



HILLCREST HIGH SCHOOL

INTERNATIONAL STUDENT

Enrolment Procedures

Thank you for your interest in Hillcrest High School. This information will help you with our enrolment procedures. Our application form is on our website or may be emailed to you on request.

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, pre-requisites, language requirements, English Language Learning (ELL) & the Junior Foundation programme are covered.
- b) Accommodation: Either with Parents, with a Designated Caregiver or a school arranged Homestay. Accommodation must be inspected and approved by the school.
- c) Tuition, Administration, Activity and Homestay Fees are discussed.

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 a teacher at the student's present school (translated into English if in first language). If the student is already in New Zealand the letter should be from their International Dean or Director.
- b) **Examination results and a copy of their last report/transcript** (translated into English if in the Student's 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** applicant giving his/her reason for wanting to attend Hillcrest High School and giving information on their background, interests, hobbies and any future plans.

WHERE POSSIBLE A SKYPE OR WECHAT INTERVIEW WILL BE HELD

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 MAKE SURE OF THE STUDENT'S:

- a) Ability to achieve in ELL situation. Juniors must be able to structure sentences and paragraphs appropriately and maintain a conversation on a general topic. Seniors are expected to maintain a conversation on an academic topic and structure written work appropriately. This will include narratives, essays and reports. Reading should be at upper intermediate level.
- b) The ability of the applicant to adapt to the new environment.
- c) Their accommodation situation.
- d) Their possible subjects and career goals.
- e) Their past academic performance

If the student is in Hamilton, an interview will be arranged. The Director can discuss subject choices and the desired year level and convey important information to the applicant. Where possible, students will be tested for their language level.

4) IF ACCEPTED:

A letter of conditional acceptance is sent with a tuition invoice. Some additional documentation may be requested, relating to insurance, school expectations for behaviour, accommodation and tuition agreement. 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 fees.
- b) Confirmation that Hillcrest High School has:
 - Accepted the student.
 - Received the fee.
 - Provided a 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 New Zealand. A student cannot start at Hillcrest High School without the appropriate Visa.

7) ACCOMMODATION

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

8) STARTING DATE:

The applicant will let Hillcrest High School know that their Visa has been approved and confirm when he/she will be arriving in New Zealand. Please give at least one week's notice if you require a shuttle from Auckland Airport

POINTS TO REMEMBER:

- When applying **remember** to provide evidence of your previous schooling, including levels of achievement and English language proficiency.
- It is preferable, where the student is presently residing in or near Hamilton, that they have a brief **interview** with the International Student Director. The Director can discuss subject choices and the desired year level and convey important information to the applicant. The intention is to make sure that the student's level of English will allow them the maximum benefit from a secondary school experience.
- Should you want more information or if you are in Hamilton and wish to make an appointment for an enrolment interview, please contact Mrs Selby, Phone 07 8570297 ext 839 or email: rselby@hillcrest-high.school.nz
- The application and associated documentation **must** be signed by the student's parents or legal guardian.

English Language Proficiency and Course selection

- Junior students with a lower level of English proficiency may be considered for the Junior Foundation class, an intensive English language programme with additional Foundation Maths and Science classes.
- If possible, students are interviewed for their language level when the application is made. This can be at school for students currently residing in Hamilton or by using WeChat and Skype interviews for those living offshore.
- Following English Language testing, students will be placed at a study level appropriate to their English language level.
- They must have evidence of prior learning and of high achievement in subjects such as Mathematics and Physics for entry at senior level.
- There are entry requirements or prerequisites for Level 1, 2 and 3 subjects. Students enrolling from outside New Zealand must show adequate prior learning in their subject choices if wishing to study at Level 2 and 3. 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 and meet the requirements for offshore tertiary study.

On arrival at Hillcrest High School

Arrangements will be made for the Head of the ELL Department to meet with new International Students to discuss English language support.

Testing will occur and any additional help arranged. There are ELL classes and a junior Foundation programme available along with additional help from the ELL Teacher Assistants for students at all levels.

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 and Art.

Tuition fees 2018 and indication of costs	
Tuition fee Administration fee Homestay costs Insurance (depending on Company)	NZ \$15,000.00pa 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>There may be some additional material costs for classes such as metal/wood/textiles/art etc. Class trips and outdoor education activities must be self-funding.</p> <p>The optional Great Barrier experience for Year 10 students has a significant extra fee.</p> <p>Stationary, printing and photocopying costs vary, depending on subjects.</p> <p>See our website www.hillcrest-high.school.nz for further information.</p> <p>.....</p> <p>Any Incidental Fee not used during the year may be carried forward to the next year or refunded at the end of their 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 (includes Marae trip)</p> <p>Year 10: \$600.00 (includes Year 10 Camp)</p> <p>Year 11,12,13: \$800.00 (includes NCEA fees)</p>
<p>Junior uniform Year 9,10 Senior Uniform Year 11, 12 No uniform for Y13</p>	\$550.00 (approximately) Some second hand uniforms may be available. We suggest you bring black, lace-up, polish-able shoes with you.

INTERNATIONAL STUDENTS

What your tuition fee covers

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.
3. International Student ID card. This is additional to the school ID card.

Incidental fees contribute towards:

1. Stationery, printing and photocopying costs, workbooks
2. Field Trips & Course costs (depending on Course selection. It may 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: 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 own 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:

Parent(s) or legal guardian(s) must provide in writing the reason for a student's withdrawal and the eligibility for a refund will be assessed. Any application for a refund will be considered by the Board of Trustees.

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.

Parents requesting that accommodation is arranged must sign the Homestay Agreement and make provision to pay Homestay fees in advance to the school. A full year's Homestay is usually 46 weeks. If you decide to stay longer there will be an additional charge.

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

The Weekly Homestay charge for 2018 is \$245.00 per week.

School Pre-paid accommodation is accepted by NZ Immigration as part of Financial Support arrangements for a Student Visa application.

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 and will be visited by our Homestay Manager.

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
- 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. Children living in Homestays vary greatly in ages. 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 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.

Driving: Students living in a Homestay are not permitted to drive a motor vehicle except for the purposes of gaining a valid New Zealand driving license under the guidance of a licensed driving instructor

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 the student feels it is still unresolved, it may be referred to the New Zealand Qualifications Authority qadrisk@nzqa.govt.nz or phone 0800 697 296

For Financial or contractual disputes see www.istudent.org.nz/making-a-complaint
complaints@istudent.org.nz
phone 0900 00 66 75

See our website for more information on Hillcrest High School.

www.hillcrest-high.school.nz

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.*