



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 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>"

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 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)

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 disbursement charges. Disbursement charges 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 disbursements 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

Requests For A Refund Of International Student Fees

The school will consider all requests for a refund of international student fees. Requests should be made in writing to the school as soon as possible after the circumstances leading to a request.

A request for a refund should provide the following information to the school:

- The name of the student
- The circumstances of the request
- The amount of refund requested
- The name of the person requesting the refund
- The name of the person who paid the fees
- The bank account details to receive any eligible refund
- Any relevant supporting documentation such as receipts or invoices

Non-Refundable Fees

The school is unable to refund some fees. The following fees relate to expenses that the school may have paid or will incur as a result of receiving an application for enrolment and cannot be refunded:

Administration Fee: Administration fees meet the cost of processing an international student application. Administration fees exist whether an application is accepted or not or whether a student remains enrolled after an application is accepted.

Insurance: Once insurance is purchased, the school is unable to refund insurance premiums paid on behalf of a student. Students and families should read the insurance policy statement for refund conditions of premiums paid.

Homestay Placement Fee: Homestay placement fees meet the cost of processing a request for homestay accommodation by the student. Costs incurred for arranging homestay accommodation for international students prior to the refund request, cannot be refunded.

Used Homestay Fees: Homestay fees paid for time the student has already spent in a homestay cannot be refunded. Used homestay fees may also include a notice period of two weeks.

Portion of Unused Tuition Fees:

The school may retain a portion of unused tuition fees. Amounts retained will relate to costs that have been incurred or committed by the school and may vary depending on the time of year the request is received.

Outstanding Activity Fees: Any activity or other fees incurred by a student during enrolment and owed to the school at the time of withdrawal, will be deducted from any eligible refund.

Requests For A Refund For Failure To Obtain A Study Visa:

If an international student fails to obtain an appropriate study visa, a refund of international student tuition fees will be provided less an Administration Fee of \$350.

Requests For A Refund For Voluntary Withdrawal:

Withdrawal Prior To Enrolment

If an international student voluntarily withdraws prior to the start date of their enrolment, a refund of international student fees will be provided less any relevant non-refundable fees set out in this policy.

Withdrawal After Enrolment

If an international student withdraws after the start date of their enrolment, reasonable written notice of withdrawal is required by the school. Unless otherwise agreed by the school, a refund will be provided less a minimum of ten weeks tuition fee (dating from the notification of withdrawal date), and any other relevant non-refundable fees as outlined in this policy.

Requests For A Refund For Failure To Provide A Course, Cessation As A Signatory Or Cessation To Be A Provider:

If the school fails to provide the agreed course of education or is no longer a signatory to the Code or no longer operates as an international education provider, the school will negotiate with the student or their family to either:

- Refund the unused portion of international student tuition fees or other fees paid for services not delivered or
- Transfer the amount of any eligible refund to another provider or
- Make other arrangements agreed to by the student or their family and the school.

Other Circumstances Where A Refund Request May Be Considered:

Where A Student's Enrolment Is Brought To An End By The School

In the event a student's enrolment is ended by the school for a breach of the Contract of Enrolment, the school will consider a request for a refund less:

- Any non-refundable fees set out in this policy
- Ten weeks tuition fee (dating from the notification of withdrawal date)
- Any other reasonable costs that the school has incurred in ending the student's enrolment

Where A Student Changes To A Domestic Student During The Period Of Enrolment

If an international student changes to a domestic student after the start date of their enrolment, reasonable written notice of the change is required by the school. Unless otherwise agreed by the school, a refund will be provided less a minimum of ten weeks tuition fee (dating from the notification of withdrawal date) and other any relevant non-refundable fees as outlined in this policy.

Where A Student Voluntarily Requests To Transfer To Another Signatory

If an international student requests to transfer to another signatory after the start date of their enrolment, reasonable written notice of the transfer is required by the school. Unless otherwise agreed by the school, a refund will be provided less a minimum of ten weeks tuition fee (dating from the notification of withdrawal date) and other any relevant non-refundable fees as outlined in this policy.

Refund Of Other Fees

Requests For A Refund Of Homestay Fees

If for any reason, an international student withdraws after the start date of their enrolment, any unused homestay fees will be refunded, less any relevant non-refundable fees set out in this policy.

Where a student moves from a school homestay and requests a refund of any unused homestay fees, these will be refunded less any non-refundable fees set out in this policy.

Requests For A Refund Of Fees Unused At The End Of Enrolment

Except by written request from parents, prepaid fees unused at the end of enrolment amounting to less than NZD\$500 will be refunded to the student in cash. Sums greater than NZD\$500 will be refunded into a nominated bank account.

Outstanding Activity Fees Or Other Fees

Any activity or other fees incurred by a student during enrolment and owed to the school at the time of withdrawal, will be deducted from any eligible refund.

Refunds To Be Made To The Country Of Receipt

Unless otherwise agreed in writing, all eligible refunds of fees over NZD\$500 received from outside of New Zealand will be refunded to a nominated bank account in the source country.

Rights Of Families After A Decision Regarding A Refund Has Been Made

A decision by the school relating to a request for a refund of international student fees will be provided to the student or family in writing and will set out the following information:

- Factors considered when making the refund decision
- The total amount to be refunded
- Details of non-refundable fees

Students and families have the right to submit a grievance to the Code Administrator or Disputes Resolution Scheme in the event they are dissatisfied with a refund decision made by the school.

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 47 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.