



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 (GGHS Registration Number 516). Copies of the Code of Conduct are available on request from GGHS, or from the NZQA website at: <http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/>

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 \$NZ600 per year.



Fees 2019

TUITION

(incl. Orientation, Tuition, Use of textbooks, Extra English language Tuition)

*One Term	\$4000
*Two terms	\$8000
*Three terms	\$11500
*Four terms	\$14000

ADMINISTRATION

*Registration/ International and Homestay Management/ Bank fees. \$1000

SCHOOL RELATED FEES

(per annum unless stated)

*Subject Fees	\$300
*Incidental Fees	\$500
*Government Levy	\$430
*School Uniform	\$450
Term Four Outdoor Education Option	\$500
NCEA Exam Fees	\$384
Surf Programme Option	\$240

INSURANCE

*Medical and Travel Insurance \$600

ACCOMMODATION

Homestay per week	\$245
e.g. Homestay (46 weeks @ \$245 per week)	\$11,270

**Compulsory fees*



Costs explained:

- School uniform approx. \$450
- Medical and travel insurance (which the school can organise), cost for 46 weeks \$600
- 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
- Meet and Greet service Auckland Airport \$70
- Correspondence Course language options are additional

The school uniform includes skirt or shorts, polo shirt (juniors) or blouse (seniors), black cardigan and an option of a GGHS jacket.

Medical insurance is compulsory for International Students. The school can organise a comprehensive Travel and Health insurance with Unicare. 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, any directly related course costs. Unused funds are refunded.

The Incidental Fee* includes sports fees, field trips and unforeseen expenditures. Short term students are recommended to pay the annual fee to allow them to choose more opportunities. Unused funds are refunded.

The Administration Fee includes registration, the services of the International Director, homestay placement, bank transfer fees and on-going monitoring. This is a non-refundable annual cost.

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.

Term Four Outdoor Education option for short term senior students who may wish to attend activities in term 4 when domestic students are on study leave.

**Both these fees are an approximation of extra costs that 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.*

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



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. \$NZ14,000 (one year's tuition fee), \$NZ430 (Government Levy), Medical and Travel insurance, approx. \$NZ600, Administration \$1000, Subject, Incidental and Uniform fees, Accommodation fees appropriate to the length of stay, and any optional extras.
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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, interests, and future pathways.



Refund Guidelines

The Administration fee is non 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.



Application for Admission for an International Student

Please attach
a recent
photograph of
applicant

1. Family name of applicant: _____

2. First name(s): _____

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

4. Country of birth: _____ Nationality: _____

Passport: Country of issue: _____ Passport Number: _____

5. Full name of Parent/Caregiver: _____

Address: _____

Postal address (if different from above): _____

Home Phone: _____ Mobile: _____ Email: _____

Occupation: _____

6. Full name of Parent/Guardian: _____

Mobile: _____ Email: _____

Occupation: _____

PLEASE FILL IN ALL PAGES OF THIS APPLICATION FORM



7. Current 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)

12. Does the school have permission to administer paracetamol? Yes No

13. 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.

14. Has your family applied for or intend to apply for Permanent Residence or Long Term Business Visa?

Yes

No

Rules of International Students

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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.
 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 will not obtain a tattoo or other permanent body embellishment.
 9. You are not permitted to go on trips by yourself or with others without permission from the Principal, International Director, and your parents.
 10. 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.

Student signature: _____ *Date:* _____

Parent/ Caregiver signature: _____ *Date:* _____

Parent/ Caregiver signature: _____ *Date:* _____



Cybersafety Agreement

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 form 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. I will not tell anyone else my password.
3. 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.
4. While at school or on 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 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.
6. 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.
7. If I accidentally access inappropriate material, I will not show others, I will turn off or minimize the screen and report the incident to the teacher immediately.
8. 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.
9. 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.
10. I will not attempt to run any software on school ICT without a teacher's permission. This includes all wireless technologies.
11. 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.



12. 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.
13. 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.
14. 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.
15. 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.

Declaration:

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.

Student 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 student's responsibilities.

I understand this agreement will remain in force as long as the student is enrolled at this school. If it becomes necessary to add or amend any information or rule, I will be advised in writing.

Parent/ Caregiver signature: _____ Date: _____



Blanket Consent for Education Outside the Classroom

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

Category A: On site – in the school grounds

Category B: Off-site events in the local community occurring in school time.

Category C: Off-site events – finishing after school finishes.

Any activities involving high risk activity and/or overnight stay will always require separate caregiver consent.

Declaration:

*I/we agree to the participation of _____ (student's name)
in lower risk category A, B and C EOTC events while a student at GGHS.*

Parent/ Caregiver signature: _____ Date: _____



I REQUEST THAT

_____ *student's name*)
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.

Parent/ Caregiver signature: _____

Parent/ Caregiver signature: _____

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

W S Kirkwood
International Director

J. Kumar
Principal