



## International Student Enrolment Information

### HOW TO ENROL

#### DIGITAL

To enrol online, please click on the enrol button located in the Enrolments Tab on the Rangiora High School Website. <http://www.rangiorahigh.school.nz/>.

You will need to create a userid and password to log in. Please follow the prompts. Any issues with enrolling on-line, please contact the International Office at [international@rangiorahigh.school.nz](mailto:international@rangiorahigh.school.nz).

#### PAPER BASED

Please review all the international enrolment information on the Rangiora High School Website. <http://www.rangiorahigh.school.nz/>

If you have questions, please contact the Director of International Studies at Rangiora High School for assistance.

Phone: +64 3 311 8888

Email: [international@rangiorahigh.school.nz](mailto:international@rangiorahigh.school.nz)

Before you can attend Rangiora High School please check that you have completed, signed and sent the following:

1. Rangiora High School Application Form including the Contractual Agreement (signing this indicates that you have read and agreed to the conditions of enrolment and understand the school policies)
2. A copy of the front page of the students passport
3. A copy of the student's latest school report with explanation in English
4. A letter from the student telling us about themselves (in the student's handwriting and must be unaided work). It is always beneficial to receive some photos with the letter.
5. One character reference, preferably from the Principal or a teacher of the student's school
6. A passport sized photograph

#### Send your application to:

The Director of International Students  
Rangiora High School  
125 East Belt  
Rangiora 7400

NEW ZEALAND

or email to: [international@rangiorahigh.school.nz](mailto:international@rangiorahigh.school.nz)

## **ENROLMENT AND PLACEMENT**

All applications must be made on the official Rangiora High School application forms. Applicants may be interviewed by a Rangiora High School staff member or through a contracted agent in accordance with section 9 of the Code of Practice.

Rangiora High School will issue an Offer of Place to a selected student but the level of study offered is an indicator only. Rangiora High School has the right to place the students in appropriate subjects and year levels; selection and placement are conditional upon Rangiora High School being able to meet the needs of the student. Students entering the School as International Students must have the prior learning necessary and the intellectual and emotional capacity to cope with study in New Zealand in English language at the level enrolled in. Quality applicants are sought whose proficiencies and career intentions are matched by the opportunities Rangiora High School offers.

Rangiora High School may ask a student to undertake intensive language tuition at another institution for a period of time if it is ascertained the student cannot cope at school at an appropriate English level. Generally, students are placed with their age group level.

Once a student has been accepted and has been provided with all the information required of the school by the Code of Practice, an offer of place will be made. Until such time as fees are paid and all documentation supplied as required, (including visa, signed contract, homestay and support person names and addresses and insurance coverage) the student may not begin their course.

## **SELECTION**

Selection will be made by the Director of International Students. Students from a wide range of countries will be recruited so that many cultures are represented. Offers are based on an assessment of the extent to which Rangiora High School can meet the needs of the prospective student. Rangiora High School reserves the right to cancel an Offer of Place and refund fees hereunder in the event the level of English and/or prior learning in the subject area is not verified in testing at enrolment. Failure to disclose relevant information or the provision of false information may result in termination of enrolment.

## **TESTING**

Rangiora High School may test International Students on arrival at school to help determine placement. Rangiora High School may also require testing in a student's own home country before selection. Rangiora High School will provide its own testing material.

## **AUTHORITY AND INFORMATION**

The parents of the student authorise staff at Rangiora High School to:

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

## **CHANGE OF STATUS**

International Students are able to change to domestic status while enrolled at Rangiora High School. If students change to domestic status all normal conditions of enrolment must be met, including living permanently in zone. Documentation verifying details for regular student status will be required. Any tuition fees paid while the student status is a Foreign Fee Paying student will not be refunded

Proof of regular student eligibility must be forwarded to Rangiora High School including copies of all relevant visas, passport details, dates and conditions.

A student with domestic status who loses that status must then immediately apply for an International Student place and follow normal procedures. Failure to do so will mean that Immigration New Zealand will be informed and the student may have no place at Rangiora High School.

## **CONDITIONS OF ACCEPTANCE**

All contracts are for the duration of the enrolment at the school.

All International Students must be accommodated in a homestay that is approved by the school. All International Students must be living under adequate adult supervision.

Where in the school's opinion, the living arrangements are unsatisfactory, Rangiora High School has a right to require an alternative homestay.

International Students must attend Rangiora High School on all days that it is open for tuition. Where it is necessary for an International Student to absent themselves from Rangiora High School the reason for that absence must be communicated to the school. Where International Students continue to absent themselves from Rangiora High School for no valid reason they run the risk of

having their contract with Rangiora High School revoked. If this occurs Immigration New Zealand will be informed.

The student must abide by the rules and regulations that cover all students whilst at Rangiora High School. A copy of the School's Policies is available for inspection at the International Office and on the school website.

Failure to follow the Rangiora High Schools rules or policies could result in the enrolment being terminated by the School under the Education (Stand down, Suspension, Exclusion and Expulsion) Rules 1999.

It is a requirement of enrolment that all International Students carry a comprehensive medical and travel insurance policy while enrolled at Rangiora High School.

Upon enrolment at Rangiora High School the student will abide by the same conditions in regards to behaviour and absence as apply to domestic students. Enrolment as an International Student at Rangiora High School shall be terminated:

- a) At any time by agreement between the parties
- b) By Rangiora High School if the student fails to pay fees in advance, or fails to abide by the same conditions as for domestic students, or fails to abide by the conditions of the International Student Contractual Agreement.
- c) If the student ceases to hold or ceases to be eligible to hold a valid student visa issued by Immigration New Zealand.

## **CONDITIONS OF ENROLMENT**

### **IMMIGRATION**

Full details of visa requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand and can be viewed on their website [www.immigration.govt.nz](http://www.immigration.govt.nz)

International Students will need to apply for a Student Visa in New Zealand via the [Immigration Website](#). You can now complete and submit your visa application online. Before you start your application, you need to:

- ✓ Prepare all supporting documents in PDF format
- ✓ Provide an acceptable photo of yourself
- ✓ Have a Visa or MasterCard credit or debit card so you can pay the application fee.

Immigration New Zealand require the following documentation to enable your Student Visa application to be processed.

- ✓ Offer of a Place/ Accommodation guarantee from Rangiora High School or other designated person providing accommodation in New Zealand
- ✓ Official course fee receipt

- ✓ Valid Passport and passport sized photograph
- ✓ Financial Undertaking Form (INZ1014) completed
- ✓ A return/outward air ticket (for courses less than one year)
- ✓ A photocopy of ID Card or Birth Certificate
- ✓ Visa Fee is approximately NZ\$250.00

For more information about supporting documentation visit: [www.immigration.govt.nz/student-requirements](http://www.immigration.govt.nz/student-requirements)

1. Once New Zealand Immigration approves the Student Visa, you can begin making travel arrangements
2. Please advise Rangiora High School of your arrival date and your E-Ticket
3. The international staff will email you Pre-Arrival and Orientation Information
4. The international staff will email you a Host Family Profile and confirm your airport pick up

## **INSURANCE REQUIREMENTS**

### Eligibility for Health Services

Most International students are not entitled to publicly funded health services whilst in New Zealand. If you receive medical treatment during your visit you may be liable for the full costs of that treatment. Full details on entitlement to publicly funded health services are available through the Ministry of Health, and can be viewed on their website [www.health.govt.nz](http://www.health.govt.nz)

### Accident Insurance

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website [www.acc.co.nz](http://www.acc.co.nz)

### Medical and Travel Insurance

International students (including group students) must have appropriate and current medical and travel insurance while studying in New Zealand. This is a requirement under the Education (Pastoral Care of International Students) Code of Practice 2016 and a requirement from Immigration New Zealand for granting a student visa.

### Insurance Organised by Rangiora High School

It is easier for students to get insurance through Rangiora High School because we can help them make any necessary claims.

Rangiora High School can help international students by organising insurance through Uni-care Insurance at a cost of approximately NZ \$600 for twelve months.

### Insurance Offered Through Other Providers

It is possible for students to organise their own insurance in their own country but we recommend checking with us before paying for it. Insurance must meet strict requirements. If International students wish to purchase their own insurance elsewhere, Rangiora High School needs to be provided with a copy of the Insurance Certificate and policy wordings in English so we may determine whether the insurance provides sufficient cover for the student's medical, travel and potential repatriation needs.

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

If, prior to enrolment, it is decided that a student does not have adequate insurance, the student will be required to take out additional cover to meet the standards set down by Rangiora High School, the New Zealand Government and Immigration New Zealand. This will be at a cost to the student.

It should be noted that costs such as medical treatment in New Zealand and medical evacuation or repatriation can be prohibitive. It is therefore imperative that sums insured for these benefits should be set at an appropriately high figure. Ideally this figure should be unlimited although Rangiora High School will allow figures that it deems to be appropriately high. Below is the suggested minimum content for appropriate insurance policies according to the Education (Pastoral Care of International Students) Code of Practice 2016:

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

### High Sums Insured and Medical Benefits

"Sums insured" is the money available in the event of a claim. It is imperative that the sums insured are very high so they will not be exceeded in any possible claim. Sums insured of one million dollars plus are recommended.

### Emergency Evacuation / Repatriation

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

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

Ideally, the policy should have “unlimited cover” as very large sums can be incurred in these situations. Insurance policies for International students should be obtained from companies with a credit rating no lower than A from Standard and Poors or B+ from AM Best.

## **ORIENTATION**

Rangiora High School will provide a comprehensive orientation programme to help students adjust to school life. All students must attend an orientation at enrolment. This happens over the first two - three days of school. Refusal to participate in orientation will lead to cancellation of enrolment.

## **ESOL TESTING**

During the orientation programme, each new student will be tested to establish their competency in written and spoken English. This will be done by means of an entrance test, and/or interview.

Placement in classes will be decided by the Director of International Students in consultation with the student, parents, and senior leadership staff at school and/or advisors. Competency in written and spoken English will be taken into account when placements are made.

## **REFUND POLICY**

1. In the event that the student wishes to leave the Rangiora High School, the Applicants legal guardians must give a written explanation as to why the student wishes to leave and give adequate written notice of the withdrawal of the student from the School.
2. Where the Applicant gives notice of withdrawal of the student, a \$500 administration cost will be deducted from the refund as well as any costs incurred to the school e.g. agent commission
3. If the student wishes to transfer to another school no refund will be given. Students make a commitment to enrol at Rangiora High School for the period of their student visa.
4. Students who become New Zealand residents while at Rangiora High School must give adequate notice to the school as in 1 above. They must then reapply as a domestic student and will be subject to the School’s normal enrolment schemes and procedures.
5. Where a student is required to leave the Rangiora High School for criminal behaviour, disciplinary or non-attendance reasons (see conditions of acceptance) no refunds will be given.

## **FEE PROTECTION POLICY**

To protect International Students’ tuition fees, the fees are held in an income in advance account and the school draws down the fees paid retrospectively each month.

## **GRIEVANCE PROCEDURES**

Rangiora High School has established guidelines for students who have a complaint or grievance against the school. The procedure for dealing with such an issue is:

1. International students who consider that they have a concern, complaint or grievance with Rangiora High School should in the first instance discuss the concern with the Director of International Students.
2. If the matter is not resolved to the satisfaction of the student, the student or their authorized agent/representative should then take up the matter with the Principal.
3. If the matter is still not resolved satisfactorily, the student should put their concern in writing to the Board of Trustees of Rangiora High School. The board will then consider the matter and come to a decision.
4. If, at this stage, the student is still not satisfied with the outcome, the complaint should be taken to the International Student Disputes Resolution Scheme (DRS) established by section 23AJ of the Education Act 1989. The DRS will receive and adjudicate on complaints received from International Students or their authorized agents/representatives concerning breaches of the Education (Pastoral Care of International Students) Code of Practice 2016.

Information about the DSR is available in the International office or by visiting this website <http://www.legislation.govt.nz/regulation/public/2016/0042/latest/whole.html>

Rangiora High School has agreed to observe and be bound by the Education (Pastoral Care of International Students) Code of Practice 2016. Copies of the Code are available on request from the International office or from the NZQA website [www.nzqa.govt.nz](http://www.nzqa.govt.nz)

## **PRIVACY, INFORMATION**

The parents and the student acknowledge that:

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

## **CONDITIONS OF ENROLMENT - ACCOMMOATION**

### **ACCOMODATION**

As per the Education (Pastoral Care of International Students) Code of Practice and Guidelines (revised 2016) upon or before enrolment the international department at Rangiora High School will determine and verify which category of accommodation the international student will live in regardless of age.

- School approved Homestay
- Designated Caregiver
- Parent



No International Student of Rangiora High School can live independently, in a boarding establishment or in temporary accommodation.

Police vetting will be required of all caregivers and all residents of a household aged 18 or over excluding International Students (excluding parents). The school will provide guidelines to the caregivers and the students and outline the divisions of responsibility between Rangiora High School and the caregiver.

The parents and the student agree that the student shall remain in accommodation arrangements either organised by Rangiora High School for the term of this agreement, or approved by the Rangiora High School according to the Code of Practice guidelines on accommodation. Any changes must be negotiated with the Director of International Students and the Homestay Manager. Failure to comply with this requirement may lead to a cancellation of the student's place at Rangiora High School. All caregivers who are not New Zealand citizens must provide copies of their passports and valid visas.

Homestay accommodation is the best way to develop a student's English language while living and studying in Christchurch.

## **HOMESTAY ACCOMODATION**

Our homestay programme provides International Students with quality accommodation and a caring environment to support them during their time at Rangiora High School. These homestays are monitored closely and supervised by the school.

All homestays are carefully selected and monitored to ensure that appropriate standards are maintained. The accommodation fee covers a single room that is warm and furnished (a desk is provided), heating, all meals and laundry.

A homestay family will also provide a student with:

- Reasonable house rules for their guidance and for the student to respect
- Encourage the student to participate in the family's activities and events and help the student with their English
- Regular contact with the Homestay Manager and/or the students guardian to make sure they are happy in their homestay
- Friendship, care and guidance
- A safe physical and emotional environment, conducive to studying

Homestay payment is payable in advance to Rangiora High School. Rangiora High School can only guarantee accommodation for visa purposes for the number of weeks' homestay fees have been paid for. Rangiora High School will pay the homestay caregiver each fortnight and account for all money received and payments made from homestay money.

The homestay fees invoiced may be an estimate cost only. Exact costs will be determined when final departure date is confirmed.

Two weeks' notice must be given by either party (homestay or student) prior to a student being placed in another homestay.

All accommodation must be arranged by or be acceptable to the Director of International Students and the Homestay Manager. This may be with relatives, or in a homestay family. Students may not change their accommodation without the permission of the Director of International Students and/or the Homestay Manager.

Homestay accommodation will be arranged with local New Zealand families in the Rangiora area. Some students will need to travel to school on the school bus (free).

## **DESIGNATED CAREGIVERS (DCG)**

The parents of the student must fill out and personally sign the International Student Application and include all details of the DCG on the form when submitting the application. Rangiora High School will decide if the caregiver will be verified as a Designated Caregiver and will ask for a police vet, further supporting information and/or evidence of the nature of the close relationship or friendship. The home of the proposed DCG will be visited and assessed the same as for a homestay caregiver. The home will be visited subsequently to substantiate and verify the DCG's living situation.

At no time can a DCG leave the student unsupervised overnight or for any length of time without firstly informing the school and seeking approval for a temporary caregiver to take their place. This will probably necessitate a new DCG being appointed for the period as per all DCG regulations.

The DCG arrangement cannot change until Rangiora High School is informed and agrees to the change. The parents take full responsibility and accept the decisions made by their DCG about the day-to-day requirements of their child and understand that Rangiora High School will make every endeavour to provide care and welfare of their child while studying in their school.

## **PARENTS**

Students living with parents must still be monitored by Rangiora High School. Birth certificates, copies of passports and visas are required to verify parent status.

At no time can a parent leave the student unsupervised overnight or for any length of time without first informing Rangiora High School and seeking approval for a temporary adult caregiver to take their place. If a parent leaves a student unsupervised in New Zealand that student could lose their place at Rangiora High School and Immigration New Zealand would be informed.

If students are living with a parent, the parent has full responsibility for the pastoral care of the student outside tuition hours and may be called up to the school at short notice on school matters. Parents must follow all the policies of the School at all times.