

Fees & General Information

<u>1 YEAR</u>	Tuition Fee	\$18,500
	Enrolment/Administration Fee	\$1,500
	Course Fee	\$300
	NCEA Fee (for Years 11, 12 & 13)	\$383.30
	Contingency Fee	\$500
	Homestay Placement/DCG Supervision Fee	\$350/ \$250
	Homestay Fee (\$310*/week)	\$14,260- \$15,500
	Insurance	\$633- \$737
Airport Pick-up & Drop off	\$150	
<u>3 TERMS</u>	Tuition Fee	\$13,875
	Enrolment/Administration Fee	\$1,000
	Course Fee	\$300
	NCEA Fee (for Years 11, 12 & 13)	\$383.30
	Contingency Fee	\$500
	Homestay Placement/DCG Supervision Fee	\$350/ \$250
	Homestay Fee (\$310*/week)	\$10,540- \$11,780
	Insurance	\$474- \$633
Airport Pick-up & Drop off	\$150	
<u>2 TERMS</u>	Tuition Fee	\$9,250
	Enrolment/Administration Fee	\$750
	Course Fee	\$200
	Contingency Fee	\$250
	Homestay Placement/DCG Supervision Fee	\$350/ \$250
	Homestay Fee (\$310*/week)	\$6,510- \$8,060
	Insurance	\$316- \$369
	Airport Pick-up & Drop off	\$150
<u>1 TERM**</u>	Tuition Fee	\$4,625
	Enrolment/Administration Fee	\$500
	Course Fee	\$200
	Contingency Fee	\$250
	Homestay Placement/DCG Supervision Fee	\$350/ \$250
	Homestay Fee (\$310*/week)	\$3,100- \$4,340
	Insurance	\$211
	Airport Pick-up & Drop off	\$150

*\$330 per week for students under 14 years of age / \$35 extra per week for special dietary requirements

**Please note for one term enrolments, students can only start in Terms 1 or 2

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2021 Term Dates

	<u>Term Start</u>	<u>Term End</u>
Term 1	02 February	16 April
Term 2	03 May	09 July
Term 3	26 July	01 October
Term 4	18 October	10 December (Year 9/10) 03 December* (Year 11/12/13)

2022 Term Dates

	<u>Term Start</u>	<u>Term End</u>
Term 1	01 February	14 April
Term 2	02 May	08 July
Term 3	25 July	30 September
Term 4	17 October	09 December (Year 9/10) 02 December* (Year 11/12/13)

Senior students (Years 11/12/13) will finish on the day of their last NCEA exam. For **short term senior students who start in Term 3, there will be a special 2-week programme in Term 4 during the NCEA exam period. This programme finishes at the end of November and consists of some English learning, NZ experiences and activities.*

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 (on loan), 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.

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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. NCEA fees are charged by NZQA for internal and external assessments taking place throughout the school year.

Contingency Fee

The contingency fee is used to pay for some school trips, extra-curricular activities, any extra help needed by the student, unforeseen homestay/airport transfers, extra tutorials, 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 (\$87) will be covered by the Contingency Fee.

Extra academic help and private tutorials for the Student may be organized by International Student Office if required 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.

Extra transportation services requested to and from the airport or homestay are deducted from the contingency or homestay fees.

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 includes 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.

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 arrange storage for the luggage for \$35 per week.

In the case of a student requesting to move out of their homestay, a 2-week notice period is paid to the homestay from the day the school is officially notified by the student/agent. Please note that the 2-week notice period will be paid regardless of whether the student stays in the homestay for the full 2 weeks or moves out before the 2-week period has ended.

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.

Extra transportation services requested to and from the airport or homestay are deducted from the contingency or homestay fees.

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 as well as regular visits.

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 (\$87) will be covered by the Contingency Fee.

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.

Stationery- Students are to pay for their own stationery according to course/subjects' requirements. Students are required to buy their own scientific calculator for senior maths subjects.

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 are provided for students' practice 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.

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>

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Insurance (Travel, Medical and Personal Items)

In line with the Education (Pastoral Care of International Students) Code of Practice 2016 and NZ Immigration's requirements, 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-policies/international-student/insurance/>

UNI-CARE <https://www.uni-care.org/Policy/NzStudentPlan>

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(D) at:

<https://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/Code-of-Practice-Amendments-2019.pdf>

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/>

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/>

Part II. COURSE, LEARNING OUTCOMES AND FUTURE PATHWAYS

Please find on the school website <https://westernsprings.school.nz/western-springs-college-2/> under *Teaching & Learning* 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.

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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,

<https://westernsprings.school.nz/ero-reports/>

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:

<https://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/Code-of-Practice-Amendments-2019.pdf>

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 or programme to international students.

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 at least 95% 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 during the school year and full- time during the summer and new year holiday period between school years 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 or homework

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- 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

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. ACCOMMODATION 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 a 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 parents, designated caregivers or anyone who resides in the accommodation over the age of 18). 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 regular student interviews and home visits to monitor and review the quality of accommodation 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.

WSC Accommodation Rules

While living with a school approved accommodation, the Student agrees:

1. To comply with all laws of New Zealand.
2. To not engage in any social or leisure activities that may place them or other persons in undue danger or risk of harm. This includes the student putting himself/herself in a position which may give rise to suspicions or allegations of such activities.
3. Respect the Caregiver's property, privacy and values.
4. To comply with all Accommodation Rules, expectations and curfews set by the School and the Caregivers, including without limitation any policies of the school which apply.
5. To respect that each Caregiver family may have slightly different but reasonable guidelines that need to be followed and to consult the International Office for advice if any issues arise.
6. To inform the Caregiver immediately of any health problems or issues with their wellbeing so that the Caregiver can take appropriate action in order to help the Student and inform the School immediately.
7. To go to bed and get up on time in order to get to school on time and be alert enough to learn at school.
8. To keep the Caregiver informed of their whereabouts at all times.

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9. To plan in advance and get permission from the Caregiver to come home late and to arrive home no later than
 - a. 6.30pm on week nights (Sunday to Thursday)
 - b. 9.30pm on weekend nights (Friday and Saturday) for Students 15 years or younger
 - c. 10.30pm on weekend nights (Friday and Saturday) for Students 16 years and older
10. To plan in advance and get permission from the Caregiver to have a friend over.
Friends are only allowed
 - a. to visit when the Caregiver is home
 - b. in the Student's bedroom with the door open
11. To plan in advance and get permission from the Caregiver to have a sleepover at another WSC approved Caregiver.
 - a. All contact details must be provided to the Caregiver or to School by the Student including the name(s), physical address, home and mobile phone numbers
 - b. Sleepovers are only allowed on weekend nights (Friday and Saturday)
 - c. Sleepovers are not allowed with students of the opposite sex or partner of the student.
 - d. Caregiver supervision is required at all times during the sleepover
 - e. Sleepovers at a home that is not a WSC approved Accommodation must have prior approval and be arranged through the WSC international office
12. To inform the School, Caregiver and natural parents of their relationship (boyfriend/girlfriend) to ensure the Student's health, safety and wellbeing are maintained.
13. To keep their bedroom tidy and help do basic household chores such as wash/dry dishes, set the table for dinner, take out the rubbish, wash their own laundry, make their own breakfast and lunches and so on.
14. To put their dirty washing in the laundry basket whenever the Caregiver offers to do the laundry for them.
15. To only take a shower between 5 to 10 minutes a day and leave the bathroom in the condition that they found it.
16. To buy their own personal toiletries e.g. shampoo and conditioner, body wash, toothbrush and toothpaste.
17. To not use or do anything which may cause damage to the Accommodation, including without limitation applying hair dyes, smoking cigarettes or engaging in any other activities that may cause damage to the Accommodation.
18. To comply with all Caregiver rules when using the internet connection.
The School strongly recommends that all devices are turned off by
 - a. 10.30pm on week nights (Sunday to Thursday)
 - b. 11.30pm on weekend nights (Friday and Saturday)
19. To bear the cost for their own mobile and international phone calls, travel, entertainment such as entries to movies, parks and so on.
20. To stay at the Caregiver address daily and not travel overnight outside of the town or city (as defined by the School) where the student is living without prior permission of the School. This clause shall not prevent the Student travelling between the Caregiver and the School.

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Part VIII. ORIENTATION PROGRAMME

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

The Orientation Programme & Manual:

- 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 (Part 2) and Refund Policy (Part 2, Schedule 3) for detailed information regarding withdrawal or termination of tuition and refundable and non-refundable fees.

The WSC International Application Form and Contract can be accessed on the international home page under *International Students*: <https://westernsprings.school.nz/western-springs-college-2/>

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 risk@nzqa.govt.nz with a Complaint Form attached:

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

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:

<https://www.fairwayresolution.com/got-a-dispute/istudent-complaints>

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Part X. CONTACT INFORMATION

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