



**Te Kura Tuarua o Tūranga Wāhine
Gisborne Girls' High School**

phone (06) 868 6092

fax (06) 868 4226

email info@gisbornegirlshigh.school.nz

web www.gisbornegirlshigh.school.nz

post P O Box 249 Gisborne 4040

GENERAL INFORMATION FOR PROSPECTIVE INTERNATIONAL STUDENTS

Gisborne Girls' High School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students 2016 (GGHS. Registration number 516) Copies of the Code of Conduct are available on request from GGHS, or from the NZQA website at:

[www.nzqa.govt.nz>providers-partners/education](http://www.nzqa.govt.nz/providers-partners/education)

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

2. 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>.

3. 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>.

4. MEDICAL AND TRAVEL INSURANCE: International students must have appropriate and current medical and travel insurance while studying in New Zealand. Gisborne Girls' High School will organise medical and travel insurance for international students at a cost of approximately \$NZ550 per year.



Tuition Fees 2017

FEES

Tuition Fees are
 \$NZ3750 one term
 \$7500 two terms
 \$11,000 three terms
 \$NZ13,000 per year. (four terms)
 Management Fee \$NZ500 (this must be paid when you apply. It is non-refundable)

The Tuition Fee **includes:** orientation, tuition costs, use of textbooks, extra English tuition, access to all facilities, and being met at Gisborne airport.

Not included in the Tuition fees are: student visa fees, insurance, NCEA fees, stationery, Government levy (\$NZ430), accommodation, "Meet and Greet" service at Auckland airport (approx. \$NZ70, if required), Subject Fees, Incidental Fees, school uniform initial cost (approx. \$NZ400), bank transfer fees, personal allowances, and outdoor education options.

	\$NZD
Tuition Fee (per year)	13,000.00
Management Fee	500.00
Subject fee	300.00
Incidental fee	550.00
Government Levy	430.00
Total	14,780.00

ACCOMMODATION

Homestay fees are \$220 per week. A Homestay Management fee is \$300 per annum.

	\$NZD
Homestay (46 weeks @ \$220 per week)	10,120.00
Homestay Management fee	300.00
Total accommodation fees	10,420.00

TOTAL LIVING AND STUDY COSTS

The following budget will help you to work out what one year's study at Gisborne Girls' High School will cost approximately:

	\$NZD
Tuition Fees	13,000.00
Management Fee	500.00
Government Levy	430.00
Subject Fee (credited over if not used)	300.00
Incidental Fee (credited over if not used)	500.00
Total Accommodation (includes Homestay Management Fee)	10,420.00
School Uniform	400.00
Medical and Travel Insurance approx.	550.00
NCEA Fees	384.00
Bank Transfer Fee	30.00
TOTAL	\$26,514.00



Other costs explained

Additional costs can include :

- school uniform in Years 9-13 approx. \$400
- medical and travel insurance (which the school can organise), cost for one year \$550
- NZQA fees for NCEA level 1, 2, 3 \$NZ384.00 per annum.
- Scholarship, and other examination fees such as IELTS, TOEFL are additional.
- school stationery, approx. \$100 per annum
- personal spending money, \$30-40 per week
- outdoor education electives- price on application.
- Correspondence Course language options

The school uniform changes from Junior to Senior years. Senior shirts and cardigan are required.

Medical insurance is compulsory for International Students. The school can organise a comprehensive Travel and Health insurance. A family may choose their own insurance provider, but must provide full policy information (in English) before student's arrival. Cost of insurance varies according to length of cover. Full year is recommended for long term students to protect fees and tickets from the risk of sickness and/or accident occurring during holidays at home.

Government Levy is a tax paid to the Government by all International students.

The Subject Fee * includes print credit, extra subject costs, e.g., paints, homework books, equipment.

The Incidental Fee * includes sports fees, field trips, unforeseen expenditures etc.

*Both these fees are an approximation of extra costs may be incurred by a student for school curricula and school run extra-curricular activities. Any surplus fees will be credited over to the following year. If fees are exceeded, extra costs may apply.

The Management Fee includes registration, the services of the International Director phone calls, faxes and administration costs. This is an annual cost. It is non-refundable.

The Homestay Management Fee is charged each year and each time a student changes homestay. This fee includes placement, management, advocacy and home visits.

Personal spending money can be deposited in a student's bank account or sent to the school with the School fees. The school will then pay a weekly pocket money to the student.

*Students will be expected to pay for all telephone calls and internet use in homestay.
Students have free internet use at school during week days.*



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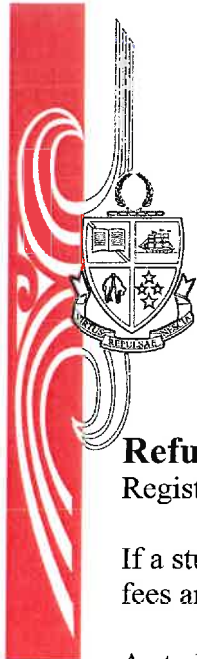
post P O Box 249 Gisborne 4040

Admission Procedure for an International Student

IF YOU HAVE DECIDED

to apply for admission as a student to Gisborne Girls' High School, then you must:

1. Complete the Application for Admission form and fax/post/scan to the school with the following: rules for International Students signed by yourself and your parents
 - two years of full academic reports (translation and original)
 - a reference from your Principal or a teacher who knows you well
 - evidence of having studied English for at least 2 years
 - a handwritten letter (from you the applicant) telling us about yourself, your interests ,why you want to study in New Zealand, and your future study and career intentions.
2. If accepted for enrolment, we will send you a letter of acceptance and a fees invoice for the total costs of your chosen time of Tuition. i.e.\$NZ13,000 (one year's tuition fee), \$NZ430 (Government Levy),, medical and travel insurance, approx.. \$NZ550 and \$N10,420 (one year's accommodation fee) etc, (according to length of stay) and details of how to pay the fees.
3. New Zealand law requires all international students to have medical insurance while staying in New Zealand. The school can arrange medical and travel insurance for you. They will be invoiced with tuition and accommodation fees. Parents may arrange insurance. A copy of the insurance policy and its English translation must be supplied before arrival in New Zealand. This policy will be checked. If deemed inappropriate, the school will arrange insurance cover at your expense. If you arrive without your policy, the school will organise cover at extra expense to you.
4. When the fees are paid we will send you an Offer of Place and a receipt for your fees. Take these to your nearest New Zealand Embassy, High Commission or immigration office. Follow their advice. Study visa application forms can be downloaded from www.immigration.govt.nz.
5. Once you have obtained a visa, please let us know of your travel arrangements in good time. The International Director can arrange for you to be met at Auckland International Airport and transferred to the Gisborne flight. They will arrange your meeting at Gisborne airport.
6. The International Director will begin your orientation programme as soon as you arrive in Gisborne. This includes a tour of the school, a test of English, assistance with uniform, advice on timetable and stationery requirements, meeting other International and New Zealand students, a bank visit (if required). Every effort is made to negotiate appropriate subjects and levels of Tuition to accommodate the best outcomes for your achievement and future pathways..



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Refund Guidelines

Registration fee is not refundable.

If a student is unable to take up her place, or is unsuccessful in obtaining a student visa, all tuition fees are fully refundable, less any other costs incurred on behalf of the student.

A student who withdraws less than 7 days prior to course commencement will be eligible for a refund of tuition fees, less \$NZ500 for teaching materials and support staff costs and any other costs incurred on behalf of the student.

A student who withdraws to return home after commencement of the course may receive a part refund of tuition fees on the following basis (i) no refund on the current term and next term (ii) full refund on the remaining terms paid for, less \$NZ500 and any other costs incurred on behalf of the student.

A student who enrolls for a course of two terms or less is not eligible for any refund.

No student will be entitled to a refund of fees if (i) she obtains a change of status to permanent resident or (ii) she has her enrolment withdrawn by the Principal or (iii) she transfers to another school or (iv) she has a non-disclosed medical condition which would compromise her ability to complete her course of education.

To be eligible for any refund the student must apply to the International Director for an Application for Refund. Please read Refund Policy guidelines before signing.

Refunds will be paid to the person or persons who paid the school fees.

Refund of Accommodation Costs

Provided one term's notice in advance is given before a student leaves, accommodation fees paid in advance and not used will be refunded.

Fees Protection Policy

Rationale

The school is required to ensure that all students' 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

GGHS organises all insurance for international students with Unicare, which guarantees under Section B Additional Expenses, Section 41(d) cover for students due to "the unforeseen insolvency, regulatory closure or withdrawal of accreditation of any education provider". This policy also provides an extensive travel and medical cover.



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**Application for Admission
for an International Student**

Please attach
a recent
photograph
of applicant

1. Family name of applicant: _____

2. First names: _____

3. Date of birth: _____ / _____ / _____
Day Month Year

4. Country of birth: _____ Nationality: _____

Passport: Country of issue: _____ Passport Number: _____

5. Full name of Father/Guardian: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Occupation: _____

6. Full name of Mother/Guardian: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Occupation: _____

PLEASE FILL IN BOTH PAGES OF THIS APPLICATION FORM

7. Present school of applicant:

Year level of class: _____ Highest School Qualification to date: _____

(Please include copies of the latest two school reports)

Years of learning English: _____

Areas of School: _____

8. What is the applicant's first language? _____

9. What is the applicant's current English language ability? (Please TICK appropriate box)

Beginner

Intermediate

Advanced

10. Gisborne Girls' High School will arrange medical and travel insurance for all international students if required. Please view policy wording on <http://www.uni-care.org>. Please tick box for insurance to be arranged by the school

11. Does the applicant have any additional learning, behavioural or health needs?

Yes No

If so please give details below and/or attach doctor's report.

(Please note: Non-disclosure may seriously affect student's continued enrolment at GGHS.)

Does the school have permission to administer paracetamol-type medication ? (circle) yes / no

12. Please state briefly why the applicant would like to attend Gisborne Girls' High School. Please include full background, study aspirations and future plans in application essay..

13. Has your family applied for or intend to apply for Permanent Residence or Long Term Business Visa? Yes No

Rules of International Students

1. You must obey all of the school rules (these will be explained at orientation). You must keep the rules of your homestay family.
2. You must attend school unless ill. If you are ill then your homestay parent will notify the school at the start of the day. You are required to bring a note from your homestay parent to explain your illness upon your return to school.
3. You are expected to set study goals and work hard at all times to achieve them. You will cooperate with staff and other students and study seriously and make a determined effort in school.
4. You must always remember that you are an ambassador for your country,
5. You cannot change accommodation except for exceptional circumstances. No flatting is allowed.
6. You will not smoke or drink alcohol or use illegal drugs.
7. Your activities must be approved by your host parents and the International Director (and in some cases your own parents).
8. You are not permitted to go on trips by yourself or with others without permission from the Principal, International Director, and your parents.
9. You cannot own, or drive a car while studying at GGHS.

Additional Rules for Homestay Students

1. You must always advise your host parents of your whereabouts, who you are with and when you will return home. You must return home before day becomes night.
2. You must show respect for your host family and act as a member of the family.
3. If you want to spend any nights away you must get permission from your host family, the International Director, and your own family, well in advance of the proposed activity.
4. Internet usage and payments are to be negotiated with your host family. Excessive or inappropriate use may result in limitation of access.
5. You must be polite and respectful to the homestay family and their property.
6. You must advise homestay of changes of meal plans, or changes of regular home times.

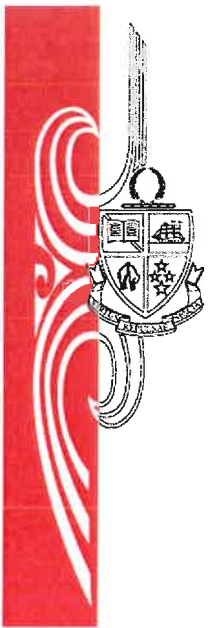
We agree to the above rules and understand that the student may be sent home at the parent's expense if she is found breaking the rules.

Signature of student: _____

Signature of parent: _____

W S Kirkwood
International Director

J. Kumar
Principal



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REFUND CONDITIONS FOR INTERNATIONAL STUDENTS

If a student withdraws from his course of study before the completion date, 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. When no notice is given, a one term's fee will be charged. 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 \$500. This includes if a student is not granted a student permit to attend Gisborne Girls' High School.

If the application is made after the start of the course (i.e. in Terms 1 or 2), but before the second half of the course (i.e. Terms 3 & 4):

Fees will be refunded less:

- ◆ An administration Fee of NZ \$500
- ◆ Costs to the school already incurred for tuition
- ◆ 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 second half of a course:

- ◆ 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. Medical evidence must be provided). 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 refunds will be made to a student who acquires Permanent Residence after having enrolled here.



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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

Homestay Fees

If you move out of your Homestay before the end of your contract:

- ◆ The Homestay Placement Fee of \$300 will not be refunded
- ◆ All other unused Homestay Fees will be refunded, provided the Homestay has been given two weeks' notice that the student is leaving
- ◆ If the student does not give two weeks' notice, then two weeks' Homestay fees will be deducted from any refund.

Payment of Refunds:

- ◆ All refunds will be paid to either the parents of the student or to an agent with written authority from the parents. No refunds will be given directly to the student
- ◆ Students who are insured with UNICARE may have the balance of their fees reimbursed by that Company

Fees Protection:

- ◆ The School has a fee protection policy to safeguard the fees paid by International Students, in the unlikely event that the school may not be able to continue delivering tuition to the international student. This policy ensures that the school retains sufficient funds to meet the requirements of any refund in these circumstances.

NB The New Zealand Immigration Service will be notified if any student ceases to attend Gisborne Girls' High School for whatever reason.

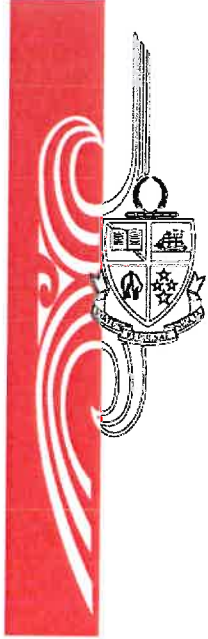
I agree with these refund conditions

Parent's Signature: _____

Date:

Print Parent's Full Name

Print Student's Full Name



**Te Kura Tuarua o Tūranga Wāhine
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Dear Parents/Caregivers,

Attached is a consent form that will enable your daughter to attend events deemed as low risk EOTC (education outside the classroom) activities. Could you please fill it out and return with the other forms in this pack.

The Ministry of Education's EOTC guidelines identify four EOTC activity types, each with recommended types of parental/caregiver consent. In brief they are:

A	On site – in the school grounds (i) Lower risk environments (ii) Higher risk environments *	(i) No consent sought or blanket consent (ii) Separate consent for each event or programme
B	Off-site events in the local community occurring in school time. (i) Lower risk environments (ii) Higher risk environments *	(i) Blanket consent at enrolment (ii) Separate consent for each event or programme
C	Off-site events – finishing after school finishes. (i) Lower risk environments (ii) Higher risk environments *	(i) Blanket consent at enrolment (ii) Separate consent for each event or programme
D	Off-site residential overnight events. (i) Lower risk environments (ii) Higher risk environments *	(i) Separate consent (ii) Separate consent for each event or programme

*Involves risk assessed to be greater than that associated with the average family activity.

All EOTC activity categories require staff to undertake an analysis of the risks, and identify the management strategies required to eliminate, isolate and minimise the risks. Emergency procedures are also in place.

BLANKET CONSENT

I/we agree to the participation of _____ in lower risk category A and B and C EOTC events while a student at Gisborne Girls' High School.

I/we have provided the school with up-to-date medical, supervision and learning information through the enrolment form, and will make every endeavour to keep this information current.

 Name Signature Date

 Name Signature Date



Te Kura Tuarua o Tūranga Wāhine Gisborne Girls' High School

CYBERSAFETY USE AGREEMENT FOR STUDENTS

I agree to the following rules:

1. I cannot use school ICT equipment until my parent(s) and I have read and signed my use agreement for and returned it to school.
2. I will be given my own user name. I will log on only with that user name. I will not allow anyone else to use my user name.
3. I will not tell anyone else my password.
4. While at school or a school-related activity, I will not have any involvement with any ICT material or activity which might put me or anyone else at risk (eg: bullying or harassing).
5. I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.
6. I understand that the rules in this use agreement also apply to mobile phones. I will only use my mobile phone(s) at the times that I am permitted to during the school day.
7. While at school, I will not:
 - access, or attempt to access, inappropriate, age restricted, or objectionable material. For clarity, this material often involves sex, drugs, violence or weapons.
 - download, save or distribute such material by copying, storing, printing or showing it to other people
 - make any attempt to get around or bypass security, monitoring and filtering that is in place at school.
8. I understand that I can only use the internet at school in ways that do not break rules 5, 6 and 7 above.
9. If I accidentally access inappropriate material, I will:
 - not show others
 - turn off or minimise the screen
 - report the incident to the teacher immediately.
10. I understand that I must not download any files such as music, videos, games or programmes which have an objectionable nature or break copyright rules. This makes sure the school complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.
11. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, USB drive) I bring to school or a school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.
12. I will not attempt to run any software on, school ICT without a teacher's permission. This includes all wireless technologies.
13. I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes name, address, email address, phone numbers and photos.

14. I will respect all ICT systems in use at school and treat all ICT equipment/devices with care. This includes:
- not intentionally disrupting the smooth running of any school ICT systems
 - not attempting to hack or gain unauthorised access to any system
 - following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
 - reporting any breakages/damage to a staff member.
15. I understand that the school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.
16. I understand that the school may audit its computer network, internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.
17. I understand that if I break these rules, the school may inform my parent(s). In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.

I have read and understood my responsibilities and agree to abide by this cybersafety use agreement. I know that if I breach this use agreement there may be serious consequences.

Name of student:

Form class:

Year Level:

Signature:

Date:

Section for parent/ legal guardian/ caregiver

I have read this cybersafety use agreement document and am aware of the school's initiatives to maintain a cybersafe learning environment, including the child's responsibilities.

Name of parent:

Signature:

Date:

Please note: This agreement for your child will remain in force as long as she is enrolled at this school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.



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I REQUEST THAT

be admitted to Gisborne Girls' High School.

I understand the conditions set in the enrolment documents. I acknowledge that if she is admitted, that we, student and parent(s), are bound by these requirements.

I have read and understood the Refund Policy.

I will encourage the student to work hard to achieve her potential.

I guarantee the good behaviour of the student in New Zealand.

I accept the right of the school to effect a change of course if it is in the best interests of the student.

I have made full disclosure of the student's health and well-being.

I agree my daughter will not own a car, or drive while at GGHS.

I understand my daughter must return to her home country at the end of the school year.

I have supplied accurate and full information to the school to support the student's application, to aid the choice of appropriate subjects, and future study and career pathways.

Signature of Father or Guardian: _____

Signature of Mother or Guardian: _____

Date: _____

PLEASE FORWARD THIS APPLICATION FORM WITH SUPPORTING INFORMATION TO:
INTERNATIONAL DIRECTOR
GISBORNE GIRLS' HIGH SCHOOL,
P O BOX 249,
GISBORNE 4040, NEW ZEALAND, Email address: international@gghs.school.nz

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3. You are expected to set study goals and work hard at all times to achieve them. You will cooperate with staff and other students and study seriously and make a determined effort in school.
4. You must always remember that you are an ambassador for your country,
5. You cannot change accommodation except for exceptional circumstances. No flatting is allowed.
6. You will not smoke or drink alcohol or use illegal drugs.
7. Your activities must be approved by your host parents and the International Director (and in some cases your own parents).
8. You are not permitted to go on trips by yourself or with others without permission from the Principal, International Director, and your parents.
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5. You must be polite and respectful to the homestay family and their property.
6. You must advise homestay of changes of meal plans, or changes of regular home times.

We agree to the above rules and understand that the student may be sent home at the parent's expense if she is found breaking the rules.

Signature of student: _____

Signature of parent: _____

W S Kirkwood
International Director

J. Kumar
Principal