

Fees & General Information

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|------------------------------------|------------------------------------|---|
| <u>1 YEAR</u> | Tuition Fee | \$18,500 |
| | Enrolment/Administration Fee | \$1,500 |
| | Course Fee | \$300 |
| | NCEA Fee (for Years 11, 12 & 13) | \$383.40 |
| | Contingency Fee | \$500 |
| | Homestay Placement Fee | \$350 |
| | (Or Accommodation Supervision Fee) | \$250 (Accommodation with Designated Caregiver) |
| | Homestay Fee (\$300/week) | \$14,700 |
| | Insurance | \$670 |
| <u>3 TERMS</u> | Tuition Fee | \$13,875 |
| | Enrolment/Administration Fee | \$1,000 |
| | Course Fee | \$300 |
| | NCEA Fee (for Years 11, 12 & 13) | \$383.40 |
| | Contingency Fee | \$500 |
| | Homestay Placement Fee | \$350 |
| | (Or Accommodation Supervision Fee) | \$250 (Accommodation with Designated Caregiver) |
| | Homestay Fee (\$300/week) | \$11,700 |
| | Insurance | \$575 |
| <u>2 TERMS</u> | Tuition Fee | \$9,250 |
| | Enrolment/Administration Fee | \$750 |
| | Course Fee | \$200 |
| | Contingency Fee | \$250 |
| | Homestay Placement Fee | \$350 |
| | (Or Accommodation Supervision Fee) | \$250 (Accommodation with Designated Caregiver) |
| | Homestay Fee (\$300/week) | \$8,400 |
| | Insurance | \$336 |
| | <u>1 TERM*</u> | Tuition Fee |
| Enrolment/Administration Fee | | \$500 |
| Course Fee | | \$200 |
| Contingency Fee | | \$250 |
| Homestay Placement Fee | | \$350 |
| (Or Accommodation Supervision Fee) | | \$250 (Accommodation with Designated Caregiver) |
| Homestay Fee (\$300/week) | | \$4,200 |
| Insurance | | \$192 |

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2018 Term Dates

| | <u>Term Start</u> | <u>Term End</u> |
|--------|-------------------|---|
| Term 1 | 30 January | 13 April |
| Term 2 | 30 April | 06 July |
| Term 3 | 23 July | 28 September |
| Term 4 | 15 October | 07 December (Year 9/10) 30 November* (Year 11/12/13) |

2019 Term Dates

| | <u>Term Start</u> | <u>Term End</u> |
|--------|-------------------|---|
| Term 1 | 29 January | 12 April |
| Term 2 | 29 April | 05 July |
| Term 3 | 22 July | 27 September |
| Term 4 | 14 October | 06 December (Year 9/10) 29 November* (Year 11/12/13) |

**All senior students (Years 11/12/13) will finish on the day of their last NCEA exam. For senior students who start in Term 3, there will be a special 2-week programme of English classes and activities during the NCEA exam period and these students will be allowed to return home in the last week of November.*

PART I- EXPLANATION OF FEES

Tuition Fee

Tuition fees and all other fees are subject to change and can be confirmed by Western Springs College on application or enquiry for tuition. Students who are undertaking a course of more than one year are expected to pay the increased fees when they come into force.

Course Fee

The course fee covers textbooks, write-on workbooks, class materials and resources incurred by the departments of all the subjects that the student is taking.

As Technology subjects have high material costs, the course fee will only cover the cost for one Technology subject that a student takes. The *Contingency* fee will be used to cover the cost of materials for the second or third subject in Technology that the student takes.

Transportation costs (\$50 and less) for class day trips organized by subject department will be covered by the Course Fee. More expensive day trips and overnight trips/ camping trips organized by the subject departments are to be paid by the Student/Parents at the Main Office.

NCEA Exam Fees

NCEA Fees are compulsory for senior international students (Year 11, 12 and 13) who are enrolled for 3 or 4 terms of the school year.

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Contingency Fee

The contingency fee is used to pay for some school trips, extra-curricular activities, any extra help needed by the student, on-call service to take the student to see the doctor or counselor, unforeseen homestay/airport transfers, after-school tutorials, holiday classes or holiday entertainment and so on.

As Technology subjects have high material costs, the course fee will only cover the cost for one Technology subject that a student takes. The contingency fee will be used to cover the cost of resources for the second or third subject in Technology that the student takes.

The PE uniform (\$70) will be covered by the Contingency Fee.

Extra academic help, private tutorials and workshops for the Student can be organized by International Student Office and where reasonable can be covered by the contingency fee.

Holiday day/overnight trips organized by the International Department will be paid out of the Contingency Fee to cover costs for transportation, accommodation, food and entertainment.

Any other costs incurred by the student and related to the student's learning and wellbeing may be covered by the Contingency Fee or Homestay Fee.

Any unused contingency fee will be refunded at the end of the Student's time at Western Springs College.

Homestay Fee

This is used to pay the homestay family for the proper care of the Student and 3 meals a day.

Full homestay fees continue to be paid during the 2 week holidays throughout the year, whether or not the student stays at the homestay or goes away.

A weekly holding fee of \$70 is paid to the homestay during the Christmas holiday period for storage of the luggage while the student is away and keeping the room available until the student's return.

If the student is not returning to the same homestay, the College is able to store the luggage for \$35 per week.

The student may be responsible for the internet cost at the homestay. Payment of internet ranges from \$10-\$15 per week based on each family's internet provider arrangement.

Transportation services to and from the airport or homestay are covered by the homestay fee.

Any other costs incurred by the student and related to the student's learning and wellbeing may be covered by the Homestay Fee or Contingency Fee.

Any unused homestay fee will be refunded at the end of the Student's time at Western Springs College.

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Homestay Placement Fee & Accommodation Supervision Fee

The homestay placement fee is charged yearly and covers a variety of costs, including but not limited to: placing the student with a suitable homestay, homestay support, regular visits and interviews with the homestay family and the students to ensure the student's safety and wellbeing, homestay administration and banking, advertising for homestay family recruitment, unforeseen costs for unexpected temporary or urgent homestay care or change, food required for special occasions or events such as after-school group activities, holiday activities, assemblies and prize-giving and so on.

When a student stays with a Designated Caregiver, a supervision fee will be charged to guarantee the College's supervision of the student's safety and well-being, and cover the cost for the College to assess, approve and supervise the student's accommodation situation.

Uniform fee

The college does not have a uniform and students are allowed to wear their own clothes within the limits of the guidelines laid down in the Dress Code. Dress should be neat and appropriate for all school related occasions. It is not acceptable for students to wear clothing that is immodest, ripped or that has offensive messages. In questions of acceptability of dress, the College's decision will be final.

The PE uniform (\$70) will be covered by the Contingency Fee.

Insurance (Travel, Medical and Personal Items)

In line with the Education (Pastoral Care of International Students) Code of Practice 2016 and NZ Immigration's requirement, it is compulsory for international students to have appropriate and valid medical and travel insurance while studying in New Zealand. Western Springs College has set up arrangements with two insurance companies in order to provide insurance cover on behalf of students as required.

It is strongly recommended that insurance is arranged by Western Springs College as this allows insurance claims to be made with the assistance of the international office and any costs to be recovered promptly.

The following recommended options are available:

SOUTHERN CROSS (<https://www.scti.co.nz/our-products/international-student/insurance/>)

| | | |
|--|-------------------|----------------|
| International Student Insurance | 14 months premium | NZ\$670 |
| | 12 months premium | NZ\$575 |
| | 6 months premium | NZ\$288 |

UNI-CARE (<https://www.uni-care.org/our-policies/nz-student-plan.aspx>)

| | | |
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| NZ Student Plan | 14 months premium | NZ\$685.08 |
| | 12 months premium | NZ\$591.40 |
| | 6 months premium | NZ\$336.18 |

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If the **insurance is arranged by the Parents or Agent**, the Insurance Certificate and Policy wording must be provided with the College *before* the tuition start date. It must be in English and must meet the requirements set out in the Education Code, section 16(5) (a-d) at:

<http://www.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html>

Eligibility for Health Services

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.health.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/>

Extra Fees to be Paid for by the Student/Parents

Laptop- International students are required to bring their personal laptops for schoolwork at the college and at home. More information can be found on our website- <https://westernsprings.school.nz/byod/>

Internet- Internet is free in class with the classroom teacher's supervision under the student's signed Cyber Safety Agreement.

The student may need to pay for the internet cost at the homestay. Payment of internet ranges from \$10-\$15 per week based on each homestay family's internet provider arrangement.

Stationery- Students are to pay for their own stationery according to course/subjects' requirements. Approximately \$25.00- \$30.00 shall be paid to the Main School Office for specific stationery items.

Printing/photocopying- is at the Student's own cost and can be done in the school library using the student ID card (funds to be topped up at the Main School Office)

Music equipment: Some instruments and computers are provided for students' practice or composing music during school time or after school on campus if permitted by the Music teacher. The International Student Office can help arrange the Student's instrument rental but the cost and care of the instrument will be the Student's own responsibility.

Sport equipment and club membership: Students are welcome and encouraged to join a school sports club. The International Student Office can also help the student join a sports club outside of school. Sporting costs above \$50 are to be covered by the Student.

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School Trips- Transportation costs (\$50 and less) for class day trips organized by subject department will be covered by the Course Fee. More expensive day trips and overnight/camping trips organized by the subject departments are to be paid by the Student/Parents at the Main Office.

General Living Costs in NZ

To get an idea about general daily living costs in New Zealand, please visit:

<https://www.studyinnewzealand.govt.nz/live-work/cost-of-living>

Part II. COURSE, LEARNING OUTCOMES AND FUTURE PATHWAYS

Please find on the school website http://www.westernsprings.school.nz/Courses_of_Study.html the details of the subjects and courses offered at Western Springs College, the NCEA assessment handbook, and career planning guidelines. Please be aware that some subject choices may not always be available due to the student starting later during the course of the school year, certain pre-requisites, or due to a lack of space in class.

Part III. QUALITY ASSURANCE

“Western Springs College provides high quality education for its community. A responsive and innovative curriculum provides rich opportunities for students’ learning and qualifications success. Students flourish in this environment. They are articulate, confident and well-equipped to transition into tertiary study and the adult world.”

(Dale Bailey, Deputy Chief Review Officer Northern 19 June 2015,
http://www.westernsprings.school.nz/ERO/WSC_ERO_Report_2015.pdf)

Part IV. EDUCATION CODE OF PRACTICE

Western Springs College is the signatory to *the Education (Pastoral Care of International Students) Code of Practice 2016* and has agreed to observe and be bound by the Code.

To view the Education Code of Practice in more detail please visit:

<http://www.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html>

Part V. FEE PROTECTION

The International Student Fee Protection Policy has been set up to ensure that the fees paid by international students for educational instruction in New Zealand are secure and protected in the event of a student withdrawal, the ending of educational instruction or the closure of the College. Student tuition fees are banked into a separately coded accounts and are downloaded every term in arrears. Western Springs College preserves international student tuition and homestay fees paid in advance so that they can be accessed in the event of the College’s closing, or in the event that the College becomes unable to offer or to continue a course of programme to international students.

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Part VI. IMMIGRATION

Western Springs College does not allow a person to undertake or continue to undertake a course which that person is not entitled to undertake under *the Immigration Act 2009*. 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: <https://www.immigration.govt.nz/new-zealand-visas/options/study>

It is required that an international student under a student visa must attend 94% of school classes. The school supervises the student's attendance strictly. Any unreasonable absence will be checked and explanations and evidence requested.

Western Springs College allows Year 12 and Year 13 international students on a student visa to apply for and hold a work permit to work up to 20 hours per week and work full- time during school holidays provided the following conditions are met:

- The Student has achieved well and continues to achieve well at school as well as in life outside of school and has achieved with M (Merit) or E (Excellence) in NCEA assessments
- There is no breach of School Code of Conduct in regard to class work, homework
- the Student is punctual at school without truancy, with a current and previous attendance rate of 95% or higher at the College
- The Student follows all Western Springs College Homestay Rules as per usual

Other Year 12 & 13 students can apply for a work permit which allows them to work during school holidays with the Parents & College's permission.

The College may contact Immigration NZ and request the cancellation of a work permit due to any breach of the College's Rules and Accommodation Rules.

Part VII. HOMESTAY INFORMATION

For all students enrolled at Western Springs College the College ensures that the student's accommodation is safe, is in an acceptable condition, and meets all regulatory and legislative requirements. Enrolled students are allowed to stay with natural parents, a school managed homestays, or the parent's designated caregiver. Western Springs College ensures that the student is appropriately supervised in his/her accommodation, and that an appropriate safety check is completed for a residential caregiver (homestay family or parent's designated caregiver). The College maintains effective communication with the student and his/her parent or legal guardian through the agent when accommodation issues arise and takes responsibility for addressing those issues (including reporting them to relevant authorities and moving students to appropriate accommodation). Western Springs College conducts sufficient student interviews and home visits to monitor and review the quality of homestay care, taking into consideration the age of the student, the length of the stay, and other relevant factors. The College ensures that the parent or legal guardian of the student has provided written agreement that the designated caregiver will be subject to the signatory's approval and that the signatory is not responsible for the student's care when the student is in the custody of the designated caregiver.

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Part VIII. ORIENTATION PROGRAMME

Western Springs College provides all new students with a comprehensive orientation programme. A handbook is given to each new student. The orientation and the handbook provide the student with detailed information in relevant areas of living and learning at Western Springs College and in New Zealand. The Student is also informed of support services for their personal development and future career pathways.

The Orientation Programme & Handbook:

- provide full information and advice on all relevant institutional policies, Immigration NZ's requirements for international students, and the contract between the College and the student;
- provide information on courses, pathways, school clubs, Immigration, transportation, NZ culture & places of interests in the community;
- provide information and advice on the services, support, and facilities provided at school;
- provide the names and contact details of designated staff members responsible for international student support;
- provide appropriate information relating to health and safety of international students at school and community;
- provide information about the Education (Pastoral Care for International Students) Code of Practice, and grievance procedures for international students, both internal and external; and
- provide information about enrolment and termination of enrolment.

Part IX. WITHDRAWAL/TERMINATION OF TUITION & REFUND

Please refer to the Contract between Western Springs College and the International Student (Appendix 1 of the Application for Tuition Form) and Refund Policy (Appendix 2 of the Application for Tuition Form) for detailed information regarding withdrawal or termination of tuition and refundable and non-refundable fees. The Application for Tuition Form can be accessed on the international home page:

http://www.westernsprings.school.nz/WesternSpringsCollege_International_Students.html

When a student is going to withdraw, a Withdrawal Form must be signed by the parents and sent to school through the student's agent (if applicable). If the College shall terminate the contract with the Student, a Termination Notice will be sent to the College's official agent with the relevant reason. Grievance Procedures are referred to in order to ensure that the student and parents understand their and the school's rights and responsibilities.

Western Springs College ensures that all international students have access to proper and fair procedures for dealing with grievances. When a student's complaint is not resolved via the College's internal process, the Student can contact (via email) the New Zealand Qualifications Authority (NZQA) Complaints Officer on schoolcode.enquiries@nzqa.govt.nz with a Complaint Form attached:

<http://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/formal-complaint-form.pdf>

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As the signatory to the Education Code, Western Springs College complies with the DRS (Dispute Resolution) rules. Should a contractual or financial dispute arise between an international student and the College, NZQA will refer it to the DRS operator, FairWay Resolution Limited, who have been appointed to this role by the Ministry of Education. Information about the DRS operator can be found on:
<http://www.fairwayresolution.com/istudent-complaints>

Part X. CONTACT INFORMATION

Joanne Qiao Director of International Students
Email: international@wsc.school.nz
Phone: (00 64 9) 815 6743, (00 64) 21 806 651

Rachealle Tyrell Homestay Manager
Email: internationaloffice@wsc.school.nz
Phone: (00 64 9) 815 6730 Ext 752, (00 64) 21 617 172

Elles Hanepen Enrolment Manager
Email: admin.international@wsc.school.nz
Phone: (00 64 9) 815 6730 Ext 752

Yuki Tsukihara International Office Administrator
Email: support.international@wsc.school.nz
Phone: (00 64 9) 815 6730 Ext 752