



## INTERNATIONAL STUDENT ENROLMENT INFORMATION

Welcome to Tasman School - a successful, innovative co-educational primary school.

Your child will have opportunities to develop their knowledge of our culture and language within our supportive family orientated environment. We will work with you, as parents, to identify learning goals, both social and academic, during your stay. We are proud of our school and what it offers and hope to work with you to form a vital part of your child's experiences and growth over this time.

We look forward to receiving your application.

Rob Boomer  
PRINCIPAL

### APPLICATION FOR ENROLMENT REQUIREMENTS AND PROCEDURES

The International Student Application for Enrolment form must be completed and submitted with the following documents before the application can be processed:

- Passport
- Student visa/ permit
- Copies of a recent report with verified English translation
- Health Insurance documentation for the family
- Medical Information
- Any additional information requested of parents

Administration fee: **Please enquire** (non-refundable)

### PROCEDURES ONCE ENROLMENT HAS BEEN RECEIVED

On receipt of a completed enrolment application, the parents will be informed of an interview time.

This interview will involve

- The prospective student
- Parents
- A translator (if requested)
- The principal or nominated Deputy

The interview will include

- A tour of the school
- Review of the Conditions of Enrolment
- Explanation of class and school programmes
- Initial assessment of student's English language proficiency
- Answering any questions the parents may have.

2. Parents will be informed in writing of the school's decision within 7 days of the interview.

If there is no current available position a place on a waiting list will be offered.

When a place becomes available parents will be notified and will have to accept or decline the placement within 14 days.

3. Placement in a particular year level or class is at the discretion of the principal.

4. Fees are to be paid within 14 days of accepting a placement.

A student is able to attend Tasman school after these fees have been receipted.

## ENROLMENT PROCEDURE

Step 1: Complete the Application for Enrolment. Return to:

Tasman School,  
RD 1, Upper Moutere,  
Nelson, New Zealand

Or email: [office@tasman.school.nz](mailto:office@tasman.school.nz)

Provide: A recent school report, a letter in English introducing yourself and any other relevant certificates.

Step 2: If your application is successful you will receive :-

- Invoice for fees with detail of payment procedures
- An "Offer of Place"
- An interview time to meet with the principal to discuss details of your enrolment

Step 3: You need to apply for your Student Visa from your nearest New Zealand Embassy or High Commission.

Step 4: When we have received your fees, you will be forwarded:-

- A receipt for fees
- A "Letter of Acceptance"

Step 5: Inform the school of your arrival dates.

Tasman 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 school or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz>.

## CONDITIONS OF ENROLMENT

Tasman School requires that all international students live with their parent(s) or legal guardian during the period of the enrolment.

### IMMIGRATION:

"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>."

### ELIGIBILITY FOR HEALTH SERVICES:

Most international students are not entitled to publicly funded health services while 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 entitlements to publicly-funded health services are available through the Ministry of Health, and can be viewed on their website at <http://www.moh.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 at <http://www.acc.co.nz>.

### MEDICAL AND TRAVEL INSURANCE:

International students must have appropriate and current medical and travel insurance while studying in New Zealand.

## A. Fees ( Subject to annual review)

### (i) Tuition Fee

Our 2017 Course Tuition Fee is **NZ\$250 per week incl GST.**

This covers the student's tuition fee, administration expenses, school fee and course related expense as listed below:

- Teaching costs
- Use of Text Books, Classroom and school equipment/ facilities
- Access to ICT and library
- Tasman School's English language support
- Costs relating to excursions and specialist fees e.g. MoTeC
- School Tshirt and sunhat

*Parents are responsible for additional 'Education outside the Classroom' activity costs, stationery ,sports uniform, personal and recreational costs. These will vary in accordance with the child's age and choices.*

Full payment of two terms fees is required upon acceptance of enrolment, all subsequent payments of fees are to be made one term in advance.

Figures are in NZ currency. Any refunds will be determined on a case by case basis.

<b>One Term</b>	<b>Tuition Fee</b>	<b>\$2,200</b>
	<b>Govt levy</b>	<b>\$ 900</b>
<b>Two Terms</b>	<b>Tuition Fee</b>	<b>\$4,400</b>
<b>Three Terms</b>	<b>Tuition Fee</b>	<b>\$6,600</b>
<b>Four Terms</b>	<b>Tuition Fee</b>	<b>\$8,800</b>
	<b>Total</b>	<b>\$9,700</b>

Please note that the government levy of \$900 is per student per year. This cost can also be paid on a pro rata basis for periods of less than 1 year on a term by term basis.

It is understood that all children will participate fully in all aspects of Tasman school life

**Please note: These fees are subject to annual review.**

### **Eligibility for Health Services**

Most international students are not entitled to publically funded health services while in New Zealand. If you receive medical treatment during your visit you may be liable for the full costs of that treatment. Entitlements through the Ministry of Health can be viewed on their website. [Http://www.moh.govt.nz](http://www.moh.govt.nz)  
For this reason it is a condition of enrolment that students **must** have appropriate and current Travel and Medical Insurance cover .

### **Fees Protection Policy**

The Board of Trustees undertakes to hold enough funds in reserve, and these will be available to refund the unspent portion of fees if the course is cancelled or in other circumstances as outlined below.

### Immigration Requirements

Where a student has been accepted to study at Tasman School, and upon receipt of fees, an Offer of Place Form will be sent to enable a Student Visa to be obtained. Full details of visa and permit requirements are available through the New Zealand Immigration Service - <http://www.immigration.govt.nz>

### Tasman School Expectations

When considering an enrolment it is very important that families read the information in the parent handbook, prospectus and accompanying policies in the Enrolment Package, including the policy on Behaviour management.

Both parents and prospective students must be clear as to Tasman School's expectations before signing the enrolment forms.

### Failure to Meet Expectations

When an International Student fails to meet these expectations a number of steps will be taken to help correct the problems. This will involve our Principal talking to the student. Parents will be kept fully informed of any situation causing concern and should feel free to contact the Principal at any time.

If, after a series of warnings, a student's behaviour or attitude is still unacceptable they will follow the exclusion and suspension procedures as outlined in the Education Act.

In addition, where a decision is made to exclude a student and this necessitates a return home, the following procedures will be followed -

1. The parents of the international student will be notified of the matters causing concern.
2. A decision will be made as to whether the student should be given permission to enrol with an alternative school in New Zealand.
3. The Principal's decision can be referred to the Board of Trustees where the student has been suspended.
4. The student has the right to attend the hearing and to be represented as provided for in the 1989 Education Act.

### Refunds

1. To be eligible for a refund an application must be made in writing to the Board of Trustees by the parent or legal guardian stating clearly the reason for withdrawal of the student
2. If the withdrawal is made prior to the student coming to New Zealand a full refund shall be made less **\$200.00** administration fee.
3. There will be no refund if a request to withdraw is made after the student has reached the mid point of his/her programme of study in New Zealand except in the following circumstances - *serious illness of the student or of his/her close family.*

In determining any refund the Board of Trustees will take into consideration the special circumstances of the withdrawing student and -

- *The costs to the school in providing tuition*
- *Costs incurred in employing staff and providing facilities*
- *Payments made to the New Zealand government*

No refund will be made to any student who

- *Transfers to another school or educational institution*
- *Is asked to leave because of misbehaviour, poor attendance or violation of the contract with the school.*

### General

Programme Director of International Students is **Mr Rob Boomer**

Students should arrive in New Zealand before school opens and leave for their home country at the completion of their course.

An orientation programme to assist students' adjustment to a New Zealand school is held during their first week at school.

**Uniform Costs:**

Tasman School does not have a school uniform. However, all international students will be given a school sports t-shirt and sun hat on enrolment.

If you have any further enquires please feel free to contact us by letter, telephone, fax, email: [office@tasman.school.nz](mailto:office@tasman.school.nz) or visit our Website at [www.tasman.school.nz](http://www.tasman.school.nz)

Yours faithfully

Rob Boomer  
PRINCIPAL