



**REMUERA
INTERMEDIATE
SCHOOL**
RELIABILITY INTEGRITY SERVICE

INTERNATIONAL STUDENTS

Information Booklet 2018



INTRODUCTION

Thank you for considering Remuera Intermediate as a school of choice for you and your child. Anyone considering applying to attend Remuera Intermediate should read this information thoroughly. Further information and forms are available on the school website under the International Student section. <http://www.remint.school.nz/international-students/welcome>

Remuera Intermediate School is a registered signatory and as such has agreed to observe and be bound by the 2016 Education Code of Practice for the Pastoral Care of International Students administered by NZQA. Copies of the code are available on request from the school office or from the NZQA website. <http://www.nzqa.govt.nz/>

IMPORTANT CONTACT DETAILS

Director of International Students	Mr Robert Rasmussen	robertr@remint.school.nz
Enrolments Office	Mrs Margaret Khoong	enrolments@remint.school.nz
School Website		www.remint.school.nz
NZQA Website		http://www.nzqa.govt.nz/
New Zealand Ministry of Education		https://parents.education.govt.nz/
New Zealand Immigration		http://www.immigration.govt.nz/

SAFETY AND WELLBEING (Pastoral Care)

Remuera Intermediate School believes that all students should be safe and happy at school. Students should be confident that they are able to access appropriate help and guidance when necessary. All students will be made aware of the appropriate people to contact for support. In addition, the Director of International Students will survey students and families regularly for feedback on their experience.

The Director of International Students is always available to deal with issues specific to International Students. The orientation programme will also advise students on where to seek support should they have any problems with teachers, school friends or caregivers. In addition, the school operates a complaints policy with clear guidelines around steps to take in resolving any difficulties.

If these processes do not lead to a satisfactory outcome NZQA are available, as administrators of the code of practice, to address any concerns. A complete overview of the NZQA complaints process is available online at <http://www.nzqa.govt.nz/about-us/make-a-complaint/make-a-complaint-about-a-provider/>

IMMIGRATION AND VISA CONDITIONS

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/>

ACCOMMODATION

When considering accommodation options for your child while they study in New Zealand it is important to understand that different living arrangements have different requirements.

Accommodation falls under three categories;

- Living with **one or both parents**
- Living with a **designated caregiver**
- Living in a **homestay** situation

A **designated caregiver** means a relative or close family friend designated in writing by a parent or legal guardian of an international student under 18 years as the caregiver and accommodation provider for that student. A **homestay** means accommodation provided to an international student in the residence of a family or household in which no more than 4 international students are accommodated.

Where an international student is living with **one or both parents**, they will take full responsibility for the student's well-being and financial support.

Should an international student live with a **designated caregiver** or in a **homestay** situation, Remuera Intermediate will oversee all administration including regular checks of the home, police vetting, management of homestay payments and ensuring relevant documentation is completed in full by all parties.

Remuera Intermediate School will arrange **homestay** accommodation for students if and when possible. Alternatively, **homestay** accommodation may also be arranged by friends, family or agents. In all cases Remuera Intermediate will oversee the administration of these arrangements as outlined above.

NEW ZEALAND CURRICULUM

Teaching programmes are based on the New Zealand Curriculum. Classroom teachers teach English, Mathematics, Social Studies, Science, Health and Physical Education, Dance and Drama. There are specialist teachers for Art, Music, Languages and Technologies. Extra assistance is available for students who have English as their second language. Details of all programmes are contained in the school prospectus on the school website. Additional information can also be found on the New Zealand Ministry of Education Website. <https://parents.education.govt.nz/>

FEE STRUCTURE

All fees are inclusive of government goods and services tax (GST) and administrative costs.

Tuition Fees	
Full Year	\$12,000.00
Per Term	\$3000.00
Weekly fee for stays less than 1 term	\$350.00
Homestay Accommodation	
Weekly fee excluding personal spending money	\$260.00
Recommended weekly spending money (pocket money)	\$20.00

The tuition fee covers all normal programme costs, including the school's activity fee and specialist subject fee. School camp costs, music lessons, class trip costs and stationery are also included in the tuition fee.

PAYMENT OF FEES

Fees for the total enrolment period must be paid in full prior to the student attending classes.

FEE PROTECTION

Fees paid by international students are secure and protected against the possibility of an interruption to the course. Internal procedures assist the school in monitoring income and expenditure to ensure that money is controlled appropriately. Our fee protection policy is provided to parents before a contract is signed and is included in the contract signed upon enrolment.

Fees received in advance should only be recognised as income earned by the school as each term commences. A portion of advance fees is transferred to the school's main bank account in instalments. Remaining fees paid in advance are available to be refunded if necessary.

FEE REFUND POLICY

Our fee refund policy is provided to parents before a contract is signed and is included in the contract signed upon enrolment.

If a student withdraws from their course of study before the completion date, they may be eligible for a refund of tuition fees. The school will always investigate requests for a refund and act fairly.

- The school will consider refunding all or part of fees if:
 - there are special circumstances and proof is supplied (e.g. the child has a serious illness or accident, or the family needs to return home because of a family member's death)
 - the child gains permanent residency during the course (documentation of the residency must be provided within 14 days of it being granted)

- the school is closed for a period of one week or more due to force majeure (defined as an event beyond the reasonable control of the school, such as snow, earthquake, etc.).
- The school is not obliged to refund fees if the child:
 - has been asked to leave the school because of poor attendance or a breach of enrolment conditions
 - wishes to transfer to another educational institution for any reason
 - has special needs that were not explained to the school on the enrolment form.

The refund policy must include refund conditions for the following situations:

- failure by a student to obtain a study visa
- voluntary withdrawal by a student
- the school ceasing to provide the agreed educational programme the school ceasing to be a signatory to the Code of Practice
- the school ceasing to be a provider

If the school ceases to provide the agreed educational programme or ceases to be a signatory to the Code of Practice, Remuera Intermediate School will deal with the fees paid for services not delivered or the unused portion of fees by:

- refunding the amount in question to the student (or the student's parent or legal guardian)
- transferring the amount to another signatory as agreed with the student (as specified in the Code).

How to apply for a full or partial refund of fees

To apply for a full or partial refund of fees, a parent (legal guardian) must apply in writing to the director of international students within one month of the student's last day at school (or within one month of the student gaining permanent residency) explaining the special circumstances.

- If a parent applies for a refund before the course starts, the school will refund the fees in full, less an administration fee being 20% of funds received to date. If they apply for a refund after the course starts, the school determines the level of refund, taking into account costs already incurred, and an administration fee being 20% of funds received to date. Special circumstances are taken into consideration (e.g. death of a close family member, serious illness, accident).

Payment of refunds

The school only refunds fees directly to a parent or to an agent with written authority from a parent. The school will never refund fees directly to the student.

Immigration New Zealand is notified if any student ceases to attend Remuera Intermediate School for whatever reason.

WITHDRAWAL PROCEDURES

Students (and their parents) must be aware that their visa and student permit specifies that they are in New Zealand to study at Remuera Intermediate School. If a student ceases to attend this school, New Zealand Immigration will be advised.

A student's place will be terminated for any serious breach of school rules. All students at this school will be aware of our discipline procedures. International Students will be treated in the same way as domestic students, in terms of stand-downs, suspensions and withdrawals.

CONFIRMATION OF ACCEPTANCE

Successful applicants, following the payment of fees, will receive a tuition fee receipt. This receipt and the offer of placement letter will be needed for student visa applications. Acceptance into Remuera Intermediate School will be at the discretion of the Principal. The school has the right to reject an enrolment application if it feels that it cannot cater for the student.

HEALTH AND TRAVEL INSURANCE

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 this 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/>

You must have health and travel insurance that will cover the cost of medical treatment for the duration of your stay. Your insurance policy must cover the full length of time in New Zealand. Evidence of insurance cover must be produced for the enrolment.

The Accident Compensation Corporation (ACC) 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/>

ORIENTATION PROGRAMME

All new students participate in an orientation programme designed to prepare them for their time at school. The classroom teacher, the English language teacher and students are involved in providing opportunities for International Students to become familiar with the procedures of school life. The Director of International Students will be responsible for preparing a programme that includes a description of the school and its systems, rules and regulations, where to go for help and guidance, and where to find people you need.

For any further questions you may have regarding your application, please contact Robert Rasmussen. We look forward to welcoming you and your child to Remuera Intermediate School.

King Regards

Kyle Brewerton
Principal