



Otago Boys' High School

INTERNATIONAL STUDENTS APPLICATION INFORMATION PACK

2 Arthur Street, Dunedin, New Zealand
Telephone: 0064 3 477 5527 | Email: school.sec@obhs.school.nz | www.obhs.school.nz

PROCEDURE FOR APPLYING FOR ENROLMENT AS A FEE PAYING STUDENT AT OTAGO BOYS' HIGH SCHOOL

"Otago Boys' High School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education Web-site: <http://www.minedu.govt.nz>"

All application forms must be sent to the Rector preferably by email. Email Address: rector@obhs.school.nz or the Director of International Students brenda.hogue@obhs.school.nz

Or by ordinary mail to:

The Rector
Otago Boys' High School
P O Box 11
Dunedin 9054
New Zealand

This application information pack includes:

- Application form
- Parent/Guardian Contract
- Tuition and Rules Agreement
- Accommodation Information
- Medical Authorisation Form
- Homestay Contract (to be completed if applicable)

PROCESS

Applications are considered as they are received. If all documents above are enclosed as stated above, a reply should be emailed in less than a week. If any documents are not enclosed, you will be asked to send the missing pages.

You will receive a Conditional Offer of Place which is also your invoice.

Fees should be paid by bank transfer in favour of:

Account name: Otago Boys' High School
Account number: 06-0901-0391539-001
Bank: ANZ
Branch: Octagon, Dunedin
Swift Code: ANZBNZ 22

Once fees have been received an Offer of Place and Receipt will be emailed. The original documents will be sent if requested. These documents are to accompany your Student Visa Application with the New Zealand Embassy.

VISA CONDITIONS IN NEW ZEALAND

“Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at <http://www.immigration.govt.nz>”

The visa is issued for the school which accepts the student. If the student changes school, he must get a new visa. If the student breaks the school rules, the school can withdraw the student's visa and he will have to leave the country.

HEALTH INSURANCE

Otago Boys' High School and the New Zealand Government makes it a condition of enrolment that all International Students will have Medical and Travel Insurance while they are a student at the school.

The school can arrange this insurance for you. Otago Boys' High School uses the company Uni-Care who provide extensive cover for health, travel and personal belongings. **Website: www.uni-care.org**

Proof will be required from students who have taken out their own travel and medical insurance prior to their arrival in New Zealand.

ATTENDANCE AT SCHOOL

A student must attend all classes in which they are enrolled. There must be an explanation for absences and if a student is sick for more than two days they must have a medical certificate from a doctor. If a student is continually absent they can be removed from the school by the Rector as they are breaking the conditions of their student visa.

HEALTH AND SAFETY

In some cases we may be unable to guarantee the health and well-being of the student, because the student has issues relating to mental and physical health that were not disclosed prior to enrolment or have arisen since arrival. In such cases the Rector reserves the right to return the student to their parents and home country.

GRIEVANCE PROCEDURES

In all matters of discipline the Board of Trustees will be involved in the decision to remove a student from the school. If the Rector makes a decision that parents feel is unreasonable or unfair, they approach the Board of Trustees who will form a Review Committee and report to the parents.

If parents are unhappy with the decision of the Board of Trustees, there is a final appeal to the International Appeal Authority that is operated by the Ministry of Education. If the school is found to have acted badly, then they will be removed from the Ministry of Education Register of approved schools for International Education.

REFUND POLICY

Tuition Fee Refund

Refunds of tuition fees will only be made in accordance with the following policy:

1. If your refund application is made before the start of your course, your fees will be refunded in full less an administration charge of \$500 to cover costs incurred by the school.

2. You will receive no refund of the fees for the first half of your course (two terms) if the course has started, and you have attended school for one week.
3. If your application is made after the start of your course, but before the start of the second half of your course, your fees for the second half of the course will be refunded less:
 - An administration charge of \$500
 - Costs to the school already incurred for tuition.
 - Components of the fee already committed for the duration of the course, including appropriate proportions of salaries of teachers and support staff (if applicable).
 - Costs already incurred for the use of facilities and resources.
 - The proportion of the Government Levy the school is required to pay.
 - Any other costs already incurred.

Please note: This will only apply if we are advised before May 30th, in writing, that you are withdrawing from Terms 3 and 4. If we receive notification after this date there will be **no refund**.

4. The Board of Trustees will make **no refund** to a student who is expelled from the school.
5. There will be **no refund** to students who wish to transfer to another school.
6. An International Student who gains Permanent Residency will not receive any refund of fees paid for the term or terms of the year in which such residency is granted. They will, however, be treated as a NZ resident for any subsequent year or years.

Homestay Fee Refund

If you move out of your homestay before the end of your contract the portion of your homestay fees not already used will be returned to you.

You must give a minimum of two weeks' notice, and if payment has already been made for the month ahead this cannot be refunded.

If you cancel your homestay contract before you move into the homestay, your fees will be refunded in full.

You do not receive a refund if you are away from your homestay during the school holidays.

The Homestay Arrangement Fee of \$200 cannot be refunded.

ORIENTATION PROGRAMME

All International students will take part in an orientation programme on their first day at the school. Staff of the ESOL department will familiarise the students with the school environment and aspects of New Zealand life.

HOMESTAYS

All homestay families have been visited and inspected by the Homestay Co-ordinator before being accepted by Otago Boys' High School. They will be checked on a bi-annual basis.

Fees are paid directly to the school each year in advance. The school will reimburse the homestay.

Accommodation is for 45 weeks in a year. There are four terms of approximately ten weeks each, plus six weeks of holidays

Students may travel home during vacations but accommodation is contracted for the whole period and no refund can be given.

Homestays provide:

- Full board including three meals per day
- Own bedroom with study facilities
- Full laundry facilities (except dry cleaning)

Students must provide their own toiletries, phone cards and be prepared to buy some snack food. They are also required to pay for their own bus fare to school.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

Each International Student will be supported by an ESOL programme. On arrival the student will sit an English test and an assessment will be made of his English level. An appropriate ESOL programme will be arranged for the individual student.

They will also be placed with New Zealand students for the subjects they have chosen as part of their course.

The school accepts students from Beginners level and upwards in the English language. It is important that parents enrolling students understand that many students struggle to pass subjects where there is a large amount of written English in the assessments.

COURSES

The student will be enrolled in a year level based on information given in the application but final class placement will be determined following assessment after the student has arrived at Otago Boys' High School. *(The school reserves the right to change the course of study of any student if it is deemed to be in the best interest of the student to do so or if student does not meet the prerequisite for the requested course. If the course of study does not commence at the start of the school year, some subjects may be full and unavailable to new students).*

Senior students wanting to gain entrance qualifications to University may have to do a two year course beginning at year 12 level, in order to achieve the level of English required for University courses. This applies to students from countries where education is not in English.

School reports are issued twice a year. Parents are welcome to inquire about their son's progress at any time.

Enquires may be made by email: school.sec@obhs.school.nz

We look forward to welcoming your son to Otago Boys' High School.

The student's date, time and flight number information must be provided to the school several days before arrival in Dunedin, so that we can meet the plane and ensure a welcome.