

# Enrolment Information for International Students



**swis**

**South Wellington  
Intermediate School**

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**Te iwi tahi tatou - We are one family.**

**Tēnā koutou, Konnichiwa, As-salāmu 'alaykum, Hola**

*Welcome to South Wellington Intermediate School and thank you for downloading this information pack for enrolment.*

International students play an important part in school life and we welcome the opportunity to bring students from around the world into our multicultural school. We know our students benefit from international students being a part of our school. We provide excellent learning and immersion into New Zealand culture for students who enrol in our school.

South Wellington Intermediate School has agreed to observe and be bound by the **Code of Practice for the Pastoral Care of International Students** published by the New Zealand Qualifications Authority (NZQA). Copies of this document are available from the NZQA website:  
<https://www.nzqa.govt.nz/international/study-nz-quals/international-student-care/>

Our school Principal, Toby Stokes, is responsible for coordinating pastoral care of international students at South Wellington Intermediate School.

All students enrolling are placed in a homeroom with their peers, and additional ESOL teaching is provided to students if necessary.

**Applicable Fees:** The fees for instruction of International students has been set at \$375 per week. There is a non-refundable administration fee of \$495 that is also payable.

South Wellington Intermediate School's refund policy and refund agreement are included within the enrolment pack.

## Charges that you may need to meet include:

- Cost of dental and medical treatment
- Accommodation
- Internal travel costs (when living with a host family)
- Payment for extra-curricular activities such as field trips, sporting events, camps, international exams, etc

## 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>

## Medical and Travel Insurance:

It is a legal requirement that all international students have appropriate and current medical and travel insurance while studying in New Zealand.

## Eligibility for Health Services:

Most international students are not entitled to publicly funded health services while in New Zealand. If your child receives medical treatment during their time in New Zealand, you may be liable for the full cost of that treatment, depending on your insurance package.

It is possible your child may be required to undertake a full medical examination and/or x-rays in order to qualify for a visa, depending on country of origin, age, and length of stay.

## Enrolment Procedure:

Having received this enrolment document, the enrolment process is as follows:

- Complete the enrolment form providing comprehensive information about your child and your family on the International Enrolment Form that is included.
- Provide evidence of your child's passport.
- Sign the enrolment agreement, which is on our website
- Provide payment of a (refundable) deposit of 20% of the total fee or \$1000 (if 20% exceeds this amount)

As soon as possible, you will be required to:

- Provide evidence of your child's medical and travel insurance
- Pay the fees in full
- On arrival at school, the Principal will need to sight all original passport and other documentation

On receipt of the completed fees and all completed documentation, an 'Offer to Place' will be issued by South Wellington Intermediate School. You can then take this to immigration, if necessary.

The receipt of an application for a student visa from Immigration is sighted and copied by South Wellington Intermediate School. When issued, the student visa must be sighted and copied as well.

These steps must be completed BEFORE an International Student can start their tuition at South Wellington Intermediate School.

If a homestay is required, the residence will be visited by the International Relationship Manager and another representative of South Wellington Intermediate School.

All adults eighteen years and older living in this residence are police-vetted.

## Orientation Programme:

The orientation programme varies depending on the length of your child's enrolment at

South Wellington Intermediate School.

- Students are given an orientation to South Wellington Intermediate at the beginning of their stay. This is led by the Principal or another designated member of staff. This will also include input from student leaders of the school.
- Students are given an orientation pack to help familiarise them with the school and the local area.
- At the beginning of the school year, a pōwhiri (Māori Welcome Ceremony) is held to welcome all new staff and students to our school. International students are also part of this very special event.
- The homeroom teacher will assign a student buddy for your child.
- If possible, a meeting will be arranged for your child with other students in the school who can speak in your child's first language.

## Pastoral Care for International Students:

- Students will have a formal support meeting with the School Counsellor and Principal once per month to ensure everything is going well. The Principal holds a record of these meetings. (These meetings increase in frequency if the student's responses indicate a need)
- Students are visited once per term in their homestay environment by the appropriate staff member if living in a homestay environment.

- Refer to the policy on complaints included in this package, if needed.



## Circumstances in which tuition may be terminated:

- Failure to comply with school rules
- Gross misconduct
- Breach of visa requirements
- The school reserves the right to cease tuition if it receives false or misleading information on enrolment.

If tuition ceases, it is the responsibility of the school to notify New Zealand Immigration Services.