

# UPPER HUTT COLLEGE



## WELLINGTON NEW ZEALAND

A high school  
surrounded by nature  
on the edge of the capital

**International Student  
Enrolment Handbook**

## Welcome to Upper Hutt College

Thank you for considering Upper Hutt College for your international secondary education. Upper Hutt College offers students a high school experience surrounded by nature on the edge of the capital. Upper Hutt College is nestled between forest covered hills and the beautiful Hutt River and is in Wellington, New Zealand's compact, cosmopolitan capital city.

## Policies and Guidelines

Before you complete and sign the Enrolment Form, please carefully read the International Student Enrolment Handbook, including the Student and Parent Obligations document, and the summary of the Code of Practice (<http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/>). You must sign the Enrolment Form to confirm you have done so and have understood and accepted all provisions as set out in all documents.

## Guidelines for all students: Topics covered

1. Selection
2. Testing
3. Placement
4. Entry Criteria
5. Enrolment Procedures
6. Fees Protection Policy
7. Refund Policy
8. Termination of Enrolment
9. Insurance Requirements
10. Immigration and Part Time Work
11. Code of Practice
12. Complaints Procedures
13. General Information
14. Support Services
15. Internet Access
16. Liability, Rights, Contract
17. Agreement
18. Authority and Information
19. Privacy Information
20. NCEA
21. Subject Choices
22. Orientation
23. School Rules
24. Homestay Accommodation
25. Driving Policy
26. Student Travel
27. Fees and Term Dates
28. Student and Parent Obligations

## 1. Student Selection

Selection will be made by the Director of International Students. Students from as wide a range of countries as possible will be recruited so that many cultures are represented. Offers are based on an assessment of the extent to which Upper Hutt College can meet the needs of the prospective student. The College reserves the right to cancel an Offer of Place and refund fees paid hereunder in the event it ascertains any adverse comment from the previous schooling of the applicant or any of the applicant's recommendation letters. The College reserves the right to cancel an Offer of Place and refund fees hereunder in the event the prior learning in the subject area is not verified in testing at enrolment. Failure to disclose relevant information or the provision of false information may result in termination of enrolment.

## 2. Testing

The College will test International Students on arrival at the College to help determine their class and subject placement. The College will provide its own testing material.

## 3. Placement

The College will issue an Offer of Place to a selected student but the level of study offered is an indicator only. The College has the right to place the student in appropriate subjects and year levels. Selection and placement are conditional upon the College being able to meet the needs of the student. Students entering the College as International Students must have the prior learning necessary and the intellectual and emotional capacity to cope with study in New Zealand in English at the level enrolled in. Quality applicants are sought whose proficiencies and career intentions are matched by the opportunities Upper Hutt College offers. The College may ask a student to undertake intensive language tuition at another institution for a period of time in the unlikely event that the student cannot cope at Upper Hutt College at an appropriate English level. Generally students are placed with their age group level.

## 4. Entry Criteria for International Students

- Upper Hutt College accepts students at Year 9-13 level
- The school seeks to recruit students who have some English language skills. However, intensive English language assistance is available of up to 3 class lines of ESOL per week
- It is important that students have a genuine desire to learn and they must have a good record of attendance at their previous school
- Students must be willing to sign the tuition agreement and abide by the school's rules as they apply to international students
- School reports and testimonials should accompany an application to study. The school may ask for a translation of these documents
- The school reserves the right to place the student in appropriate courses based on the student's competency in English

## 5. Enrolment Procedures for International Students

- The International student completes the enrolment form and supplies details relating to school record and English language ability
- An offer of place, subject to payment of fees, homestay payment and insurance is provided to the student together with an invoice for fees.
- Once the above payment is made, a Letter of Acceptance, with receipt of payments and all necessary information relating to Upper Hutt College is issued.
- Upon enrolment at the College, the student will abide by the same conditions as regards behaviour and absence as apply to domestic students.

## 6. Fees Protection Policy

Upper Hutt College guarantees the fees of all International fee-paying Students in the event that the International Programme cannot continue as per the regulations of the Code of Practice.

## 7. Refund Policy

Upper Hutt College has a no refund policy. If the student withdraws from their course of study before the course completion date, they will NOT receive a refund of school fees except in exceptional circumstances. In such cases, the parents should write to the Director of International Students explaining what the exceptional circumstances are. However, the College's decision is final.

If the application is made before the start of the course, fees will be refunded less:

- (a) an administration fee
- (b) costs to the school already incurred for tuition
- (c) components of the fee already committed for the duration of the course, including appropriate portions of salaries of teachers and support staff (if applicable)
- (d) any other costs already incurred.

No refund will be made to a student who is excluded from the College by the Board of Trustees or who transfers to another school or educational institution, and no refund will be made to a student who changes visa status to one which entitles them to regular domestic student status after one month from date of payment.

## 8. Termination of Enrolment

Enrolment as an International Student at Upper Hutt College shall be terminated:

- At any time by agreement between the parties; or
- By Upper Hutt College if the student fails to abide by the conditions of the International Student Tuition Agreement or the International Student Enrolment Handbook; or
- If the student ceases to hold, or ceases to be eligible to hold, a valid student visa issued by the New Zealand Immigration Service.

## 9. Insurance Requirements

Most 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 [www.moh.govt.nz](http://www.moh.govt.nz).

We require that you have insurance that will cover the cost of medical treatment in New Zealand for the duration of your stay in New Zealand. We also require that you obtain insurance to cover your travel to and from New Zealand.

International students must have appropriate and current medical and travel insurance while studying in New Zealand. This is a requirement under The Code of Practice for the Pastoral Care of International Students. The College offers Uni-Care Insurance.

If International students wish to purchase their own insurance elsewhere, the College needs to be provided with a copy of the insurance certificate and policy wordings so we may determine whether the insurance provides sufficient cover for the student's medical, travel and potential repatriation needs.

It should be noted that costs such as medical treatment in New Zealand and medical evacuation or repatriation can be prohibitive. It is therefore imperative that sums insured for these benefits should be set at an appropriately high figure – ideally, this figure should be unlimited although the College will allow figures that it deems to be sufficiently high.

Below is the suggested minimum content for appropriate insurance policies according to the Code of Practice for Pastoral Care of International Students.

The policy should:

- (a) Commence when the student leaves home for the airport on their way to New Zealand.
- (b) Apply while in transit.
- (c) Apply while the student is in New Zealand.
- (d) Cover the student for any trips to other countries during the period of study.
- (e) Cover the student for any holidays back to their home country during the period of study.

### **High sums insured and medical**

“Sums insured” is the money available in the event of a claim. It is imperative that the sums insured are very high so that they will not be exceeded in any possible claim. Current policies range from \$600,000 to “unlimited cover”. In order to “future proof” policies, sums insured of one million dollars plus are recommended.

### **Emergency evacuation / repatriation**

Repatriation represents the costs of getting the student home. The benefit works two ways.

- (1) If the student becomes seriously ill or injured and needs to be accompanied home (either alive or deceased) with medical professionals, these costs are met by the insurance.
- (2) If members of the student's immediate\* family living overseas become critically ill or die, the policy will fly the student home, and then back to New Zealand to complete their studies.  
(\*immediate family is the mother, father, brother or sister)

Ideally, the policy should have “unlimited cover” as very large sums can be incurred in these situations.

Insurance policies for International students should be obtained from companies with a credit rating no lower than A from Standard and Poors, or B+ from AM Best.

If the insurer is an overseas company, the College requires students to provide policy details in English so that it may ensure that all the necessary requirements are met.

If, prior to enrolment, it is decided that a student does not have adequate insurance, the student will be required to take out additional cover to meet the standards set out by the College.

### **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 [www.acc.co.nz](http://www.acc.co.nz).

## **10. Immigration and Part Time Work**

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 [www.immigration.govt.nz](http://www.immigration.govt.nz).

Permission for Year 12 or 13 students to work in New Zealand is at the discretion of the College. A Variation of Conditions to a student permit will need to be applied for.

Students will need to show they are making and maintaining excellent academic progress, have excellent attendance and have made satisfactory transport arrangements to and from work. Upper Hutt College requires written confirmation from your birth parents prior to applying.

A breach of any of these guidelines will place a student's visa and/or study permit at risk and/or will lead to disciplinary action by the College.

## 11. Summary of the Code of Practice for the Pastoral Care of International Students



### Introduction

When you come to study in New Zealand, your New Zealand education provider has an important responsibility to ensure that you are well informed, safe and properly cared for. To support this, the New Zealand government has developed an Education (Pastoral Care of International Students) Code of Practice 2016 (the Code).

### What is the Code?

The Code is a document that provides a framework for service delivery by education providers and their agents to international students. It sets out minimum standards of advice and care that you can expect and provides a procedure that you can follow if you have concerns about the treatment you receive from your education provider or agent of a provider. The Code does not apply to concerns about academic standards.

### Who does the Code apply to?

The Code applies to all education providers in New Zealand with international students enrolled. The New Zealand Ministry of Education maintains a register of all education providers and exchange organisations that the Code applies to.

### A Summary of the Code

The Code sets standards for education providers to ensure that:

- high professional standards are maintained
- the recruitment of international students is undertaken in an ethical and responsible manner
- information supplied to international students is comprehensive, accurate and up-to-date
- students are provided with information prior to entering into any commitments
- contractual dealings with international students are conducted in an ethical and responsible manner
- the particular needs of international students are recognised
- international students are in safe accommodation
- all providers have fair and equitable internal procedures for the resolution of international student grievances.

### Upper Hutt College's Commitment

Upper Hutt College has agreed to observe and be bound by the Education (Pastoral Care of International Students) Code of Practice 2016 published by the Minister of Education. Copies of the Code are available on request from Upper Hutt College or from the New Zealand Qualifications Authority website at <http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/>.

A new version of the Code came into effect on 1<sup>st</sup> July 2016.

## 12. Complaints Procedures

There are procedures for dealing with complaints you may have. Students and parents may experience a range of problems and difficulties. This is normal. Any problem should firstly be taken to the International Department staff. If you want changes to be made you must follow the procedures that Upper Hutt College has established for students who have a complaint against the school. The procedure for dealing with such an issue is:

1. International students who consider that they have a concern, complaint or grievance with Upper Hutt College should in the first instance discuss the concern with the Director of International Students.
2. If the matter is not resolved to the satisfaction of the student, the student or their authorized agent/representative should then take the matter up with the Principal.
3. If the matter is still not resolved satisfactorily, the student should put their concern in writing to the Board of Trustees of Upper Hutt College. The Board will then consider the matter and come to a decision.
4. If, at this stage, the student is still not satisfied with the outcome, you can contact the New Zealand Qualifications Authority (NZQA) by phone on 0800 697 296 or email [qadrisk@nzqa.govt.nz](mailto:qadrisk@nzqa.govt.nz)
5. Or if it is a financial or contractual dispute, you can contact FairWay Resolution by phone on 0800 77 44 22. There is no cost to you for this service. More information is available to you on the FairWay Resolution website:  
<http://www.fairwayresolution.com/istudent-complaints>

NZQA will be the first point of contact for all complaints about the Code and will investigate complaints about suspected breaches of the Code. NZQA also has the authority to apply sanctions to schools where breaches are found to have occurred.

Students can download the Complaint Form. Completed complaint forms, along with supporting evidence, can be sent to:

The Complaints Officer  
New Zealand Qualifications Authority  
PO Box 160  
Wellington 6140

Or email or scan the completed form along with scans of any supporting evidence to [schoolcode.enquiries@nzqa.govt.nz](mailto:schoolcode.enquiries@nzqa.govt.nz).

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.

## 13. General Information

### Contact with the College

The International Office welcomes contact with parents. Parents may contact the appropriate International staff member about any school matters that concern them. Teachers are available on Parents' Evenings held throughout the year. Regular newsletters are sent home with students. These contain information about College activities, term and examination dates, Parents' Evenings and other matters of interest to parents or caregivers.



### Contact Information

It is very important that the College has up-to-date information on all students. Please inform the International Office when addresses, telephone and cell phone numbers change. This information is used by the College to contact parents and caregivers. In some cases the Director or Homestay Manager needs to contact parents or caregivers during working hours so the College requires an up-to-date contact address and telephone number for a parent's or caregiver's place of employment.

### Absences

Parents or caregivers should phone 527 8749 preferably before 9.00 a.m. to report absences.

### Sickness

When students are absent because of sickness, parents or caregivers are required to send a note explaining the absence to the Form Teacher as soon as the student returns to school. Parents or caregivers should also telephone the International office.

### Visit to Doctor or Dentist

Students may make appointments with a doctor or dentist in school time, although it is obviously less disruptive if appointments can be made after school. The student should bring the appointment card or a letter from the parents or caregivers to the school office and collect a Leave Pass.

### Sickness during the School Day

The College office can give permission for students to go home sick at any time and will normally contact parents when this occurs. Under no circumstances are students allowed to leave the school grounds without seeing a staff member first.

### Other Absences

Under the Code of Practice an International student is required to attend a minimum of 80% each school year. This is a requirement by the New Zealand Immigration Service to re-apply for a student visa. The Education Act does not allow for holidays in school time, shopping or looking after other members of the family. The school attempts to meet any reasonable requests from parents or caregiver for leave, but senior students need to be aware of the restrictions associated with internal assessment. The full support of parents and caregivers in these matters is an important factor in preventing truancy and in keeping young people out of trouble.

## **14. Support Services**

Many staff provide support and help for International Students. Counsellors and Careers Counsellors help students with personal and career issues, choices and applications. The Director of International Students and the Homestay Manager are always available to give assistance.

## **15. Internet Access**

Students are provided with Internet access through parent consent as part of the orientation process. The Internet is only to be used for educational purposes and whilst the College has taken precautions to eliminate controversial material, it is not possible to restrict access to all such materials and hence access remains the individual student's responsibility. Internet use and sites visited are monitored closely.

## 16. Liability, Rights, Contract

- (a) In any event, the College's liability in relation to the supply of tuition services to the student is limited to the amount of fees paid by the student for the provision of the services in respect of which liability arises.
- (b) Nothing in this agreement limits any rights the parents and/or the student may have under the Consumer Guarantees Act 1993.

## 17. Agreement

- (a) Notices given under this agreement must be in writing and given to the addresses set out in the application forms. Those sent by post shall be deemed to have been received five working days after posting.
- (b) This document contains all of the terms, representations and warranties made between the parties and supersedes all prior discussions and agreements covering the subject matter of this agreement.
- (c) It is acknowledged that all relevant provisions of the Education Act 1989 shall apply to the student in New Zealand. Any decision under these provisions to stand-down, exclude or suspend the student for a specific period shall terminate this agreement and the no refund policy shall apply. The parents shall have no claim in damages or for any compensation if this agreement is terminated in these circumstances.
- (d) Neither party is liable to the other for failing to meet its obligations under this agreement to the extent that the failure was caused by an act of God or other force of major circumstances beyond its reasonable control.
- (e) This agreement shall be construed and take effect as a contract made in New Zealand and will be governed by New Zealand law, and the student and parents submit to the exclusive jurisdiction of the New Zealand courts.

## 18. Authority and Information

The parents of the student authorise staff of the College to:

- (a) Receive information from any person, authority or corporate body concerning the student including, but not limited to, medical, educational and welfare information;
- (b) Receive financial information relating to the student including bank account details;
- (c) Provide consents in respect of any activity carried out and authorised by the College;
- (d) Provide necessary consents on the student's behalf in the event of a medical emergency where it is not reasonably practicable to contact the parents;
- (e) The parents irrevocably authorise the Director of International Students to advise the student's caregiver of all matters and information required to be provided to parents of any student under the laws of New Zealand. The parents irrevocably authorise the College to obtain information regarding the student from the home stay or caregiver as their representative in New Zealand to receive and provide such information in substitution for the parents where it is not possible or practical for the parents to receive and provide such information;
- (f) The parents agree to provide the College with academic, medical or other information relating to the wellbeing of the student as may be requested from time to time by the College.

## 19. Privacy and Information

The parents and the student acknowledge that:

- (a) Personal information disclosed in the International Student Application will be held by the International Office and will be used for communication to the parents. If any information i.e. addresses change, please notify the International Office accordingly.
- (b) All personal information provided to the College is collected and will be held by the College.
- (c) If the student/parents fail to provide any information requested in the International Student Application, the College will be unable to process the application.
- (d) The student/parents have the right under the Privacy Act 1993 to obtain access to and request corrections of any personal information held by the College concerning them.

## 20. NCEA and University Entrance

NCEA (National Certificate of Educational Achievement) is New Zealand's national qualification for senior secondary students. NCEA is recognised throughout the world at many universities and high schools. For more information about these exams, please visit the New Zealand Qualification Authority at [www.nzqa.govt.nz/](http://www.nzqa.govt.nz/).

Student pathways within the school are shown in the subject choice section that follows. After successful completion of Year 13 there exist pathways to tertiary institutions. International Department staff and Careers staff can advise students of these pathways. Please refer to the International section of the school website and click on the Applications tab to read the *Course Selection Handbook 2017*.

### FOR GERMAN STUDENTS

The Standing Conference of the Ministers of Education and Cultural Affairs (*Kultusministerkonferenz*) of the German states has recommended to German universities that they accept the New Zealand National Certificate of Educational Achievement (NCEA) results for entry to German universities, provided that the requirements listed on the website [www.anabin.de](http://www.anabin.de) are met. German students wishing to apply for university in Germany after studying at school in New Zealand must achieve New Zealand University Entrance and study at least five University Entrance approved subjects in appropriate combinations. Prospective students need to check the requirements for their preferred university courses before commencing their final year of study at school, to help inform their subject choice and to gain information about the grades required.

### FOR THAI STUDENTS

If Thai students gain NCEA Level 2 they can receive a Matthayom 6 equivalence certificate to be eligible to apply to university in Thailand. Universities will give preference to applicants with NCEA Level 2 who have evidence of literacy and numeracy and who have achieved a minimum of 12 Level 2 credits per subject (preferably more, and the more Merits and Excellences achieved the better). ESOL credits will be accepted as part of the 80 credits required to gain NCEA Level 2.

## 21. Subject Choices

	YEAR 9	YEAR 10
LANGUAGES	<b>ESOL or ENGLISH</b>	<b>ESOL or ENGLISH</b>
	FRENCH JAPANESE MAORI	FRENCH JAPANESE MAORI
MATHS	<b>MATHEMATICS</b>	<b>MATHEMATICS</b>
SCIENCE	<b>SCIENCE</b> ELECTRONICS	<b>SCIENCE</b>
SOCIAL SCIENCES	<b>SOCIAL STUDIES</b> HISTORY	<b>SOCIAL STUDIES</b> HISTORY
		ENTERPRISE STUDIES
PHYS-ED / HEALTH	<b>PHYSICAL EDUCATION and HEALTH</b> OUTDOOR EDUCATION	<b>PHYSICAL EDUCATION and HEALTH</b>
ARTS	ART	ART
	DRAMA	
	MUSIC	MUSIC
	DANCE	
TECHNOLOGY	DIGITAL TECHNOLOGY	DIGITAL TECHNOLOGY
	FOOD TECHNOLOGY	FOOD TECHNOLOGY
	TEXTILES TECHNOLOGY	TEXTILES TECHNOLOGY
	DESIGN & VISUAL COMMUNICATION	DESIGN & VISUAL COMMUNICATION
	METALWORK	METALWORK
	WOODWORK	WOODWORK
	<i>All Year 9 options are half year courses</i>	<i>All Year 10 options are whole year courses</i>

Subjects in bold are core subjects. They are compulsory. In Year 10 students choose ESOL as an option and one other option subject.

## Year 11-13 Subjects

	YEAR 11	YEAR 12	YEAR 13
LANGUAGES	<b>ESOL</b> <b>English for Academic Purposes(EAP)</b> <b>ENGLISH</b>	<b>ESOL</b> <b>English for Academic Purposes(EAP)</b> <b>ENGLISH</b>	ESOL English for Academic Purposes(EAP) ENGLISH
	FRENCH JAPANESE MAORI	FRENCH JAPANESE MAORI	FRENCH JAPANESE MAORI
MATHS	<b>MATHEMATICS 101 or</b> <b>MATHEMATICS 102</b>	MATHEMATICS 201 or MATHS 202	MATHEMATICS with STATISTICS MATHEMATICS with CALCULUS MATHS – internally assessed
SCIENCE	<b>GENERAL SCIENCE or</b> <b>INTERNAL SCIENCE</b> <b>or HUMAN BIOLOGY</b>	PHYSICS CHEMISTRY BIOLOGY ELECTRONICS	PHYSICS CHEMISTRY BIOLOGY
SOCIAL SCIENCES	GEOGRAPHY HISTORY	GEOGRAPHY HISTORY TOURISM	GEOGRAPHY HISTORY TOURISM CLASSICAL STUDIES
	ECONOMICS ACCOUNTING	ECONOMICS ACCOUNTING FINANCIAL LITERACY	ECONOMICS ACCOUNTING
PHYS –ED / HEALTH	PHYSICAL EDUCATION 101 PHYSICAL EDUCATION 102 HEALTH	PHYSICAL EDUCATION or SPORTS LEADERSHIP HEALTH OUTDOOR EDUCATION	PHYSICAL EDUCATION or SPORTS PERFORMANCE COMMUNITY SPORTS LEADERSHIP HEALTH
ARTS	ART	ART PHOTOGRAPHY	PAINTING DESIGN PHOTOGRAPHY
	DRAMA	DRAMA MEDIA STUDIES	DRAMA MEDIA STUDIES
	MUSIC	MUSIC	MUSIC
TECHNOLOGY	DIGITAL TECHNOLOGY	DIGITAL TECHNOLOGY COMPUTING	DIGITAL TECHNOLOGY
	HOSPITALITY & CATERING or FOOD TECHNOLOGY	HOSPITALITY & CATERING or FOOD TECHNOLOGY	HOSPITALITY & CATERING or FOOD TECHNOLOGY
	TEXTILES	TEXTILES	TEXTILES
	DESIGN & VISUAL COMMUNICATION	DESIGN & VISUAL COMMUNICATION	DESIGN & VISUAL COMMUNICATION
	METALWORK	METALWORK	
	FURNITURE MAKING	FURNITURE MAKING	

## 22. Orientation

Upper Hutt College runs an orientation programme for all new students on their arrival. Each student receives a copy of the orientation information which includes the following:

- English language testing.
- Introduction to Upper Hutt and Wellington City and amenities near the school.
- Orientation to local systems: travel and shopping.
- Familiarisation with New Zealand laws, culture and learning.
- School rules, procedures, counselling, support systems.
- Organising the photograph for the Student ID.
- Academic planning and class placements, issuing of a timetable.
- Living environment and what students should expect from their accommodation.
- Routine activities of daily living.
- Surrounding rural or urban environment.
- Banking information and how to open a bank account.
- Information about cultural, recreational, and sporting activities.
- Transport arrangements.
- Student rights: how to make a complaint and how to access support.
- Management of finances.
- Acceptable behaviour.
- Health and Medical treatment.
- “Keeping safe” information.
- 24-hour contact name and number for use in case of emergency.
- Management of emergency situations, including emergency numbers.

This programme will take slightly different forms depending on whether there is a group of students starting together or an individual student arriving during the term.

## 23. Upper Hutt College International Student Rules

International students are bound by the same rules that apply to all Upper Hutt College students. *Most of the rules are simple:*

- Students must attend classes and be on time
- Students must show courtesy, respect and co-operation to teachers and other students
- Students must complete all work assignments
- At Upper Hutt College, drugs and alcohol are absolutely forbidden and students who break these rules are liable to be expelled from the college
- The school does not allow smoking in or near the school or on any school related activities
- Body piercing and visible piercing (other than earrings) are not to be worn at school. This applies to all students

## 24. Homestay Accommodation Policy

All students who study at Upper Hutt College must stay with homestay families and are expected to follow the rules of the homestay parents. The school has this as a requirement because it believes it is in the best interests of the students. Academic progress is enhanced when students are continually exposed to the use of the English language and greater study time is available within a homestay environment. It is a safer environment.

International students pay a weekly homestay fee. This covers the payment to homestay carers and a portion of this fee also covers homestay administration by the College, including selection and monitoring of quality homestay families.

The Homestay Manager will carry out ongoing monitoring of the homestay families. This involves a physical visit to each student's home at least twice a year and an assessment of the suitability of the accommodation.

Homestays are arranged for the student by the Homestay Manager employed by Upper Hutt College. Students must provide information prior to their arrival in New Zealand to assist the Homestay Manager in finding a suitable family.

If there are problems in a particular homestay the student must first discuss the situation with the Homestay Manager or the Director of International Students. Should the problem persist the Homestay Manager may arrange for a change of homestay.

Where a homestay student wishes to withdraw from a homestay, this must be done in agreement with the Homestay Manager, and two weeks notice must be given to the homestay carer. The college can charge an additional fee of up to two weeks homestay fee for repeated changes.

Students are expected to exhibit appropriate behaviour. Where a student's behaviour or demands are such that homestay hosts cannot reasonably be expected to have the student continue in their care, homestay service may be discontinued. The contract with the school is subject to the student being placed in accommodation that is approved by the school. The school will make every reasonable attempt to provide approved accommodation for the student and the student agrees to comply with all expectations and conditions for living in school approved accommodation.

## 25. Driving Policy

Upper Hutt College does not allow international students to purchase, own or drive a motor vehicle while studying in New Zealand. This is due to consideration of health and safety and the complexities of financial and legal matters surrounding owning and driving a car. Approval for a student to sit their driver's licence must be obtained from the Principal. Approval, which will only be granted under special circumstances, may be granted on a case by case basis and cannot be assumed.

## 26. Student Travel in New Zealand

It is necessary to inform the International Office and Host Family of any travel plans. In special circumstances permission may be given to travel unaccompanied. This is up to the discretion of the school and parents – travel authorisation documents will need to be sent to, and signed by, the parents.

## 27. International Student Fees and Term Dates 2017

Tuition Fees:

NZ\$14,000 for one year

NZ\$12,000 for 3 terms

NZ\$8,000 for 2 terms

NZ\$4,000 for 1 term

Administration Fee: NZ\$1,000.

Homestay Fees: \$250 per week

Homestay for one year is approximately 250 x 45 weeks = NZ\$11,250

Insurance: NZ\$525 (approximately) per year

**Extra costs not covered are:**

Uniform – approximately NZ\$400

NCEA Exam fees – approximately \$385 for students who choose to sit these exams

Stationery – approximately NZ\$150

School sports – from \$10 to \$100 per sport

Pocket money – approximately NZ\$200-400 per month

School subject trips and field trips e.g. Outdoor Education trip \$300

Travel to, from and within New Zealand

### Term Dates 2017

Term 1	Wednesday 1 February	To	Thursday 13 April
Term 2	Monday 1 May	To	Friday 7 July
Term 3	Monday 24 July	To	Friday 29 September
Term 4	Monday 16 October	To	Friday 8 December



## 28. Student and Parent Obligations

- (1) The information on the Application Forms which I have completed is correct. This includes medical and educational information. I will endeavour to provide updated contact details at all times.
- (2) I understand that my child must adhere to all the rules and expectations of the College.
- (3) I have read and understand the College's Refund Policy.
- (4) I understand that my child must not own or drive a motor vehicle while enrolled at Upper Hutt College.
- (5) I understand that my child must meet satisfactory attendance at school in order to retain a student visa.
- (6) I understand that the breaking of New Zealand law or continued misbehaviour at school or in the homestay may result in my child being sent home. I agree that all relevant provisions of the Education Act 1989 shall apply to my child in New Zealand. Any decision under these provisions to expel or exclude my child will follow the Ministry of Education's guidance for schools on stand-downs, suspensions, exclusion and expulsion and shall terminate the Tuition contract.
- (7) I accept that Upper Hutt College has the right to review and adjust my child's course of study if this is deemed in the student's best interest.
- (8) I understand that my child must make satisfactory academic progress in order to remain at Upper Hutt College.
- (9) I understand the College requires international students to take out Travel and Medical Insurance which covers the student from the time when the student leaves home for the airport on their way to New Zealand until the time the student arrives back home.
- (10) I agree to send a written request if my child wishes to apply to return home during the school year for holiday, family or personal reasons.
- (11) I agree that the school has the right to pass on relevant information about my child if necessary.
- (12) I understand that I must disclose to the school if my child has any additional needs which may affect their ability to study, for example mental needs, illness or behavioural problems. Failure to do so may result in additional fees or termination of enrolment.
- (13) I understand that permission for a Year 12 or 13 student to work in New Zealand is at the discretion of the school.
- (14) I agree to my child receiving any emergency medical, dental, or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.
- (15) I agree to pay Upper Hutt College the tuition fees and homestay fees in the manner agreed by both parties.

## 29. Quality Assurance Results

### Education Review Office (ERO) – Upper Hutt College – 07/08/2015

#### Provision for international students

The school is a signatory to the Code of Practice for the Pastoral Care of International Students (the Code) established under section 238F of the Education Act 1989. The school has attested that it complies with all aspects of the Code.

English for Speakers of Other Languages (ESOL) and other learning and programmes are responsive to students' individual needs and aspirations. Students' wellbeing is well supported and monitored. They receive good quality and responsive pastoral care and are effectively integrated into the school and wider community.

Experienced staff use a range of information to monitor the provision for international students. The director reports to the board on the provision several times during the year. Further development of self-review using evidence of outcomes for students, should make this process more robust for the evaluation of the quality and effectiveness of provision across the school.

To read the full report, please visit:

<http://www.ero.govt.nz/review-reports/upper-hutt-college-07-08-2015/#4-sustainable-performance>

## 30. Facilities

The college is set in approximately 9 hectares of grounds, encompassing rugby, cricket and football fields. Upper Hutt College has completed a \$20 million property development. This sees the school now redeveloped into a modern 21st century learning environment.

The facilities at Upper Hutt College include

- Creative Arts Centre, including:
- Music Room and practice suites
- Media Studies room with high end computers
- Two Art teaching rooms and a senior Art room
- Drama room
- Dance studio
- Student cafeteria and a barista coffee shop
- Administration Block, housing 8 state-of-the-art classrooms
- Deans Centre
- Student and visitor reception areas
- Administration offices and staffroom
- Sports Centre incorporating two gyms and a weights room
- Astroturf courts for all weather sports
- Hard courts for netball, basketball and volleyball
- Library with a comprehensive range of books and student access to computers and internet
- Refurbished Science classrooms including specialist Science laboratories
- Two new blocks with a total of 24 modern classrooms
- Five specialist computer classrooms supplemented by computer pods and classroom computers
- Specialist technology rooms for Graphics, Wood Metal, Food and Textiles Technology
- Parirau, the college marae



# Upper Hutt College

A high school  
surrounded by nature  
on the edge of the capital

For more information visit our website:

[www.upperhutt.school.nz](http://www.upperhutt.school.nz)

OR email:

[mutchg@upperhutt.school.nz](mailto:mutchg@upperhutt.school.nz)

Greg Mutch

Director of International Students