



Otago Boys' High School

APPLICATION INFORMATION FOR INTERNATIONAL STUDENTS

2 Arthur Street, Dunedin, New Zealand
Telephone: +64 3 477 5527 | Email: international@obhs.school.nz | www.obhs.school.nz

PROCEDURE FOR APPLYING FOR ENROLMENT AS AN INTERNATIONAL 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>"

The International Student Application Form and Contract of Enrolment should be sent to the Director of International Students international@obhs.school.nz

Or by ordinary mail to:

Director of International Students
Otago Boys' High School
P O Box 11
Dunedin 9054
New Zealand

In addition to the International Student Application Form and Contract of Enrolment you should include:

- International Student Accommodation Agreement (if requesting homestay placement)
- A scan of the personal details page from your passport
- A certified copy in English of your most recent school report.
- Results of any public examinations you have recently completed.
- A hand written letter about yourself, your family and why you would like to come to New Zealand. (150 words minimum, you must not receive help with this)
- A full record of all immunisations and vaccinations, including recognized Covid vaccinations.

If you wish to apply for boarding accommodation at the School (OBHS House), an application form and contract will be sent to you if your academic application is successful and if available places exist in OBHS House.

PROCESS

Applications are considered as they are received. If all documents above are enclosed as stated above, a reply should be emailed within five working days. If any documents are not enclosed, you will be asked to send the missing pages.

If successful, you will receive an Offer of Place and an invoice for payment. The invoice will include tuition, administration fees, accommodation and school related expenses. School related expenses are a set amount to cover the cost of internal School charges such as class and field trips, sport and other registrations, examination fees (if applicable), and class materials and workbooks. Leftover funds will be refunded when you are no longer enrolled at the School.

Fees should be paid by bank transfer to:

Account name: Otago Boys' High School
Account number: 06-0901-0391539-001
Bank: ANZ
Branch: 71 George Street, Dunedin

Swift Code: ANZBNZ 22

The Offer of Place needs to be submitted as part of application for a student visa.

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 student 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. Alternative policies will need to be checked to ensure they meet all requirements under the New Zealand Code of Practice for the Pastoral care of International Students.

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.

REFUND POLICY

A full refund policy can be viewed as part of the Student Application and Contract of Enrolment.

ORIENTATION PROGRAMME

All International students will take part in an orientation programme prior to or on their first day at the school. Staff of the International 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 Coordinator before being accepted by Otago Boys' High School. The Homestay Coordinator is responsible for ensuring that each homestay with a student staying there is visited twice per year. Where a student is enrolled for two terms or shorter, the Homestay Coordinator will aim to visit once during that period. Where a student or family are having difficulties, the Homestay Coordinator will arrange extra visits as needed.

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

Accommodation is for approximately 46 weeks in a year. There are four terms of approximately ten weeks each, plus six weeks of holidays. An extra week is budgeted for entering the homestay before the start of classes and leaving the homestay after the end of classes.

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

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 and from school.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (EL)

Each International Student will be supported by an English Language (EL) programme. On arrival the student will sit an English test and an assessment will be made of his English level. An appropriate EL programme will be arranged for the 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 elementary 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 wishing to gain entrance to a New Zealand 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 particularly applies to students for whom English is not the student's first language.

School reports are issued twice a year and indicator reports three times per term. These are normally automatically emailed to parents/caregivers. Parents are welcome to inquire about their son's progress at any time.

Enquires may be made by email: international@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 at least two weeks before arrival in Dunedin.