



TIMARU GIRLS' HIGH SCHOOL

2018

ENROLMENT PACKAGE FOR INTERNATIONAL STUDENTS

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QUALIFICATIONS

Students who attend Timaru Girls' High School may work towards the following awards:

Year 9, Year 10 All students follow a compulsory "core" consisting of English, Social Studies, Science, Mathematics, Physical Education. There will also be some electives, differing from one school to another.

Year 11 **National Certificate in Educational Achievement (NCEA) Level 1** five subjects including English, Mathematics, Science and three or four other subjects. Results are based on external examination and internal assessments. Subjects are graded Achieved, Merit, Excellence.

Year 12 **National Certificate in Educational Achievement (NCEA) Level 2** 5 or 6 subjects, English compulsory. Results are based on external examinations and internal assessments. Subjects are graded Achieved, Merit, Excellence.

Year 13 **National Certificate in Educational Achievement (NCEA) Level 3** For a student to be awarded NCEA Level 3 they must achieve 80 credits, 60 of which must be from level 3 standards. There are no literacy or numeracy requirements for this qualification.

University Entrance For a student to be awarded University Entrance, they must achieve 14 credits in each of three subjects at Level 3. Some universities will require 6.0 pass in IELTS.

Students wishing to qualify for NCEA Level 1 (Year 11), NCEA Level 2 (Year 12) or NCEA Level 3 (Year 13) in any given year must commence study before 1 March.

YEAR LEVEL

- The student's Year level will depend on a number of things. These include her level of competence in English, the student's age, how well the student has done at her studies in her own country and the subjects she wishes to take.
- Whatever year the student is in she will probably be with New Zealand students who are about a year younger than she is. This is because New Zealand children start their formal schooling at a younger age than students in most Asian countries. New Zealand's school year also begins and ends at a different time. All this makes it difficult for us to judge exactly which year level the student should be at until she has been in the school for a few weeks and we (and the student) can see how she actually performs.
- For this reason the student must understand that the Year level we put on the "Offer of a Place" is a PROVISIONAL one. If we find the work is too hard for her, or too easy, we will change her year level.

SUBJECT CHOICE

- The subjects the student should take really depend on what course she wishes to do at a University or Polytechnic. The student will need mathematics for many courses and many others require sciences.
- If the student is entering the school at Year 12 or Year 13 she will find that there are many subjects that she cannot do unless she has studied them previously. These include languages, physics and chemistry. There are other subjects which the student may take for the first time but will find very difficult
- Please make sure to let us know what degree course the student wishes to study so that we can give her the best possible advice on what subjects she should take.
- Students and their parents must read the information sheets "The New Zealand Education System" and "Subjects available at Timaru Girls' High School" before they fill in the application form.
- Special programmes can be arranged for short-term students or those not wishing to enter the national examinations.

(d) **TERTIARY STUDIES** New Zealand has seven state-funded Universities and 27 Institutes of Technology offering a

wide range of degrees, diplomas and certificates which are recognised throughout the world.

APPLICATION REQUIREMENTS AND PROCEDURES

1. Enrolment Form and Tuition-Agreement:

- complete all sections of these two forms.

2. Signature:

- sign all forms (these must be signed by a parent or court-appointed guardian – not by an agent or other relative).

3. Include:

- copies of recent school reports in English (with translation verified).
- character references, if possible.
- public examination results.
- a letter explaining why the student wishes to study at Timaru Girls' High School and which University degree the student is aiming for.

4. Insurance:

- request the school to arrange travel/medical insurance for the student or
- provide evidence that suitable insurance, including a fee -protection clause (e.g. Southern Cross) has been arranged for the student BEFORE the student arrives in New Zealand.

5. Accommodation:

- choose whether the student is to be accommodated in the school hostel or in homestay and complete and sign the appropriate enrolment form and contract.
- if a student does not intend to use the hostel or a school supervised homestay the school must have:
 - the name, address and telephone number of the person she will stay with.
 - b) a letter from the student's parent stating that they consent to this arrangement and that they take full responsibility for the placement.
 - c) a letter including a name, address and phone number from a New Zealand Citizen or Permanent Resident living in New Zealand, stating that the person will accept full responsibility for the student's welfare while the student is enrolled at Timaru Girls' High School.

6. Send:

- all documents to the school by email, post or courier as soon as possible before the student intends to begin her study.

GETTING A VISA

1. If the school has a vacancy for your daughter and if the documents are complete the school will send you an "Offer of a Place".
2. Take the "Offer of a Place" to your nearest New Zealand Embassy or High Commission and get an "Application for a Visa" form. The Visa Officer will explain what other documents you need to supply.
3. When you have supplied the correct documents, your daughter will be "Approved in Principle for a Visa".
4. Then you must send the school fees to us. We suggest you use an international Bank Transfer direct to the school's account.

Bank: ANZ Stafford Street,
Timaru Account: Timaru Girl's High
School Account No. 010886 0021379 00
SWIFT Code: ANZBNZ22

Please include the name of the student in the transaction.

5. When we receive the payment we will provide a receipt to you.
6. On receiving the payment receipt the visa office will issue your daughter with a student visa.
7. Please notify us as soon as possible of your daughter's expected arrival date and of flight number and time of arrival at Christchurch airport so we can arrange to meet her and have her accommodation ready.
8. If your daughter is remaining in New Zealand for more than one year she must apply for an extension **before** her visa expires or she may be refused

permission to stay and be deported.

INTERNATIONAL STUDENT PROGRAMME

FEE STRUCTURE 2018

YEARS 9 & 10 STUDENTS (Junior)	<u>Homestay</u>	<u>Hostel</u>
Course Fee	\$13,000.00	\$13,000.00
Activities Fee (Years 9 & 10)	\$1,350.00	\$1,350.00
Uniform	\$950.00	\$950.00
Insurance	\$535.00	\$535.00
Administration Fee	\$300.00	\$300.00
\$240 per week (46 weeks) Homestay	\$11,040.00	
\$305 per week (40 weeks) Boarding Hostel		\$12,200.00
\$240 per week (6 weeks holiday homestay)		\$1,440.00
		\$13640.00
TOTAL	\$27,175.00	\$29,775.00
YEARS 11, 12 & 13 STUDENTS (Senior)	<u>Homestay</u>	<u>Hostel</u>
Course Fee	\$13,000.00	\$13,000.00
Activities Fee (Years 11, 12 & 13)	\$1,800.00	\$1,800.00
Uniform	\$950.00	\$950.00
Insurance	\$535.00	\$535.00
Administration Fee	\$300.00	\$300.00
\$240 per week (46 weeks) Homestay	\$11,040.00	
\$305 per week (40 weeks) Boarding Hostel		\$12,200.00
\$240 per week (6 weeks holiday homestay)		\$1,440.00
		\$13640.00
TOTAL	\$27,625.00	\$30,225.00

DETAILS OF FEES

Course Fee

- Covers normal school tuition
- Text books (on loan)
- Access to school library facilities
- Access to email & internet
- Recreational opportunities
- Full orientation programme
- English language classes including after school

Where intensive English is required, an extra fee of \$1,800 will be charged.

Homestay Fee

- \$240 per week
- 4 x 10 week terms plus 6 weeks of term holidays
- If the student intends to stay for a full year, an extra 6 weeks (\$NZ1,440) will be required

Uniform: \$950

- All girls at Timaru Girls' High School wear uniform during the school day.

Insurance: \$535 (estimate)

One year's insurance with Southern Cross Student Insurance. If your student already has insurance this can be waived but we will need proof of the insurance.

Activities and Examination Fee

- \$1,350 for a student in the Junior School (Years 9 & 10)

- *\$1,800 for a student in the Senior School (Years 11, 12 & 13)*

This fee pays for:

- Airport pick up first year and then when required
- Administration time on behalf of Director of International Students
- Passport, visa and insurance renewal procedures
- Processing of individual enrolment
- Class trips
- Sporting trips
- Cultural activities
- External examinations and qualifications i.e. IELTS, NCEA levels 1, 2 and 3 excluding Private Tutoring arrangements

Administration Fee

\$300 per year

This fee pays for all office work regarding international students, including international phone calls, facsimiles, emails, postage and general administration on international student's behalf

Personal Expenses

The student will be expected to pay from her personal allowance for any taxis, phone top ups, tuck shop, travel, personal clothing, holiday activities, correspondence or additional tutors.

Refunds

Refunds up to the beginning of the course are payable in full except for an administration fee of \$500.00.

After the course begins, one full term's notice must be given before a refund can be made. Refunds are permitted only for extreme situations of health or family circumstances.

Except in exceptional circumstances, no refund is payable to a student who withdraws in the second half of the course.

Aviation Course

Timaru Girls' High School and Timaru Boys' High School, in conjunction with South Canterbury Aero Club are very pleased to offer an aviation course to senior students while studying for their national academic qualifications. Fee structure along with further information is available upon request.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

Timaru Girls' High School offers a daily ESOL (also known as ESL or English as a Second Language) class to all international students.

All students are tested on arrival and placed in classes suitable to their level of

English. Offers of place at specific year levels are subject to assessment of language competency.

Specialist teaching provides learning opportunities in English as well as offering support in other

subjects. Opportunity to study and sit the IELTS examination is available.

Further help is available in specialist subject areas through in school and private tutoring.

TIMARU GIRLS' HIGH SCHOOL INTERNATIONAL STUDENT TUITION AGREEMENT

This Agreement shall be signed on behalf of the Student by the parents or guardians of the Student where the Student is under 18 years of age.

School: **Timaru Girls' High School** ["the School"]

Student: _____ ["the Student"]

Upon acceptance by Timaru Girls' High School ["School"] of the Student named in the application the following terms and conditions shall apply:

1. The School shall provide tuition in accordance with the New Zealand Ministry of Education Code of Practice for the recruitment, welfare and support of international students.
2. The School shall arrange homestay in accordance with the homestay agreement set out in Schedule 3.
3. The parents or legal guardians of the Student who have signed the application for tuition on behalf of the Student ["parents"] irrevocably appoint and authorise the Principal of the School [or such other person as may be appointed by the School] to:
 - 3.1 Receive information from any person, authority or corporate body concerning, the Student including, but not limited to, medical, educational or welfare information;
 - 3.2 Provide consents in respect of any activity carried out and authorised by the School;
 - 3.3 Receive financial information relating to the Student including bank accounts, debts or income of the Student while in New Zealand;
 - 3.4 Provide consents that may be necessary to be given on the Student's behalf in the event of a medical emergency where it is not reasonably practicable to contact the Parents;
 - 3.5 Except in so far as is provided for in this Agreement, the legal responsibility, and legal guardianship of the Student shall remain with the parent/guardians. The parents/guardians shall ultimately be responsible for important decisions for the Student while he is in New Zealand;
4. The Parents irrevocably authorise the Principal of the School to advise the Student's homestay hosts of all matters and information pertinent to the Student's life at school, and to receive such information in substitution for the Parents.
5. The Parents agree to provide the School with academic, medical or other information relating to the wellbeing of the Student as may be requested from time to time by the School.
6. The School shall use its best endeavours to ensure the safety, health and wellbeing of the Student but shall not be liable for:
 - 6.1 Any damage or harm caused to the Student or the Student's property arising out of the Student's homestay;
 - 6.2 Any damage or harm caused to the Student or the Student's property while attending the School unless the harm was as a result of gross negligence on the part of the School;
 - 6.3 Any damage or harm caused to the Student or the Student's property out of normal school hours and in case of the Student's property, shall not be responsible for any damage to such property that may occur outside the School's premises.
7. Without restricting clause 6, but subject to clause 8, the School's liability in relation to the supply of services to the Parent is limited to the amount of fees paid by the Parent for the provision of the services in respect of which liability arises.
8. Nothing in this Agreement limits any rights the Parents and/or Student may have under the Consumer Guarantees Act 1993.
9. Either party may terminate this agreement at any time upon three weeks written notice. If the agreement is terminated the refunds policy for international students as outlined in Schedule 1 shall apply ("refunds policy").
10. It is acknowledged that the regulations pertaining, to the suspension, exclusion and expulsion of students, as set out in Section 13-18 of the Education Act 1989 and the Education Rules (1999) shall apply to the Student in New Zealand. Any decision under these provisions to expel or suspend the Student for an

unspecified period shall terminate this agreement and the refunds policy shall apply. The Parents shall have no claim in damages or for any compensation if this agreement is terminated in these circumstances.

11. Neither party shall be in default or in breach of their obligations under this agreement to the extent that the performance of those obligations is prevented by an event of force majeure. Force majeure means an event beyond the reasonable control of the party seeking to rely on force majeure.
12. This agreement shall be construed and take effect in accordance with the domestic laws of New Zealand. In relation to any legal action or proceedings arising out of or in connection with this agreement, the Parents irrevocably submit to the jurisdiction of the courts of New Zealand, agree that proceedings may be brought before any court including any forum constituted under the Arbitration Act 1996 within New Zealand and waive any objection to proceedings in any such court or forum on the grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.
13. The Parents agree that the Student will comply with such school rules and policies as are in force from time to time including the school rules for international students set out in Schedules 2A, 2B and 2C.
14. If application for homestay has been made on behalf of the Student then this shall be subject to the undertakings and agreements set out in Schedule 3.
15. Notice 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 10 days after posting.
16. This agreement shall consist of the application for tuition, application for homestay (if required) and this tuition agreement including the attached Schedules 1, 2 and 3. This agreement contains the entire understanding of the parties and overrides any prior promises, representations, understandings or agreements. The terms of the agreement may be changed by the School in writing to the Parents and shall continue in force while the Student is enrolled with the School.

The Parents acknowledge that:

- a) Personal information of the Parents and/or Student collected or held by the School is provided and may be held, used and disclosed to enable the School to process the application for tuition, provide tuition and homestay services to the Student, provide to the Student and/or Parents advice or information concerning products and services the School believes may be of interest to the Student and/or Parents and to enable the School to communicate with the Student and for Parents for any purpose;
- b) All personal information provided to the School is collected and will be held by the School at
Cain Street, Private Bag 558,
Timaru, New Zealand.
Phone [64] 3 688 1122
Fax: [64] 3 688 4254
E mail:principal@timarugirls.school.nz
- c) If the Student/Parents fail to provide any information requested in the application for tuition the School may 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 School concerning them. The Student/Parents authorise the School to obtain at any time from any person or entity any information it requires to process and/or accept the application for tuition or to perform or complete any of the other purposes. Under this Agreement the Student/Parents authorise any such person to release to the School any personal information that person holds concerning the Student/Parent.

EXECUTION:

- I have read and understood the terms set out in this agreement including the attached schedules and agree to them.
- I acknowledge that the provision of false information or the withholding of relevant information may result in the termination of enrolment.

Signature of Student:

Signature of Parent:
(If under the age of 18)

Signature for Timaru Girls' High School:
Designation:

Date:

Summary Code of Practice for the Pastoral Care of International Students

Introduction

When students from other countries come to study in New Zealand, it is important that those students are well informed, safe, and properly cared for.

New Zealand education providers have an important responsibility for international students' welfare.

This section provides an overview of the "Code of Practice for the Pastoral Care of International Students" (the Code), and provides a procedure that students can follow if they have concerns about their treatment by a New Zealand educational provider or agent of a provider.

- What is the Code?

The Code is a document which provides a framework for service delivery by educational providers and their agents to international students. The Code sets out the minimum standards of advice and care that are expected of educational providers with respect to international students. The Code applies to pastoral care and provision of information only, and not to academic standards.

- When does the Code apply?

The Code commences on 31 March 2002. Educational providers then have six months to sign the Code. Between 31 March and 30 September 2002 you will need to check with the Ministry of Education if your provider is a signatory to the Code.

What is an "international student"?

An "international student" is a foreign student studying in New Zealand on a student permit from the New Zealand Immigration Service.

- How can I get a copy of the Code?

You can request a copy of the Code from your New Zealand educational provider. The Code is also available online from www.minedu.govt.nz/goto/international.

- How do I know if an educational provider has signed the Code?

The New Zealand Ministry of Education will maintain a register of all signatories to the Code. This list will be available from www.minedu.govt.nz/goto/international. If the educational provider that you are seeking to enrol with is not a signatory to the Code, you will not be granted a permit from the New Zealand Immigration Service and you will not be able to study at that institution.

- What do I do if something goes wrong?

If you have concerns about your treatment by your educational provider or by an agent of the provider, the first thing you must do is contact the principal, the international student director, or another person who has been identified to you as someone that you can approach about complaints at your institution. The Code requires all institutions to have fair and equitable internal grievance procedures for students and you need to go through these internal processes before you can take the complaint any further.

If your concerns are not resolved by the internal grievance procedures, you can contact the International Education Appeal Authority (IEAA)
www.justice.govt.nz/tribunals/students/international-education-appeal-authority.

(IEAA)

A summary of the Code of Practice for the Pastoral Care of International Students

The Code sets standards for educational 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 under the age of 18 are in safe accommodation
- all providers have fair and equitable internal procedures for the resolution of international student grievances

Full details of what is covered can be found in the Code itself.

The Code also establishes the IEAA and the Review Panel to receive and adjudicate on student complaints.

What will the IEAA do?

The purpose of the IEAA is to adjudicate on complaints from international students. The IEAA will investigate complaints and determine if there has been a breach of the Code. The IEAA has the power to impose sanctions on educational providers who have committed a breach of the Code that is not a serious breach. These sanctions include an order for restitution, publication of the breach, and/or requiring that remedial action be undertaken.

The IEAA will refer complaints that are not about pastoral care to another regulatory body if appropriate.

The educational provider will be given a reasonable time to remedy the breach. If the breach is not remedied within that time, the IEAA may refer the complaint to the Review Panel.

The IEAA can determine if it considers that a breach of the Code is a serious breach. If the breach is a serious breach, the IEAA will refer the complaint to the Review Panel.

- What can the Review Panel do?

The Review Panel can remove or suspend an educational provider as a signatory to the Code, meaning that the provider would be prevented from taking any more international students. Only the IEAA can refer complaints to the Review Panel.

What is the International Education Appeal Authority (IEAA)?

The IEAA is an independent body established to deal with complaints from international students about pastoral care aspects of advice and services received from their educational provider or the provider's agents. The IEAA enforces the standards in the Code of Practice.

How can I contact the IEAA?

You can write to the IEAA at:

The International Education Appeal Authority
 C/- Ministry of Education
 P O Box 1666
 Wellington
 New Zealand

POLICY ON REFUNDS (SCHEDULE 2)



This policy is based on Section 4B [7] of the Education Amendment [No 4] Act 1991

1. Where at any time an international student withdraws from a subject, course, or programme at a state school, the Board may refund to the person who paid (in respect of the Student's enrolment in the subject, course, or programme) the amount of fees referred in subsection (1) of this section (or the sum of any instalments paid in respect of those fees) any amount it thinks appropriate not exceeding the extent (if any) by which the amount paid exceeds the sum of the following amounts:
 - a. The Board's best estimate of the cost to the Board (including the appropriate proportion of the Board's administrative and other general costs and the appropriate proportion of any initial or start-up costs of the subject course, or programme for one Student up to that time;
 - b. An amount that is in the Board's opinion an appropriate reflection of the use made by the Student receiving tuition in the subject, course or programme of the Board's capital facilities;
 - c. The appropriate proportion of the amount (if any) prescribed under section 40 of this Act for a Student receiving tuition at a state school in the subject, course or programme;
 - d. All other fees (if any) prescribed by the Board.
2. In order to be eligible for any refund the parent/legal guardian must apply in writing to the Board of Trustees, setting out the special circumstances of the claim. In arriving at their decision the Board will take into consideration the special circumstances of the withdrawing student and;
 - a. costs already incurred by the Board
 - b. the salaries of the teachers and support staff and any other components of the fee already committed for the duration of the course
 - c. an amount which covers use of the facilities and resources to date of withdrawal.
 - d. Except in exceptional circumstances, no refund is payable to a Student who withdraws in the second half of the course. In the case of a full year Student the second half of the course commences on the first day of Term Three.

Explanation

If there is a change of mind before the student comes to New Zealand, full fees are refunded, minus the \$500 administration fee.

If the Student wishes to withdraw after arriving in New Zealand no refund will be made except in the case of:

1. A return home because of the Student's serious illness
2. A return home because of death or serious illness of a close member of the Student's family.

In these cases under New Zealand law the School must retain amounts to cover costs already incurred. The balance will be returned. Medical evidence must be provided.

Students who are insured with UNICARE may have the balance of their fees reimbursed by that company.

NO refunds will be made where Students are asked to leave the School because of misbehaviour, poor attendance or violation of the rules regarding motor vehicles, alcohol or drugs.

NO refunds will be made where Students wish to transfer to another school for whatever reason.

NO refunds will be made where students return home for any reason other than the Student's serious illness or death or serious illness of a close member of the family.

NO refunds will be made where students acquire Permanent Residence after having enrolled at Timaru Girls' High School.

TIMARU GIRLS' HIGH SCHOOL RULES (SCHEDULE 2A)



The Timaru Girls' High School community presumes that girls attending school present well and give their best.

IT IS NOT POSSIBLE and it should not be necessary, to have a rule for every situation that might arise in a school.

At TGHS, we aim to have a school that has a co-operative climate with students, parents and the school all working together to obtain the best education possible for each student.

A positive and co-operative attitude and a spirit of goodwill is better than a huge number of regulations. We expect everyone in the community of this school to contribute positively to the atmosphere and the forward progress of this school.

Co-Operation

Students should show respect for others – to all students and all staff. Nothing should interfere with a student's or a teacher's right to learn and teach.

Curriculum

Students should participate fully in the learning programme of the school, offering their best efforts in the classroom and in other activities at school.

Behaviour

Students need to accept that the reputation of the whole school depends on the behavior of each student. The highest possible standards of behaviour and personal appearance are essential whenever students are identifiable as members of our school.

Care of Buildings, Equipment and the Environment

The respect shown for others should extend to property – both school (buildings, grounds and equipment) and property belonging to individuals. It is in the interests of students to care for the buildings and equipment. Students are responsible for any damage they cause and are liable for the costs incurred by damage or breakages.

Attendance and Punctuality

Full attendance is expected unless prior leave has been granted, or students are ill. A student's chance of succeeding at school is greatly enhanced by being in class regularly. Punctuality at all classes and school activities is seen as normal. Passes are required when students leave the grounds at any time of the day.

Rules regarding school uniform at TGHS

HAIR

- Hair must be neat and tidy at all times.
- Hair ties and ribbons must be plain navy blue or black. No cloth head bands are permitted.
- No coloured or decorative hair clips, head bands or other hair accessories are permitted.
- Shoulder length hair (or longer) must be tied up and pulled back tidily.
- Extreme hair styles and colours are not permitted. What constitutes "extreme" is up to the discretion of a senior manager.

MAKE UP

- Make up is not permitted to be worn.
- Nail polish is not permitted to be worn.

JEWELLERY

- One plain gold or silver stud or sleeper permitted in each lower ear lobe only.
- No visible body piercings. This includes tongue piercings.
- No other jewellery is permitted to be worn with school uniform (students may wear a watch).

SCARVES

- Blue and white striped TGHS scarves, plain navy blue scarves and plain black scarves are the only scarves to be worn during classes. They are an outdoor clothing garment.



TGHS SHOES

- Summer: school sandals or shoes may be worn in the summer with or without white regulation ankle socks.
- Sports socks, socks with frilly lace, socks with coloured trimming or socks with logos are NOT permitted to be worn. REGULATION WHITE ANKLE SOCKS ONLY.
- Winter: brown school shoes (with the heel filled in) are worn with navy blue stockings.

NB: puffer jackets are not permitted to be worn with school uniform at any time. A TGHS jacket can be purchased from the sports department if you wish to wear a jacket.

OUR SCHOOL ENVIRONMENT

Our Uniforms

We expect all students to wear their school uniform with pride. All students from Years 9 to 13 are expected to wear regulation uniform. Uniform creates a good public image and provides a neat standard of dress for all students. We encourage students to take pride in their appearance and ask that parents/caregivers support the school ensuring that their daughter wears regulation uniform, and has all of her clothing clearly named.

A change into correct Physical Education gear is expected for Physical Education classes.

A note is needed from when a student is not wearing correct uniform. This should occur only in an emergency situation.

Absences

If a student is absent from school, the parent/caregiver must phone the office on the morning of the absence. Where possible, parents/caregivers are to ring the school office, before 8.40 am. Parents/caregivers will be informed by text message if their daughters are not in class and we have not received a phone call. Students who know in advance that they require time away from school (e.g., representative sport or cultural activities, special travel arrangements), must request leave of absence from the Principal beforehand. This should be done via a formal written letter.

Lateness

Students are expected to be on time for form time at the start of the day and all classes. If students are late to school for any reason they must sign in at the office. If students are frequently late to their classes their learning will suffer and there will be other consequences for them.

Passes

Students who have parental permission to leave the grounds for some stated reason, such as a dental or medical appointment, must sign out and sign back in when they return at the school office. It is preferable that the student has an appointment card to show the office staff. Students must carry their leave pass with them.

**SCHOOL RULES FOR INTERNATIONAL STUDENTS
(SCHEDULE 2B)**



1. Students must abide by the laws of New Zealand.
2. Rude or rebellious behaviour will not be tolerated.
3. Students are to comply with the reasonable instructions of the school.
4. In accordance with New Zealand law and in the interests of student safety, all road rules must be obeyed, including the wearing of safety helmets.
5. Smoking is not permitted on the school premises at any time. Smoking at any time in school uniform is not permitted.
6. No alcoholic liquor is permitted at any time.
7. No illegal drugs are permitted any time. School authorities will also take a very serious view of students involved with drugs outside the school. The student visa may be revoked if a student is caught in possession of illegal drugs.
8. Regulation uniform must be worn in a tidy manner at all times.
9. Students are to respect term dates. All holiday travel should be within school holiday time only. Extension of travel time must be sought from "The School" prior to departure.
10. Students are not permitted to go flatting while students at Timaru Girls' High School.
11. Students must sign a School Internet Agreement.
12. Sexual misconduct will not be tolerated.
13. It is also a condition of enrolment that students have adequate travel insurance covering medical and personal effects. This can be arranged through the school. The school can accept no responsibility for medical expenses incurred by students.
14. Students must abide by the school regulations which apply to all other students attending Timaru Girls' High School.
15. You are expected to participate fully in school life
16. School attendance records must show 90-100% Attendance
17. Late attendance to class will not be tolerated.

HOMESTAY AGREEMENT (SCHEDULE 2C)



1. I guarantee the good behaviour of the student in New Zealand. I understand that unacceptable behaviour on the part of the student in homestay may lead to termination of the student's enrolment at Timaru Girls' High School.
2. I undertake to pay \$240 per week, to be paid in an annual lump sum to the School to cover board payments. Timaru Girls' High School will make payments to the homestay. I understand that the weekly payment of \$240 includes a \$15 levy for administration.
3. I undertake that the student will not leave the homestay for another permanent address without the knowledge and permission of the homestay co-ordinator and the school.
4. I undertake that the student will give the school and homestay co-ordinator three weeks' notice before leaving the homestay. The student will pay three weeks board from the date of giving notice to the school, whether or not he remains in the homestay during that period.
5. I understand that:
 - If a student does not come to New Zealand and the school is informed at least two weeks prior to the expected arrival, the school will retain a \$500 administration fee. All weekly homestay fees that have been paid will be refunded.
 - If a student withdraws within two weeks of their expected arrival, up to two weeks board (\$480) may be retained to compensate the homestay family, in addition to a \$500 administration fee. If a student withdraws from a homestay placement, once they have taken up residence, they must give three full weeks' notice of their intention to leave, or make a payment of three weeks board in lieu (\$720).
6. I understand that the school may communicate personal information relating to the safety and well-being of the student to the homestay parents.
7. I understand that the homestay parents may communicate personal information relating to the safety and well-being of the student to the school.
8. This agreement shall be construed and take effect in accordance with the domestic laws of New Zealand. In relation to any legal action or proceedings arising out of or in connection with this agreement the Parents irrevocably submit to the jurisdiction of the courts of New Zealand, agree that proceedings may be brought before any court including any forum constituted under the Arbitration Act 1908 within New Zealand.

Signed: Date:

.....

Full Name:

.....

.....

Relationship to Student:

Address:

.....

.....



TIMARU GIRLS' HIGH SCHOOL
INTERNATIONAL STUDENT ENROLMENT FORM

Year 20 _____

FOR ADMIN PURPOSES ONLY

Form Class: _____

Date Starting: __/__/__

NSN NUMBER:



Student Details: (Please attach current photograph)		Intended Start Date:	
FAMILY NAME:		DATE OF BIRTH:	
GIVEN NAME (S):		PLACE OF BIRTH:	
PREFERRED NAME:			
HOME ADDRESS:		COUNTRY OF CITIZENSHIP:	
		PASSPORT NUMBER:	
POSTCODE:			
HOME PHONE:	STUDENT CELL PHONE #:		
CURRENT SCHOOL:	CURRENT YEAR LEVEL:		
To be enrolled as a Day Student <input type="checkbox"/>		Boarder <input type="checkbox"/>	
Caregiver One:			
FULL NAME:			
Relationship to student:		Occupation:	
Home E-Mail Address:		Cell Phone:	
Name of Workplace:		Work Phone:	
Caregiver Two:			
FULL NAME:			
Relationship to student:		Occupation:	
Home E-Mail Address:		Cell Phone:	
Name of Workplace:		Work Phone:	
Mail Addressed to Whom:			
Agent Details:			
FULL NAME:			
ADDRESS:		Home Phone:	
		Cell Phone:	
POSTCODE:			
Relationship to student:		Work Phone:	
Home E-Mail Address:			
Name of Workplace:			
Emergency Contact (in NZ)		Emergency Contact (home country)	
NAME:		NAME:	
Address:		Address:	
Day Phone:	Night Phone:	Day Phone:	Night Phone:

Academic Programme: Year 9 Year 10 Year 11 Year 12 Year 13 (Please circle level of entry)



Please list the subjects you would like to study at Timaru Girls' High School in order of preference:

- 1
- 2
- 3
- 4
- 5

What is your first language? _____ Second Language: _____

How long do you wish to study at Timaru Girls' High School?

Do you wish to study further at a University in New Zealand? Yes/No

Do you wish to attend University in another country? Yes/No

Student's Academic Interests & Achievements

--

Sporting and Cultural Interests of the Student

Eg: Brass Band, orchestra, drama

--

Student's Health Record

Doctor:	Surgery Phone Number:
---------	-----------------------

Dentist:	Surgery Phone Number
----------	----------------------

Has the student ever suffered from:	Severity	Medication required
Asthma (Circle one)	Yes/No	
Diabetes	Yes/No	
Epilepsy	Yes/No	
ADD / ADHD	Yes/No	
Migraine	Yes/No	

Any other medical or surgical condition (e.g. bed wetting, eye trouble):

Chicken Pox	Yes/No	Rheumatic Fever	Yes/No	
German measles	Yes/No	Scarlet Fever	Yes/No	
Mumps	Yes/No	Whooping Cough	Yes/No	

Does the student suffer an allergic reaction to:	Severity	Medication required:
Sting:		
Food:		
Medication:		
Other:		

Has your daughter been inoculated against the following? (please give date of last injection)

Diphtheria:	Tuberculosis:
Poliomyelitis:	Whooping Cough:
Tetanus:	Meningococcal B:
Other:	

Do you give permission for maintenance of immunity against tetanus whilst he is at school? Yes / No (circle one)

List the medications that the student will be bringing with them:

--

Please note: It is compulsory for International Students to have both Health and Travel Insurance whilst studying in New Zealand

In Case of Illness, Accident or Emergency



I give permission for my child to receive non prescription medicines such as Panadol, when necessary, from a staff member who holds a current First Aid Certificate	Yes / No	(Circle one)
If my daughter is in a serious accident, I give permission for the school to either take my child to a Medical Centre or call an ambulance.	Yes / No	(Circle one)

Swimming

My daughter is a confident swimmer	Yes / No	(Circle one)
------------------------------------	----------	--------------

Cybersafety (to be signed when student commences at Timaru Girls' High School)

I have **read** and understand my responsibilities and agree to abide by this Cybersafety Use Agreement both at school and in my Homestay situation. I know that if I breach this use agreement there may be serious consequences.

Name of student: _____ Year Level: _____

Signature: _____ Date: _____

Section for Director of International Students:

I have read this Cybersafety Use Agreement document and am aware of the school's initiatives to maintain a cybersafe learning environment, including the responsibilities involved and have clearly communicated this to the student.

Name: _____

Signature: _____ Date: _____

NB: A full version of the Cybersafety Use Agreement is available and can be viewed at www.timarugirls.school.nz

Permission for Education Outside the Classroom

The Education Outside the Classroom Procedures require that we ask you for written permission for your student to participate in Level 1 off site events that occur during the school day or finishing after school. These events have an element of risk deemed to be no greater than the average family activity. Examples include: Interschools, Careers day, or an Art class trip to a gallery.

The homestay will still be given information sheets (cost, time, date) by the teacher in charge.

Full written permission is still required for each individual where the activities risk is deemed to be greater than a Level 1, including any overnight stay. Examples include; tramping, rock climbing, water activities. Teachers in charge will complete Risk Analysis Management procedures for these events in accordance with school policy.

Parent / Caregiver Signature _____

Aviation Course

I wish my daughter to be considered for the Aviation Programme that is a joint venture between Timaru Girls' High School and the Timaru Aero Club. Should my daughter be accepted for this course, I undertake to sign the necessary consent forms, pay all associated costs and to provide the necessary Insurance Cover, thus ensuring the school is not liable in the event of an accident.

6 months

12 months

2 year PPL

Signature: _____ Date: _____

Declaration

I wish to enrol the above named student. I have read and understood the terms set out in this agreement, and agree to them. I undertake to ensure that my son abides by the regulations and expectations of the school and Board. I give permission for the school to use named and unnamed images of my son for school communications and marketing.

Signature

Mother / Father / Caregiver

Date: ___/___/___

Signature _____

Agent

Date: ___/___/___

TO BE COMPLETED AT INTERVIEW
(Between student and Director of International Students)



Academic - Subjects Enjoyed

Areas for Improvement:

Interests

Music/Drama/Art

Sporting

RELEVANT HOME CIRCUMSTANCES (including place in family)

COPIES OF REPORTS TO BE SENT TO:

OTHER INFORMATION:

SUBJECT OPTION COURSES

1.	2.	3.
4.	5.	6.

Checklist for Interviewing Staff Member

- Copy of Birth Certificate attached

- If from overseas – copy of Passport and Visa attached

OFFICE USE ONLY - ENROLMENT CHECKLIST

Task	Action	Date	Initial
Pre-enrolment entered on SM	Basic Data		
	Full Data		
New Enrolment entered on SM	Full Data		
Copy to Year Level Dean			
	Timetable prepared		
Entered on ENROL			
Computer Account Requested			

ACCEPTANCE OF TERMS

Before your application can be considered please read the following which must be signed

We have read and understand the school's "Conditions of Enrolment for International Students" and will comply with these.

1. We have read, understood and signed the Tuition Agreement which shall apply if the application is successful.
2. We agree to comply with the school's regulations concerning discipline attendance, uniform, stationery, books, fees and all other matters pertaining to the welfare of the School.
3. We understand that a student may not own or drive a vehicle while attending Timaru Girls' High School.
4. We understand the conditions of the school's refund policy as stated in the Conditions of Enrolment.
5. We understand that if my daughter's status changes to Permanent Resident, then she would need to apply for enrolment as a New Zealand student.
6. We understand that the school has the final right to place each student in a course according to each student's English ability plus the availability of places in each subject.
7. We understand that the school will provide the pastoral care for the student in New Zealand unless one of her parents is living in Timaru or the Principal agrees to an alternative arrangement.
8. We accept the right of the school to effect a change of course if this is considered in the student's best interests.
9. I/We understand that the school will have no responsibility when a student is in a motor vehicle or takes part in activities such as skiing, bungee jumping, rock climbing or jet boating.
10. We understand that failure by a student to maintain acceptable behaviour at school or at the homestay may lead to her place in the school being withdrawn by the school.

Signature: Father/Guardian Date

Mother/Guardian Date

The data collected on this form is for school records and the provision of appropriate learning and pastoral assistance to your daughter. The contents are subject to the provisions of the Privacy Act.

- All applications should be accompanied by evidence of the student's academic achievements (recent school reports, examination results) and her competence in writing, speaking and understanding English.
- The school will acknowledge your successful application with an 'Offer of Place'. You should then send your fees to the school who will then issue a receipt. The Offer of Place and the receipt will enable you to get a Student Visa.

ACCOMMODATION

TIMARU GIRLS' HIGH SCHOOL ACCOMMODATION OPTIONS:

- homestay, for students in years 9 - 13
- the school boarding hostel, during term time, for students in years 9 -13
- homestay, during the holidays, for hostel students in years 9 - 13.

Private Accommodation

Timaru Girls' High School does not encourage students to live in accommodation that has not been approved by the school. If parents/guardians arrange their own accommodation they must:

- a) supply the school with the full contact details
 - address
 - phone number
 - email
- b) supply the school with the name and full contact details of the adult guardian in New Zealand who will take responsibility for the student.
- c) sign a declaration stating that the school is not liable or responsible for any adverse effects to the students health, safety, education or well being arising from their accommodation arrangements.
- d) accept that the homestay co-ordinator will follow the same procedures in regard to the placement as for a school homestay placement, e.g., home visits, police vetting.

HOMESTAY

Homestay Co-ordinator

- inspects prospective homestay accommodation
- interviews hosts and checks their references
- supplies her telephone number to parents, students and homestay families so they can contact her at any time
- attends international student meetings
- is available to talk to students who may have issues or concerns
- makes regular visits to homestays and makes every effort to ensure students are settled and happy

Homestay provides:

- a fully furnished room complete with study table, all their meals and laundry.
- close supervision and the opportunity to join in family activities.

BOARDING HOSTEL is a safe, comfortable, boarding house, located within the school grounds. It provides:

- accommodation during the school term
- bedrooms, fully furnished with beds, desks, chairs, drawers and lowboy
- common rooms with television, snack and drink making facilities
- recreation room with piano practice rooms
- computer access
- laundry facilities for personal laundry

- access to school facilities such as gymnasium and library
- all meals, in the hostel dining room
- close supervision
- laundered linen
- free local calls but national or international calls cannot be made unless calls are reversed
- computer rooms

Hostel Handbook/Prospectus:

Is given to students on arrival. Students should read it carefully and ask the Residential Director if they have any questions or concerns.

Hostel Boarding Fees:

The boarding fee is \$305 per week for the 46 weeks of the school year. Additional payment required for homestay accommodation should the student choose to stay in Timaru during the 6 weeks summer vacation.

The fees are paid to the school, to cover both holiday weeks in homestay and term weeks in the hostel.

Fees must be paid at least one term in .advance, no later than four weeks before the student first arrives in New Zealand.

Students are placed in homestay during the April, July and September school holidays and in long weekends when the hostel is closed.

Refund of Hostel Boarding Fees:

If a student does not come to New Zealand, and the school is informed at least two weeks prior to the expected arrival, an administration fee of \$500 will be retained by the school. All other boarding fees will be refunded.

If a student withdraws within two weeks of arrival two weeks board (\$610) will be retained to compensate the hostel for inconvenience and costs incurred.

If a student withdraws from the hostel, once they have taken up residence, they must give two full weeks' notice of their intention to leave, or make a payment of two weeks board in lieu (\$610). All other boarding fees will be refunded.

Moving from hostel boarding:

Students may not move from the hostel without prior permission.

Students wishing to move must discuss the issue with

- the hostel Pastoral Care Director
- Dean of International Students
- the Homestay Co-ordinator

Issues about hostel boarding should be raised as soon as possible so they can be worked through or because it may take time to find a suitable host family.

Parents/guardians will be kept fully informed in regard to issues on any changes of accommodation.



The school does not permit students to move out of the hostel and into private accommodation (e.g. flatting) because it has not been found to be in the best interests of the student's education or welfare.

Parents/guardians wishing to change their daughter's accommodation must contact the school, as soon as possible.

HOMESTAY CONTRACT

(to be signed by parent of student under 20 years of age, or by student if over 20)

1. I guarantee the good behaviour of the student in New Zealand. I understand that unacceptable behaviour on the part of the student in homestay may lead to termination of the student's enrolment at Timaru Girls' High School.
2. I undertake to pay \$NZ240 a week and a minimum of one term in advance, to Timaru Girls' High School to cover homestay payments. Timaru Girls' High school will make payments to the homestay.
3. I understand that the student may not make national or international telephone calls from the homestay premises unless the charges are reversed. If any such calls are made I guarantee to reimburse the homestay for any costs.
4. I undertake that the student will not leave the homestay for another permanent address without the knowledge and permission of the homestay co-ordinator and the school.
5. I undertake that the student will give the school and homestay co -ordinator two weeks' notice before leaving the homestay and will pay two weeks board from the date of giving notice to the school, whether or not she remains in the homestay during that period.
6. I understand that:
 - if a student does not come to New Zealand and the school is informed at least two weeks prior to the expected arrival, the school will retain a \$500 administration fee. All weekly homestay fees that have been paid will be refunded.
 - if a student withdraws within two weeks of their expected arrival, up to two weeks board (\$480) may be retained to compensate the homestay family, in addition to a \$500 administration fee. If a student withdraws from a homestay placement, once they have taken up residence, they must give two full weeks' notice of their intention to leave, or make a payment of two weeks board in lieu (\$480).
7. I understand that the school may communicate personal information relating to the safety and wellbeing of the student to the homestay parents.
8. I understand that the homestay parents may communicate personal information relating to the safety and wellbeing of the student to the school.
9. This agreement shall be construed and take effect in accordance with the domestic laws of New Zealand. In relation to any legal action or proceedings arising out of or in connection with this agreement the Parents irrevocably submit to the jurisdiction of the courts of New Zealand and agree that proceedings may be brought before any court including any forum constituted under the Arbitration Act 1908 within New Zealand.

Signed:

Date:

Full Name:

Relationship to student:

Address:

.....

.....

.....

Phone: Fax: Email:

HOSTEL BOARDING CONTRACT

(to be signed by parent of student under 18 years of age, or by student if over 18)

In return for Timaru Girls' High School providing boarding accommodation for

.....

1. I guarantee the good behaviour of the student in New Zealand.
2. I understand that unacceptable behaviour on the part of the student in the boarding hostel may lead to termination of the student's enrolment at Timaru Girls' High School.
3. I undertake to pay \$NZ305 a week, in advance, to Timaru Girls' High School to cover board payments.
4. I understand that the student may not make national or international telephone calls from the boarding house unless the charges are reversed.
5. I undertake that the student will not leave the boarding house for another permanent address without the knowledge of the principal and the permission of the boarding supervisor.
6. I undertake that the student will give the school at least two weeks' notice before leaving the boarding hostel. The student will pay two weeks board from the date of giving notice to the school, whether or not she remains in the boarding house during that period.
7. I understand that:
 - if a student does not come to New Zealand and the school is informed at least two weeks prior to the expected arrival, an administration fee of \$500 will be retained but all other boarding fees will be refunded in full.
 - if a student withdraws within two weeks of their expected arrival, up to two weeks board (\$610) may be retained to compensate the hostel in addition to a \$500 administration fee. All other boarding fees will be refunded.
 - if a student withdraws from the hostel, once they have taken up residence, they must give two full weeks' notice of their intention to leave, or make a payment of two weeks board, in lieu (\$610).
8. I understand that the school may communicate personal information relating to the safety and wellbeing of the student to the International Director of the boarding house.
9. I understand that the International Director may communicate personal information relating to the safety and wellbeing of the student to the school.
10. This agreement shall be construed and take effect in accordance with the domestic laws of New Zealand. In relation to any legal action or proceedings arising out of or in connection with this agreement the Parents irrevocably submit to the jurisdiction of the courts of New Zealand and agree that proceedings may be brought before any court including any forum constituted under the Arbitration Act 1908 within New Zealand.

Signed:

Date:

Full Name:

Relationship to student:

Address:
.....
.....
.....

Telephone:..... Fax: Email:.....

TIMARU GIRLS' HIGH SCHOOL
International Student Homestay Application



Student's Name:

Family Name:	Given Names:
Nationality:	Date of Birth:
Home Address:	
E mail	
Telephone: Day	Night: Fax:

Questions (to be completed by the student):

What do you expect from your New Zealand family? Please describe what sort of family you would like to stay with in New Zealand?

What do you expect from your New Zealand school?

Please list any activities you would like to pursue during your time in New Zealand? eg rugby, soccer, badminton, debating, chess

Why do you want to attend Timaru **Girls'** High School?

Please describe your own family:

Family Structure

Name of Family Member	Age	Relationship	Occupation	Living With
				Yes/No
				Yes/No
				Yes/No
				Yes/No
				Yes/No
				Yes/No

Personal Details

Will you have any difficulty adjusting to the following?

Pets	Yes/No	Living Arrangements	Yes/No
Food	Yes/No	Family Rules	Yes/No
Young children	Yes/No	Eating Schedules	Yes/No

If you will have any difficulty adjusting, please explain thoroughly:

Are you a vegetarian?	Yes/No	Do you drink alcohol in your home?	Yes/No
Are you allergic to any foods?	Yes/No	Do you smoke?	Yes/No
What food do you like/dislike?		Are you taking any medication? Please specify:	Yes/No
Are there any foods you cannot eat?	Yes/No		

Please specify any medical information that it is necessary for your host family to know.

What is your religion?
Do you have any specific religious observances? Yes/No
If yes, please specify:

What do you normally do in your free time - weekdays/weekends?

Why do you want to attend Timaru Girls' High School?

Are you prepared to follow the expectations and rules of Timaru Girls' High School?

Are you willing to join in family activities? E.g. family dinners, family trips, holidays, traditional NZ activities?

Do you have any chores/jobs in your own home? And are you prepared to help in your New Zealand home?

Do you have any other comments/information you may wish to share that will help us make your stay a happy one?

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