Review Office is an independent body contracted by the Ministry of Education to evaluate and report on the performance of all schools.

## **Summary of the New Zealand Code of Practice for the Pastoral Care of International Students**

### **Introduction**

When students from other countries come to study in New Zealand, it is important that those students are well informed, safe, and properly cared for. New Zealand educational providers have an important responsibility for international students' welfare. This pamphlet provides an overview of the "Code of Practice for the Pastoral Care of International Students" (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.

### **When does the Code apply?**

The Code commenced on the 31st of March 2002 and was revised in September 2003 to include provisions for very young students. You will need to check with the Ministry of Education if your provider is a signatory to the Code.

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

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

### **What is an "international student"?**

An "international student" is a foreign student studying in New Zealand on a student permit from the New Zealand Immigration Service.

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

You can request a copy of the Code from your New Zealand educational provider. The Code is also available online from [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international).

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

The New Zealand Ministry of Education will maintain a register of all signatories to the Code. This list will be available from [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international). If the educational provider that you are seeking to enrol with is not a signatory to the Code, you will not be granted a permit from the New Zealand Immigration Service and you will not be able to study at that institution.

### **What do I do if something goes wrong?**

If you have concerns about your treatment by your educational provider or by an agent of the provider, the first thing you must do is contact the principal, the international student director, or another person who has been identified to you as someone that you can approach about complaints at your institution. The Code requires all institutions to have fair and equitable internal grievance procedures for students and you need to go through these internal processes before you can take the complaint any further. If your concerns are not resolved by the internal grievance procedures, you can contact the International Education Appeal Authority (IEAA).

## **A summary of the Code of Practice for the Pastoral Care of International Students**

The Code sets standards for educational 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 under the age of 18 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 IEAA and the Review Panel to receive and adjudicate on student complaints.

### **What will the IEAA do?**

The purpose of the IEAA is to adjudicate on complaints from international students.

The IEAA will investigate complaints and determine if there has been a breach of the Code. The IEAA has the power to impose sanctions on educational providers who have committed a breach of the Code that is not a serious breach. These sanctions include an order for restitution, publication of the breach, and / or requiring that remedial action be undertaken.

## REFUND CONDITIONS FOR INTERNATIONAL STUDENTS

If a student withdraws from his/her course of study before the completion date, he/she may be eligible for a refund of tuition fees. If a refund is requested, the following procedures and guidelines will apply:

### **To be eligible for a Refund:**

- To be eligible for a refund, parents must apply in writing to the Board of Trustees setting out the special circumstances of the claim within one month of the last day of attendance. You must also complete the official leaving process and attach the leaving certificate.
- In every case, the school undertakes to look fairly at applications for a refund of fees or part-fees.

### **If the application is made before the start of the course:**

- Fees will be refunded in full, less an **Administration Fee** of **\$100**. This includes if a student is not granted a student permit to attend ***Grant's Braes School***.

### **If the application is made after the start of the course (*i.e. during the school term*),**

#### **Fees will be refunded less:**

- An Administration Fee of NZ **\$100**
- Costs to the school already incurred for tuition (*i.e.* Term tuition Fee)
- Components of the fee already committed for the duration of the course
- Specialist fees (*if applicable*)
- Appropriate proportions of salaries for teachers and support staff (*if applicable*)
- Costs already incurred for the use of facilities and resources
- Any other costs already incurred.

### **If the application is made after the end of Term 3**

- There will be no refund, except under exceptional circumstances. (*See Compassionate Refunds below.*)

### **Compassionate Refunds:**

- In exceptional circumstances, refunds may be granted on compassionate grounds (e.g. death of a close family member, serious illness, accident). All such refunds will be at the discretion of the Principal and the Board of Trustees.

### **If an international fee-paying student gains residency during their course:**

- No further fees are to be paid and refund may be sought for future terms which have already been paid.
- Documentation of residency must be provided within 14 days of it being granted.

### **The Board of Trustees will make no refund:**

- When a student is required to leave the school for a breach of the rules and conditions of enrolment at the school or has broken a New Zealand law.
- Where a student has been stood-down, suspended or excluded
- Where a student returns home for any reason other than serious illness, accident or death of a close family member

- If the enrolment application is found to be inaccurate in any way and the contract is terminated
- If a student wants to transfer to another school or educational institution

**Payment of Refunds:**

- All refunds will be paid to the parents of the student No refunds will be given directly to the student.

**N.B.** The **New Zealand Immigration Service** will be notified if any student ceases to attend ***Grant's Braes School*** for whatever reason.

I agree with these refund conditions

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Parent's Full Name: \_\_\_\_\_

Print Student's Full Name: \_\_\_\_\_