

International Enrolment Application 2019



The Villa NCEA Academy – *The unique approach for Years 11-13*



Pathway to Opportunity



Admissions

Procedure for Admission:

Students can apply to enter the academy at any level. Applications must be made on the official application form (contained within this document) or available on the 'Villa Education Trust' website www.villaeducation.org.nz within 'The Villa NCEA Academy' folder.

Interviews:

On receipt of the application, both the student and the parent(s) will be invited to attend a 30-minute interview. Options for the interview include 'face to face' or via Skype and will be with either Dr Bruce Knox, the international manager or with Alwyn Poole, Principal.

Supporting documents:

Please include the following with the completed application form:

- A copy of the child's last school report.
- A passport sized photograph.

Please forward your completed application to:

**Enrolments
The Villa NCEA Academy
Mt Hobson Middle School
P.O. Box 74276
Greenlane
Auckland 1546**

Application for Enrolment - International Student



Family name:	First name:	Date of birth:
Preferred name:	Gender:	{ M / F }
Country of birth:	Ethnic group:	
Passport - Country of issue:	Passport number:	
Period of intended study (eg one – three Years)	Entry year:	
Parents names:		
Home address (outside of New Zealand)		
Phone number:		
Email address:		
Emergency contact: (If different from home address)		
Agent Name/Contact No:		
Language spoken at home:		
Name of school currently attending: (or the name of the last school attended)		
Address of current/previous school and phone number:		
School qualifications to date (Please include transcripts with your latest school report)		
Can you provide any information on your English language ability? The school reserves the right to place students according to their language ability and academic performance.		
Health Problems:	Details of medical and travel insurance: Type: Policy no:	
Overseas students MUST have a current comprehensive travel and health insurance policy before boarding a plane to come to New Zealand.		

Homestay Accommodation: This involves living with a New Zealand family while you are attending school in New Zealand. You will have your own room and all your meals provided for you.

Do you require Homestay accommodation? Yes/No

If 'Yes', please complete the attached 'Homestay Application Form'

I have been informed about and received a summary of the Code of Practice for International Students:

Yes No

I have been informed of all costs involved with enrolment, the school's policies regarding fee protection and refunds, and the grievance procedures:

Yes No

I have received a copy of the school Prospectus and Policies relevant to International Students and have read and understood them:

Yes No

I have read, understood and accept the policies, rules and procedures regarding International Students at The Villa NCEA Academy and agree to abide by them.

I agree that all disputes will be dealt with in accordance with New Zealand law.

I confirm all the information contained in this application is true and correct to the best of my knowledge and belief.

I will inform the school if there are any changes to the details of this application.

I understand that the withholding of relevant information or the giving of false information may result in termination of enrolment.

Parent / Legal Guardian's Signature: _____

Student Signature: _____

Date: _____

Details of the Designated Caregiver family (if applicable) the International Student (named above) will reside with while attending Mt Hobson Middle School.

Name of Caregiver/s: _____

Address: _____ Postcode: _____

Phone: (0_) _____ Mobile Phone: _____

(Only complete the below if 'Homestay' is required for student)

Mt Hobson Middle School agrees to provide tuition and pastoral care support (in accordance with the **Code of Practice for the Pastoral Care of International students**) for:

Name of International Student

For the period of: _____ commencing ___/___/___

Principal's Signature: _____ Date ___/___/___ on behalf of **Mt Hobson Middle School Board** of Trustees. Stamp:

Homestay Student Profile

Please attach
passport sized
photograph here

PLEASE PRINT

Student

Last name		First name/s		
Street		Postal Code		
City		Country	Citizenship	
Area Code/Phone and Fax Number		Place of Birth	Date of Birth	
Height	Weight (kg)	Eye Colour	Hair Colour	Sex (M / F)
E-mail address		Religion		

Father or Legal Guardian

Last name		First name	
Street	City	Country & Post Code	
Area Code/Phone Number		Fax Number	

Mother or Legal Guardian

Last name		First name	
Street	City	Country & Post Code	
Area Code/Phone Number		Fax Number	

Brothers and Sisters

Name	Age	Sex M/F	School / Occupation

Nearest relative or friend to contact if parent or legal guardian is not available: (2 please)

Name	Area Code/Phone Number	Relationship
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Name	Area Code/Phone Number	Relationship
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List hobbies, interests, including sports you participate in, in order of importance to you.

Do you sing or play a musical instrument? If so state which.

What are your household responsibilities?

Indicate any part-time jobs or work experience you may have had.

Do you have relatives living in your host country, if so where?

Indicate the foreign languages you speak and/or have studied.

Language	Years of Study

How do you feel about learning about a new and different language and culture?



Rules for International Students

All International students are bound by the rules of the Villa NCEA Academy:

- Students must attend school and be on time. When there is sickness, or another good reason, the academy must be notified as soon as possible on that day. When the student returns, a written note is required.
- Courtesy, respect and co-operation are important.
- All work assignments must be completed.
- Cigarettes, drugs and alcohol are absolutely forbidden and students who break these rules can expect to meet with the Trust Board.
- The Villa NCEA Academy must have current contact details at all times.
- The internet and e-mail facilities must not be misused in terms of sending or downloading inappropriate materials. All students/parents will be required to sign a standard Cyber Safety Agreement.

In addition all students must be home stayed or with a designated caregiver and are expected to respect and adhere to the rules of the homes they are in.

I have read and understand these rules and agree to obey the rules

Signed

Signed

Student Name

Alwyn Poole
Academic Manager

Dated: _____

International Student Application Requirements

Enrolment Procedures for International Students

- 1 The International student completes the enrolment form and supplies details relating to school record and English language ability
- 2 An offer of place, subject to payment of fees, homestay payment and insurance is provided to the student together with an invoice for fees.
- 3 Once the above payment is made, a Letter of Acceptance, with receipt of payments and all necessary information relating to The Villa NCEA Academy is issued.
- 4 Annual fees for International Students are \$23,000. Cost of a typical homestay is \$250.00 per week. The Villa NCEA Academy will find homestay hosts and the characteristics of homes are included in the homestay handbook.

International Students Entry Criteria

- The Villa NCEA Academy accepts students in Years 11-13.
- The academy seeks to recruit students who are capable of learning in a fully English language environment. That it is their second language is understood and the low student:teacher ratio and that each child has an individualized educational programme takes account of this.
- It is important that students have a genuine desire to learn and they must have a good record of attendance at their previous school
- Students must be willing to sign the tuition agreement and abide by the academy's rules as they apply to international students
- School reports and testimonials should accompany an application to study

Fees Protection Policy

Rationale

The school is required to ensure that all student's fees are protected in the event that the school is unable to continue to offer tuition to international students or in the event that a student is required to return home or is transferred to another institution.

Guidelines

All students attending Mt Hobson Middle School are required to take insurance with Unicare which guarantees under Section B Additional Expenses, Section 4 1 (d) cover for students due to "the unforeseen insolvency, regulatory closure or withdrawal of accreditation of any education provider". This policy all provides an extensive travel and medical cover. Documentation attached.

Mt Hobson Middle School Trust Board guarantees to hold in reserve sufficient funds to meet any refund requirements should the school not be able to continue tuition (e.g. due to natural disaster or emergency).

International Student Safety Policy

Rationale

The safety of international students is a critical issue given that the academy has ultimate responsibility for the student's welfare in the absence of parents.

Guidelines

1. **Homestay families act in the place of parents and are expected to –**
 - a) notify the school immediately when their homestay student is absent from school.
 - b) notify the homestay manager urgently if a student's behaviour causes concern.

Issues for concern could include

- failure to return home overnight.
- repeated infringement of basic homestay rules.

School Response

2. **Where a student's behaviour causes concern the academy will –**
 - bring the matter to the attention of the international students natural parents and also notify the agent.
 - follow the school's procedures relating to discipline.

Initially the student will be interviewed by the academic manager who may use a range of intervention strategies which could include –

- Meeting with the student re the behaviour.
- Involve outside counselling.
- Applying normal academy disciplines.

The academy will also make appropriate use of outside agencies (NETS, CYFS) and will inform the New Zealand Immigration Service if someone stops attending.

International Student Financial Safeguards

Policies

- Fees from international students will be kept in a separate account at the trust.
- Fees from international students will be separately coded.
- Fees from international students will not be spent in advance.
- The Villa Education Trust Board will keep sufficient funds in reserve to meet the need of legitimate withdrawal or and emergency in terms of delivery on the school's behalf.

Alwyn Poole

Academic Manager

Processing Applications and Orientation of International Students

Processing Applications

It is important that applications for enrolment be made as early as possible

- At The Villa NCEA Academy we undertake to process applications as quickly as possible
- It is important for agents and students to provide details of the students' full academic record and homestay requirements.

Orientation Programme

Students will be provided with a proper orientation process through the academy's academic and homestay manager. The students work through an Orientation Booklet and staff have a checklist to make sure that all documentation and orientation activities are completed.

Students will be met at the airport by a representative of the academy i.e. the Homestay Manager and the homestay family where this is possible.

An orientation programme will be provided which includes the following activities –

- Introduction to the local Auckland area.
- Familiarization with the academy layout, systems and resources.
- Orientation to local systems travel, banking, etc.
- Academy rules, procedures, counselling, support systems.
- English competency testing.
- Academic planning.
- Familiarization with New Zealand laws, culture and learning.

Pastoral Care of International Students

CODE: The Villa NCEA Academy 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 www.minedu.govt.nz/international.

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 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 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 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 www.acc.co.nz.

MEDICAL AND TRAVEL INSURANCE: International students (including group students) must have appropriate and current medical and travel insurance while in New Zealand.

International Student Discipline Policy

Exclusion of Students from School

An International student once enrolled at a academy 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.

The decision to suspend a student will be made by the Academic Manager on the grounds of gross misconduct or continual disobedience.

In addition where a decision is made to exclude a student from the academy's homestay arrangements and this necessitates a return home, the following procedures will be followed –

- 1 The agent and parents of the International student will be notified of the matters causing concern.
- 2 A decision will be made as to whether the student should be given permission to enroll with an alternative provider in New Zealand.
- 3 The Academic Manager's decision can be referred to the Trust Board where the student has been suspended or removed from the homestay.
- 4 The student has the right to attend the hearing and to be represented as provided for in the 1989 Education Act.
- 5 The academy reserves the right to terminate tuition should it receive and false and/or misleading information on enrolment.
- 6 If tuition is terminated the school will notify New Zealand Immigration Service.

**All International Students are required to sign a Tuition Agreement (copy attached).*

International Students Refunds Policy

The refund policy for fees of overseas students will be based on Section 4B (7) of the Education (No 4) Amendment Act 1991. The Academic Manager (Principal) will act as the agent of the Trust Board in establishing the circumstances and the level of the fees to be refunded within the spirit of this policy.

Where at any time a foreign student withdraws from a subject, course or programme at a state school, the Board may refund to the person who paid (in respect of the student's enrolment in the subject, course or programme) the amount of the fees paid (or the sum of any instalments paid in respect of those fees) any amount it thinks appropriate not exceeding the extent (if any) by which the amount paid exceeds the sum of the following amounts.

- 1 To be eligible for a refund an application must be made in writing to the Trust Board by the parent or legal guardian stating clearly the reason for withdrawal of the student.
- 2 If the withdrawal is made prior to the student coming to New Zealand a full refund shall be made less \$250.00 administration fee

No refund will be made to any student who –

- *transfers to another school or education institution*

- *is asked to leave because of misbehaviour, poor attendance or contact violation with the school.*

- a) The Board's best estimate of the cost to the Board (including the appropriate proportion of the Board's administrative and other general costs and the appropriate proportion of any initial or start-up costs of the programme) of providing tuition in the programme for 1 student up to that time:
- b) An amount that is in the Board's opinion an appropriate reflection of the use made by 1 student receiving tuition in the programme of the Board's capital facilities:
- c) The appropriate proportion of the amount (if any) prescribed under section 4D of this Act for a student receiving tuition at a state school in the subject, course or programme:
- d) All other fees (if any) prescribed by the Board.
In order to be eligible for any refund the student must apply in writing to the Academic Manager setting out the special circumstances of the claim. Circumstances where eligibility for refund is likely to occur include: family, or personal tragedy requiring a return home, pre-arranged clauses in terms of suitability of the school to students needs.

In arriving at their decision the Academic Manager will take into consideration the special circumstances of the withdrawing student and:

- a) costs already incurred by the school;
- b) the salaries of the teachers and support staff and any other components of the fee already committed for the duration of the course;
- c) an amount which covers use of the facilities and resources to date of withdrawal;
- d) any refund of the foreign student's fee, from the Government.

Except in exceptional circumstances, no refund is payable to a student who withdraws in the second half of the year.

Withdrawal of International Students from The Villa NCEA Academy and Attendance Requirements

Withdrawal

International students who wish to withdraw from The Villa NCEA Academy must –

- 1 Provide written approval from their agent in lieu of parents signing the leaving form.
- 2 Complete the academy's leaving form.
- 3 Give homestay parents two weeks notice if this involves terminating their homestay arrangements.

Attendance Requirements

- 1 The academy treats international students as it does domestic students and the academy's policies apply.
- 2 Teachers and / or the Academic Manager will contact the homestay parents in the event of an unexplained absence. Staff will work with the students and their families to overcome problems as the first solution. Every reasonable step will be taken to ensure that all welfare needs are being met.
- 3 Discipline procedures will be applied in the event of truancy or continuing truancy and the students parents / and agents where applicable will be notified. These can involve:

Visits to the home by the academy's homestay manager.

Suspension procedures where truancy is deemed to be gross misconduct which is a harmful example to other students.

- 4 Parents and Agents of International Students who are failing to meet course requirements will be contacted promptly.
- 5 If a student withdraws the school will notify the New Zealand Immigration Service.

Academic Manager

Academic Manager – Alwyn Poole, BBS, MEd(Hons), DipTchg, PstGrdSptMgmt

Alwyn is Academic Manager of Mt. Hobson Middle School and also has responsibility for the strategic oversight of the International Programme. With only a small number of international student positions available Alwyn will take a personal interest in their enrolment, education and welfare as well as directly overseeing their academic programme.

Email: admin@mthobson.school.nz

International Manager

International Manager – Bruce Knox D.Litt, ATEMF

Bruce is the International Manager of Mt Hobson Middle School and has responsibility for the day-2-day operation of the international programme. He has come to MHMS with a wealth of hands on experience working with international students in NZ and abroad. His commitment to each international student is to meet them at the time of the first interview, at the airport when they arrive and then on a regular daily basis thereafter to ensure the who cross cultural international learning experience is proving to be fruitful in every aspect.

Email: b.knox@mthobson.school.nz

Phone; +64212245669

