



HILLCREST HIGH SCHOOL

INTERNATIONAL STUDENT

Enrolment Procedures

Thank you for your interest in Hillcrest High School. This information will help you with the enrolment procedures.

1) AN ENQUIRY IS MADE TO HILLCREST HIGH SCHOOL

Mrs Rae Selby, International Student Director (rselby@hillcrest-high.school.nz), will outline basic requirements:

- a) Aspects such as the appropriate Year level, Subjects, fees, language requirements & the Foundation programme may be discussed.
- b) Accommodation: Either with Parents, with a Designated Caregiver or a school arranged Homestay. Accommodation must be inspected and approved by the school.

2) APPLICATION

An application should be submitted to the school as soon as possible as places are limited. Applications should be forwarded to the school in September or October for the following year. **Late** applications will be considered if there is a vacancy at an appropriate level.

With the completed application we require:

- a) **A Reference letter** from student's present school (translated into English if in first language) from either the Principal or a teacher. If the student is already in New Zealand the letter should be from their International Dean.
- b) **Examination results and a copy of the last report** (translated into English if in the Students first language). Evidence is required that he/she has studied English language and has gained a satisfactory level of written and oral English understanding.
- c) **A Letter (in English and in their own handwriting) from the student** giving his/her reason for wanting to attend Hillcrest High School and background information about the student.

This information will be used to determine and recognize prior learning and the student's level of ability in their present educational situation.

There are entry requirements or prerequisites for some Level 1, 2 & 3 subjects.

Entry to these subjects will be at the discretion of the Dean and Principal.

3) THE APPLICATION IS CHECKED TO CONFIRM THE STUDENT'S:

- a) Ability to achieve in an English Language Learning situation.
- b) Ability of the applicant to adapt to the new environment.
- c) Accommodation situation.
- d) Subjects and career goals.
- e) Past academic performance

If the student is in Hamilton, an interview will be arranged. Where possible, students will be tested for their language level.

4) IF ACCEPTED:

A Conditional Offer is sent with a tuition invoice and the documentation that must be completed and signed by both the student and his/her parents. Documents cover Tuition, Insurance, Accommodation and to the Terms and Conditions relating to enrolment.

NB: Insurance must be paid with the Tuition, Admin, Incidental & Activity fee.

Once the signed & completed documents are returned, accepted and the Fees paid, enrolment is confirmed.

5) FEES PAID AND COMPLETION OF ENROLMENT PROCEDURES.

A letter is then sent back to the applicant with:

- a) A Receipt for the fee.
- b) Formal **Offer of Place**

6) STUDENT VISA:

The applicant will use these documents to apply to New Zealand Immigration for a 'Student Visa' to study in NZ. A student cannot start school without a current Visa.

7) ACCOMMODATION

Arrangements for **accommodation** will be finalized including a Home visit and Police Vetting where appropriate. Accommodation fees for Hillcrest High School Homestays are paid for a minimum two terms in advance.

8) STARTING DATE:

The applicant will let Hillcrest High School know when their Visa has been approved and confirm when he/she will be arriving.

POINTS TO REMEMBER:

- When applying **remember** to provide evidence of your previous schooling, including levels of achievement and English language proficiency.
- Where the student is presently living in or near Hamilton we suggest they have a brief **interview** with the International Student Director. Please contact Mrs Selby to make an appointment :
Phone 07 8570297 ext 839 or email:
rselby@hillcrest-high.school.nz
- This is to make sure the student's level of English will allow them the maximum benefit from a secondary school experience.
- The application and Agreements for Tuition and Accommodation **must** be signed by the student's parents or Legal Guardian.

English Language Proficiency and Course selection

- Should students test at a very low English level, they may be required to attend a language school for pre-High School tuition before commencing their studies at Hillcrest High School.
- Students with a low level of English proficiency may be considered for the Foundation class, an intensive English language programme.
- If possible, students are tested for their language level when the application is made. (Students currently living in, or visiting, Hamilton)
- Students will be placed at a study level appropriate to their English language level.
- They must have evidence of prior learning and high achievement in subjects such as Mathematics and Physics for entry at Senior level, NCEA Level 1, 2 and 3 (Pre-requisites). Entry will be at the discretion of the Dean and Principal.
- Students are unlikely to progress to a higher level, e.g. L3, if they do not pass L2.
- It may not be possible to always give first subject choices. There may be timetable clashes and some subjects, such as Outdoor Education, may not have vacancies.
- Senior Students need to ensure that subjects taken allow for further Tertiary Study.

On arrival at Hillcrest High School

Arrangements will be made for a member of the English Language Learning Department to meet with new International Students to discuss English language support.

English language testing will take place and any additional help arranged. There are English Language classes and a Foundation programme available along with additional help from the ESOL Teacher Assistants.

Students should bring examples of recent school work to show competency and areas of work previously covered in subjects such as English, Maths, Graphics, Science & Art.

Tuition fees 2017 and indication of costs	
Tuition fee Administration fee Hillcrest High School Homestay fee Insurance (depending on Company)	NZ \$14,000.00pa NZ\$ 700.00pa NZ\$ 245.00 Per Week NZ\$ 500.00pa (approximately)
Contribution towards Educational, cultural and social activities outside the classroom, arranged by International Department.	NZ\$ 200. 00 pa
<p>Course fees depend on course selection. Core subjects are covered in the tuition fees. There may be some course and trip costs for senior classes such as Tourism.</p> <p>See website for an indication of costs.</p> <p>Stationary, printing, photocopying costs varies, depending on subject.</p> <p>Incidental fees not used are carried forward to the following year and remaining Incidental fees are refunded at the end of enrolment.</p>	<p>An Incidental fee will cover the majority of costs. There may be some additional costs depending on course selection and optional activities.</p> <p>Incidental fees:</p> <p>Year 9: \$400.00 Year 10: \$600.00 Year 11,12,13: \$800.00</p>
Junior uniform Year 9,10 Senior Uniform Year 11, 12 No uniform for Y13	\$500.00 (approximately) Some second hand uniforms may be available

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What your tuition fee covers

There will be additional costs, some of which are shown below.

The fee, payable in advance, covers the following:

1. Tuition fees and returnable text books.
2. The annual fee to the Ministry of Education for International Fee Paying students.

Incidental fees contribute towards:

1. Stationery, printing and photocopying costs, workbooks
2. Field Trips & Course costs where applicable (depending on Course selection. It does not cover all costs for courses such as Photography, Tourism and Outdoor Education).
3. Sports fees
4. Cultural activity fees e.g. hiring a musical instrument

5. Some Social events
6. Class materials e.g. in Textiles or Woodwork
7. NCEA Examination fees.
8. Year 10 Camp fees
9. School ID card and Locker.

Note: Some courses such as Tourism have a significant cost. Costs vary between different subjects and are available in the Curriculum Handbook on our website (www.hillcrest-high.school.nz).

Not all course fees are evenly divided between the four terms. Some terms have more expensive elements and therefore cost more.

Additional costs:

- Medical and Travel Insurance is compulsory (paid along with tuition fees).
- Uniform costs
- Homestay fees
- Airport shuttle
- Spending money is the responsibility of the student and their family. If enrolling as a Senior student, additional costs are involved if you wish to attend social functions such as the School Ball and end of year functions.

Fee Refund and Withdrawal:

Written approval for withdrawal must be provided by parent(s) or legal guardian(s) and eligibility for a refund will be assessed. Any application for a refund will be considered by the Board of Trustees following guidelines set out in the Terms and Conditions Agreement. Please refer to Clauses 3.2 of the Terms & Conditions Agreement for information relating to Refund criteria. This Agreement is signed as part of the enrolment procedure.

Hillcrest High School International Students Accommodation Information



Hillcrest High School does not have a hostel or a boarding establishment but may be able to organise Homestay accommodation. It is important to ask for a Homestay placement early as Homestay accommodation is limited and placements cannot be guaranteed.

International students are not permitted to live in flatting accommodation. International students either live with their parents, a Hillcrest High School caregiver or a Designated Caregiver (a close family friend or relation). All accommodation arrangements **must** be approved by the school.

A Homestay application and Homestay Agreement will be sent with any conditional offer if the enrolment application requests accommodation be provided by the school.

Parents requesting that accommodation is arranged must sign the Homestay Agreement and make provision to pay a minimum of two terms Homestay fees in advance to the school.

Four terms accommodation can be paid in advance. A full year's Homestay is usually 46 weeks. Students are expected to return home at the end of the academic year.

The Weekly Homestay charge for 2017 is \$245.00 per week.

School Pre-paid accommodation is accepted by NZ Immigration as part of Financial Support arrangements.

Many Homestays are reasonably close to the school but some are not within walking distance. Students walk, bike, take a bus and some are taken to school by their host parents.

The International Director must be advised of any accommodation changes, including contact details, type of accommodation, family members and change of address.

All caregivers are carefully monitored. This means that there is:

- Police vetting of all persons 18 & over (excluding International Students)
- An assessment of the carer's suitability and the house is inspected for suitability.
- The school must be satisfied that the carer will provide a safe physical and emotional environment.

The International Department will provide support, advice and guidance for caregivers about best practice, visit the Homestay twice a year and will meet with students living in Homestays at least once a term to ensure that the accommodation is suitable.

Homestay families may have two parents, some may be single parents and sometimes there are no children living in the home. Some have older children while others may have young children. It is expected that they will treat their student as part of their family. Their family life may or may not involve trips outside Hamilton as not all families have family outings. They are selected because of their willingness to welcome a student into their home.

Host families are from our local community and include a diverse range of family groups. Please note, some of our most hospitable Host families reflect the multicultural nature of our school.

Designated Caregiver

Parents of International Students can apply to arrange their own accommodation if the student intends staying with **a close family friend or relative**.

They will advise the International Student Director of the Designated Caregiver, provide evidence of this relationship/friendship and complete a statement of Designated Caregiver Arrangements. The Designated Caregiver(s) passport(s) must be provided and will be copied. The Designated Caregiver must be of an acceptable age to assume this responsibility.

The Designated Caregiver placement must be approved by the school.

The accommodation agreement will need to be signed by:

- The Parents
- The Designated Caregiver
- The International Student Director or school representative.

Designated caregivers must have a full understanding of their obligations to the student and to the school.

NOTE: In all types of Homestays, if Homestay parents are negligent in their care the International Student Director will contact the natural parents and/or their nominated representative and the student will be removed from the home.

Agents:

If you wish to change your Recruitment Agent, this must be confirmed in writing with an acceptable reason for the change. Changing Agents will not be possible once confirmation of acceptance at Hillcrest High School has been issued unless there are extreme circumstances.

Grievance Procedures:

Complaints and concerns relating to any issues between students, associated parties and the school should be directed initially to the International Director.

Any decisions can be then reviewed, at the student's request, by the Principal or Board of Trustees.

If you have a complaint about Hillcrest High School breaching the Education (Pastoral Care of International Students) Code of Practice 2016, follow Hillcrest High School's formal complaint process first.

If this does not resolve your complaint, you can contact the New Zealand Qualifications Authority (NZQA) by phone on 0800 697 296 or email gadrisk@nzqa.govt.nz

Or, if it is a financial or contractual dispute, you can contact Fairway Resolution by phone on 0800 77 44 22. More information is available on the Fairway Resolution Website: <http://www.fairwayresolution.com/istudent-complaints>

CODE of PRACTICE: *Hillcrest High School has agreed to observe and be bound by the code of Practice for the Pastoral Care of International Students administered by the New Zealand Qualifications Authority. Copies of the Code are available from their website at <http://www.nzqa.govt.nz>*

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 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>*

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>*

MEDICAL AND TRAVEL INSURANCE: *International students must have appropriate and current health and travel insurance for the entire length of their study in New Zealand. An Insurance premium for either Orbit Protect or Unicare must be paid at enrolment or evidence of an acceptable, New Zealand based Insurance provided to the school.*