

## APPLICATION REQUIREMENTS, PROCEDURES AND CONDITIONS OF ACCEPTANCE

Tirimoana School will accept the enrolment of International Learners who are committed to studying at our school for one term or longer.

Each application is considered by the Principal on its own individual merits and circumstances prevailing at the time of application.

The Principal will not accept for enrolment any International Learners if the appropriate class level already has two International Learners in each class.

### Code of Practice

Tirimoana School has agreed to observe and be bound by the The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code)

The Code can be downloaded. [The Education \(Pastoral Care of Tertiary and International Learners\) Code of Practice 2021](#)

### 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 [Immigration New Zealand](#).

### Passport/Visa Requirements

In accordance with New Zealand Immigration requirements prospective learners must have the correct visa that will enable them to apply for a study visa once they have been accepted for enrolment at Tirimoana School.

Upon a non-refundable administration fee of \$300 the school will provide the applicant with a letter of support offering enrolment at Tirimoana School.

Within three weeks of being provided with this letter the applicant is required to provide the school with their passport showing the correct Learner Permit issued by the New Zealand Immigration Department.

### Contract of Enrolment and Tuition agreement with International Students

Acceptance of an International Learners 'Contract of Enrolment and Tuition Agreement' and 'Conditions of Acceptance' will be reliant on their parent's agreeing to and understanding all the conditions in the contract by signing.

### Accommodation

**Children living with their natural parents or living with their legal guardian, will be eligible for enrolment at Tirimoana.** All International Learners will provide the school with detailed information regarding their New Zealand Home address and contact phone numbers. The school must be notified of any changes to contact details and residential address. The school will visit the home (annually) where the learner is residing to ensure the accommodation is safe, in acceptable condition and meets all regulatory and legislative requirements.

### Medical and Travel Insurance

It is a requirement from the New Zealand government that all International Learners studying in New Zealand must have appropriate and current medical and health insurance for the duration of their stay as outlined in the Code of Practice.

Full details on entitlements to publicly funded health services are available through the Ministry of Health and can be viewed on their website at [Ministry of Health](#)

## Accident Insurance

New Zealand's Accident Compensation Corporation (ACC) provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but if you have an accident you may still be liable for other medical and related costs.

Learn more on the ACC website: [ACC](#)

## Orientation Programme

All International Learners will, on enrolment, be placed with a teacher whose role it is to conduct an orientation to the school. This includes a tour of the facilities, introduction to a Kiwi buddy, introduction to their designated regular class teacher, an introduction to key staff, explaining school rules and clarifying learner support services available.

The teacher responsible for International Learners will be the key liaison person between the school and the parents/legal guardians. They may also conduct an assessment of the International Learners understanding of the English language.

## Attendance at School- *refer to Attendance policy*

International Learners enrolled at Tirimoana School will be expected to attend regularly and explanations of absences be given.

Learners will be expected to be at school unless they are:

- a) Sick
- b) Exempt from school for a reason that has been approved by the Principal.

### **If the learner is not going to be at school parents should**

- Ring or email the school office on the first day of absence.
- Contact school via the School App
- Complete absence form via school website

If the school is not contacted by 9.30am on the first day of the absence, then the parents or the legal guardian will be contacted via normal school procedures.

**If the learner is late getting to school** they must report to the office when they arrive at school and will be issued with a late pass.

## Disciplinary Actions and procedures

Any disciplinary actions will be in accordance with the principles of natural justice. International Learners will be provided with fair and comprehensive protections which are closely aligned to those offered to domestic learners as is practicable and appropriate.

## International Learner Fees

The International Learner fees will be reviewed annually by the Board and are as per the Fee schedule.

The International Learners fee will be paid in full at the time of enrolment at Tirimoana School. All fees received from International Learners will be specifically coded within the school accounts. Funds will not be utilized until service delivery for each term is complete.

## International Learner Fee Refund

If an International Learner withdraws from Tirimoana School before the end of their course of study, they may be eligible for a refund of tuition fees as per the International Learner's Fees Refund Policy.

## INTERNATIONAL LEARNER FEES

### School Fees for International Learners per **Year**

Tuition Fees	\$11,200.00
Administration/Stationery	\$ 300.00
Ministry of Education fee	\$ 500.00

**Total GST Included: \$ 12,000.00**

### School Fees for International Learners studying on a **Term by Term** basis.

Tuition Fees	\$ 3,575.00
Administration/Stationery	\$ 300.00
Ministry of Education fee	\$ 125.00

**Total GST Included: \$ 4,000.00**

**Short Term Stay:** Minimum 4 weeks **\$500** per week

**Note:** Payment of the Ministry of Education fee (GST included) is payable or part thereof, where applicable.

## What to do if you have a problem

### INTERNAL AND EXTERNAL GRIEVANCE PROCEDURES FOR INTERNATIONAL LEARNERS

The school is here to help you. If you do have a problem, please ask for help while it is still a little problem. Do not wait for it to become a big problem. If you are not confident that your English is good enough you can always bring a friend who has better English or we can find someone to help you.

#### Problems with school friends:

- Make an appointment with the class teacher.

#### Problems with school

- Talk to the classroom teacher
- Talk to the teacher in charge of International Learners
- Talk to the Team Leader
- Talk to the Principal

If the problem cannot be resolved and you still think you have a serious problem you can put the complaint in writing to the Principal.

Upon conclusion of the investigation (within 7 days of receipt of the complaint) the Principal will write a short report summarising the complaint and the investigation and either the resolution or a recommendation for formal investigation.

This report will be forwarded to the Board.

### **If you still feel your problem has not been solved.**

You may contact either of the following:

New Zealand Qualifications Authority (NZQA) for help – 0800 697 296 or email [gadrisk@nzqa.govt.nz](mailto:gadrisk@nzqa.govt.nz)

#### **If it is a financial dispute:**

Please contact i-student complaints on 0800 006 675. There is no cost for this service

You must be able to show them that you have tried to get the school to act before you contact them. They will consult the school to see if anything can be done to help you.

For further information or enrolment form please contact our Executive Officer at [Tirimoana School Executive Officer](#)