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# INTERNATIONAL STUDENT

## INTRODUCTION TO ST BEDE'S COLLEGE 2018-2019



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## Introduction

Before you complete and sign the Application form, please carefully read the Policies and Guidelines contained in this document.

St Bede's College is a signatory to the Education (Pastoral Care of International Students) Code of Practice further information on this document can be found on the New Zealand Qualifications Authority website ([www.nzqa.govt.nz](http://www.nzqa.govt.nz))

You must sign and return the form at the back of this document to confirm you have read, understood and accept all provisions as set out in this document.



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## SECTION A – POLICIES AND GUIDELINES

### SELECTION

#### Recruitment

##### APPLICATION

The Director of International Students (DIS) travels to many countries in an effort to recruit student from a wide range of countries to ensure that many cultures are represented. Selection will be made by the DIS.

Offers are based on an assessment of the extent to which St Bede's College can meet the needs of the prospective student.

The College reserves the right to cancel an Offer of Place and refund any fees paid in the event it ascertains any adverse comment from the previous schooling of the applicant or any of the applicant's recommendation letters.

The College reserves the right to cancel an Offer of Place and refund any fees paid 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 providing false information may result in termination of enrolment.

##### TESTING

The College may test International Students on arrival at the College to help determine placement.

The College will provide its own testing material.

##### PLACEMENT

The College will issue a Confirmed Offer of Place to a student on receipt of fees paid by parents or guardians.

The student's level of study is an indicator only, and may change depending on academic level of the student in the courses he has selected, in order to best suit the needs of the student.

International Students at St Bede's College must have the prior learning necessary and the intellectual and emotional capacity, as well as sufficient ability in English to cope with study in New Zealand at the level enrolled in.

Quality applicants are sought whose proficiencies and career intentions are matched by the opportunities St Bede's College offers.

The college 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 St Bede's College at an appropriate English level.

### ENROLMENT

#### Conditions

Upon enrolment at St Bede's College, the student will abide by the same conditions regarding behaviour and absence as apply to domestic students.

Enrolment as an International Student at the College shall be terminated:

- At any time by agreement between the parties; or
- By St Bede's College 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 Tuition Agreement; or
- If the student ceases to hold, or ceases to be eligible to hold, a valid student visa issued by the New Zealand Immigration Service



## GENERAL INFORMATION

### LIAISON WITH THE COLLEGE

The International Office welcomes contact with parents.

Parents may contact the appropriate International staff member about any school matters that concern them and the Deputy Rector and Guidance staff are also available for consultations. Teachers are available on Parents' Evenings held throughout the year.

The Parent-Teacher Association arranges meetings on topics of interest to parents and caregivers and weekly newsletters are emailed home. These contain information about College activities, term and examination dates, Parents' Evenings and other matters of interest to parents or caregivers.

A weekly update of the student classroom progress is emailed home to give an indication of your son's academic achievements.

### CONTACT INFORMATION

The College requires current accurate information on all students. It is very important that any changes to address, email or contact numbers is communicated to the International Office. This information is needed in case of an emergency or simply so we can keep in touch with you.

Due to time differences between New Zealand and overseas countries, sometimes we contact during working hours, to that end, we also require a work contact number for a parent or caregiver.

In order to avoid any unnecessary upset or embarrassment, should your personal circumstances change, please notify St Bede's College as soon as is practicable.

### COLLEGE LIBRARY

The library is open from 8am to 4pm from Monday to Friday and there is also a supervised study time for the boarding school from 7pm-9pm during the week. All students are allowed to issue up to 5 items at a time for a period of 4 weeks each.

There are 28 computers located in the technology suite for students to use.

The Centre of Learning is found in the College Library and is equipped with study areas, recreational reading space, listening posts and computer stations. Photocopying is readily available.

The College subscribes to Christchurch's local newspaper "The Press", as well as many New Zealand and international magazines and periodicals. We also have a wide variety of recreational and sporting magazines for students to read at their leisure.

Reserve facilities are available for senior and scholarship study materials

### ABSENCES

If a student is not going to be at school for any reason, it is essential that they phone in to let The College know. Persistent absence or unexplained absences may mean the student is not permitted to sit NCEA examinations or even put their Student Visa in jeopardy.

Absence Phone Line 375-0647 and follow the prompts. This **must** occur before the school day starts at 8.30am.

- **Sickness**

When students are absent because of sickness, parents or caregivers are required to send a note explaining the absence to the Form Tutor as soon as the student returns to school.

If the absence is likely to be longer than three days, parents or caregivers should telephone the International Office.



- **Medical Appointments**

Students may make appointments with a doctor or dentist in school time, although it is obviously less disruptive if appointments can be made after school.

The student should bring the appointment card or a letter from the parents or caregivers to Mrs Davidson in the Pastoral Office and collect a leave pass. They must sign back in on their return to school, this can be done at the main office.

- **Sickness during the School Day**

Should a student fall ill during the school day, he is to report to Mrs Davidson in the Pastoral Care office for evaluation and triage. If it is determined that he is unfit to return to class, The College will contact the nominated parent or caregiver to collect him. There is no need to sign out in this instance.

Under no circumstances are students allowed to leave the school grounds without seeing a staff member first.

- **Other Absences**

Under the Code of Practice an International student is required to attend a minimum of 80% each school year. This is a requirement by the New Zealand Immigration as a condition for having a Student Visa.

The Education Act does not allow for holidays in school time, shopping or looking after other members of the family. The school attempts to meet any reasonable requests from parents or caregiver for leave, but students need to be aware of the restrictions associated with internal assessment.

The full support of parents and caregivers in these matters is important in preventing truancy and in keeping young people out of trouble.

## BEHAVIOUR

St Bede's College expects students to behave responsibly and accept the discipline and authority of the College. We expect students to behave with courtesy and respect towards each other and especially towards members of the College staff.

**International Students are expected to abide by the same conditions regarding behaviour and to adhere to the same school policies as apply to Domestic Students.**

## STUDENT RESPONSIBILITIES

### In the Classroom

- attend all classes and tutor periods and arrive punctually
- bring absence notes, written and signed by parent or official guardian, to your Form Tutor on your first day back at school after illness
- have all the books/equipment needed for your class ready at the beginning of the lesson
- put your phone in the rack at the front of the class before every class.

### Respect for property

- look after the classroom, furniture, equipment and grounds
- respect your environment – don't leave rubbish and litter around
- Staff offices, teachers' desks, cupboards etc. are not to be used by students
- do not take things that belong to other people
- report any loss or damage immediately to the office or a senior staff member

### Uniform

- wear correct school uniform and see that it is clean, tidy and clearly named
- Report to a House Tutor before school, if wearing any incorrect item

### At all times

- do not leave the school grounds during the day without first getting permission from your House Tutor



- Visitors to the College must go to the office and get permission to be in the school grounds
- Skateboards must be handed into the Deputy Rector before school if you need to bring valuable possessions or large amounts of money to school, leave them in the office during the school day
- obey the road crossing rules and observe safe traffic behaviours at all times
- You must wear a cycle helmet when riding to and from school
- do not bring any of the following items to school: chewing gum, cigarettes, matches, lighters, firecrackers of any type, alcohol, illegal drugs, knives, weapons of any kind, laser light equipment of any kind
- Caregivers dropping off or collecting students are not permitted to enter the grounds using the Main North Road entrance

The list of rules below are ones we ask our parents to help us with

- Students are to be dressed in the school uniform. Correct uniform is to be worn from the time students leave home in the morning, until they return home after school.
- Students are to be tidily dressed and boys clean shaven.
- Students are expected to remain at school throughout the school day.
- Students may not park their cars in the school grounds or car parks.
- Students cycling to school are required to wear a protective helmet.
- School discipline applies from the time students leave home in the morning until they return home after school.
- Detention is held every Friday from 3.00 pm until 4.00 pm. 24 hours' notice will be given.

## STUDENT BEHAVIOUR AND MISCONDUCT

### St Bede's Mission Statement

To provide young men with the means to be educated with a Marist mind and heart.

St Bede's is a school where all staff and students should feel safe and secure. The behavioural policy is based on the principles and values inherent within our Catholic belief.

Our aim is for all students to:

- Treat other young people and adults with respect
- Speak politely to other people
- Have self-confidence and high esteem
- Take care of our school community and surrounds
- Engage in all opportunities to enhance individual performance and achievement

### St Bede's Code of Conduct

St Bede's Students are required to:

- Respect themselves and others
- Follow directions and requests to behaviour, uniform, appearance and punctuality
- Wear the correct uniform for the time and/or event
- Maintain a neat and tidy appearance while associated with the College
- Physical and verbal aggression is not acceptable under any circumstances
- Attendance and participation at the College and associated events is expected
- Illegal activities are not accepted at any time. This includes possessing, using and / or supplying alcohol, drugs and weapons
- Respect and engage with the Special Character of the school
- Follow classroom rules:
  - Follow the teacher's instructions promptly
  - Arrive on time, prepared and ready to work
  - Respect yourself, other people and property by:
    - ✓ Treating others as you would wish to be treated



- ✓ Speaking politely to all others
- ✓ Respecting the ideas and contributions of other students in the class

St Bede's College aims to support students to engage in positive behaviours at all times within the school community. There are a range of ways these behaviours are reinforced including

- Rewards through the House System.
- Affirmation through Daily Notices, Newsletters, House Meetings, Assemblies.
- House Competitions and events
- Progress reports and full reports

**Sanctions may include (but are not limited to):**

**For Students and Boarders:**

- Removal of privileges or awards (badges, pockets)
- Removal from sports teams or cultural events
- Stand down from school for a defined period of time
- Suspension from school. All suspensions are referred to the Board of Trustees.
- Other restrictions may be imposed if deemed appropriate by the Rector or the Board of Trustees.
- Refer to Ministry of Education procedures for stand downs and suspensions for further information
- For behavioural incidents occurring on school trips, decisions will be based on the Code of the Conduct; and the statements made by involved parties, including management, the individuals and any external authority involved. The Rector will advise whether the student or staff member should be sent home or some other sanction should be applied. If the student is sent home, this is at the cost of the student and their family; as per the Code of Conduct.

A full copy of the St Bede's College Behaviour Policy and associated documents is available on request.

The disciplinary procedures outlined in the Education Act 1989 shall be applicable for all serious misconduct that is alleged to have occurred both inside and outside of the school. The designated caregiver, Home stay caregiver or Director of International Education (or their representative) shall act as the parent in the disciplinary process.

Should it be deemed appropriate the school reserves the right to terminate the contract and repatriate the student with forfeiture of fees.

The parties agree that all relevant provisions of the Education Act 1989 shall apply to the student while in New Zealand. Any decision under these provisions to expel or exclude the Student will follow the Ministry of Education's guidance for schools on stand-down, suspensions, and exclusions and shall terminate this enrolment Agreement.

## STUDENT SUPPORT SERVICES

Many staff provide support and help for International Students. Counsellors and Careers Counsellors help students with personal and career issues, choices and applications. The International Department has a full time Director who is always available. House tutors and form tutors are also available to give assistance.

If at any time it is believed that an International Student is at risk, the matter will be referred immediately to the Guidance Department where all appropriate policies and procedures will be followed.

Should there be a concern about the welfare of the student, the College will consult the pastoral care staff within the College and discuss the concern with designated caregivers, first language support providers, agents and parents of the student. Further, should St Bede's College have any concerns regarding the welfare of an International Student, the College may relocate the student in an approved College homestay. If necessary and only in extreme situations, the College will also refer the matter to or any other appropriate external agency, such as CYFS, the NZ Police, or psychological services



## COMMUNICATION, COMPLAINTS AND CONCERNS

It is important that any grievance or complaint is dealt with promptly, efficiently and sensitively. Small disputes and grievances are much more easily dealt with than those which have escalated over time. St Bede's College has a process for dealing with disputes and grievances, however, if either party involved in the dispute feel they need more assistance with the issue, the International Student Dispute Resolution Scheme is available.

This is a scheme managed and run by NZQA, and as such is totally impartial. Their only requirement is that the school is made aware of the issue before NZQA is contacted. The first step in the DRS process is that NZQA determine the steps taken by the school to resolve the dispute.

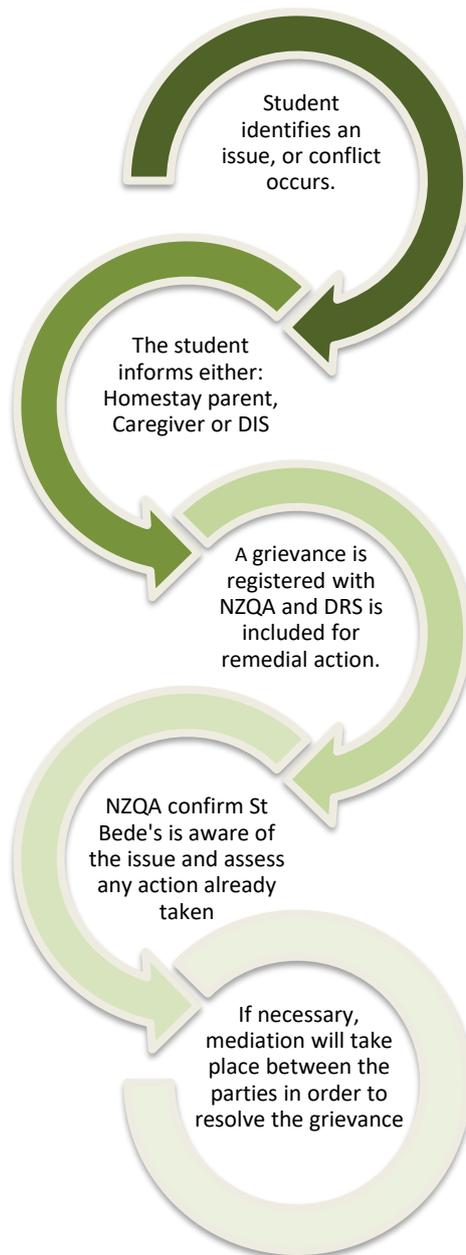
- If the grievance/dispute is a financial or contractual one, an outside agency you can contact is FairWay Resolution.  
Ph: 0800 774-422  
Website: [www.fairwayresolution.com/istudentcomplaints](http://www.fairwayresolution.com/istudentcomplaints)

Any problem should firstly be taken to the International Director or to Guidance staff. Serious problems should be taken to the Director, Mr Robert Tappenden (email [rtappenden@stbedes.school.nz](mailto:rtappenden@stbedes.school.nz)). The College adheres to the New Zealand Code of Practice. The College welcomes direct communication from parents via phone, email, letter or visits.

- ★ If you have a complaint about St Bede's College breaching the Education (Pastoral Care of International Students) Code of Practice 2016, follow St Bede's College's formal complaint process first.
- ★ If this does not resolve your complaint, you can contact the New Zealand Qualifications Authority (NZQA) by phone on 0800 697 296 or email [qadrisk@nzqa.govt.nz](mailto:qadrisk@nzqa.govt.nz).
- ★ Or, if it is a financial or contractual dispute, you can contact FairWay Resolution by phone on 0800 77 44 22. More information is available on the FairWay Resolution website: <http://www.fairwayresolution.com/istudent-complaints>

**GRIEVANCE MANAGEMENT PROCEDURE**

The process shown below is a diagrammatic representation of the process for Grievance management used by St Bede's College in conjunction with the New Zealand Qualification Authority and the Dispute Resolution Service





### INTERNAL GRIEVANCE PROCEDURE

Who can I talk to if I have a problem?

#### Problem with Homestay

- Talk to your Homestay
- OR, if that is not possible
- Talk to Director, Mr Tappenden
- OR your Caregiver, Guardian or Agent

#### Problem with study or your subjects

- Talk to your Form Tutor
- OR, Talk to Director, Mr Tappenden
- The teacher of the subject you are having trouble with.

#### Problems or questions about your visa, school/homestay, fees

- Talk to your Caregiver
- or, Talk to Director, Mr Tappenden
- Or, Contact Immigration New Zealand

### ACADEMIC PROGRESS AND REPORTING

The College expects all International Students to make reasonable academic progress and try their best. The College has a variety of ways in which we report students learning and achievements and help them achieve to their potential.

Weekly Notes are a gauge of the effort he has put in over the preceding week, and are sent out each week during term time. School reports with detailed progress information are sent home to parents three times a year, with interim and mid-year reports preceding Parent-Teacher Evenings

All senior students who are at St Bede's College from February to December (1 full academic year) will be required to sit NCEA exams at the end of the year, unless they are here as part of their school's study abroad programme and will return home at the end of the year.

The NCEA exams are an extra cost to the student of approx. \$400.00.

### INTERNET ACCESS

Students are provided with Internet access through parent consent as part of the pre-enrolment process. The Internet is only to be used for educational purposes and whilst the College has taken precautions to eliminate controversial material, it is not possible to restrict access to all such materials and hence access remains the individual student's responsibility. Internet use and sites visited are monitored closely.

### AUTHORITY AND INFORMATION

The parents of the student authorise staff of the College to:

- Receive information from any person, authority or corporate body concerning the student including, but not limited to, medical, educational and welfare information;
- Receive financial information relating to the student including bank account details;
- Provide consents in respect of any activity carried out and authorised by the College;
- 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;
- 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 the College to obtain information regarding the student from the home stay 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;
- The parents agree to provide the College with academic, medical or other information relating to the wellbeing of the student as may be requested from time to time by the College.



## ACCOMMODATION

The enrolment / tuition agreement is subject to the Student being placed in accommodation that is approved by the school. The school will make every reasonable attempt to provide approved accommodation for the student and the Student agrees to comply with all aspects and conditions for living in School approved accommodation.

As per the Code of Practice (Education (Pastoral Care of International Students) Code of Practice 2016)

<http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/>, the International Office will determine and verify which category of accommodation the student will live in regardless of age i.e.

- Boarding School
- Home stay
- Designated caregiver
- Parent

✓ No international student at St Bede's College can live independently, in a boarding establishment or in temporary accommodation.

Police vetting is required of all caregivers and residents of a household aged 18 or over, excluding International Students parents. The College will provide guidelines to the caregivers and the students and outline the divisions of responsibility between the College and the caregiver.

The parents and the student agree that the student shall remain in accommodation arrangements either organised by the College for the term of this agreement, or are approved by the college according to The Code of Practice guidelines on accommodation. Any changes must be negotiated with the International Director beforehand.

Failure to comply with this requirement may lead to a cancellation of the student permit.

All caregivers who are not New Zealand citizens must provide copies of their passports and valid visas.

### BOARDING SCHOOL

Boarding at St Bede's is a home away from home, where there are many opportunities for participation and challenge.

The Boarding School is a Faith community within the College community.

In the boarding school, international students are immersed in an English speaking environment outside their daily school life. This is a challenge at first, but this environment accelerates language learning, especially in daily conversation and functional English. Getting to know local students and developing friendships will help international students understand the New Zealand character and culture, and will give them the confidence to engage in a multicultural world in their future careers.

The Boarding School closes over the school holidays as well as some long weekends, during this time, International Boarding students will be placed in Homestay, unless alternative arrangements are made; should this be the case, these arrangements MUST be communicated to the DIS in good time

All rules and procedures remain the same for international students and domestic students.

### HOME STAY

All homestays are carefully selected and monitored to ensure that appropriate standards are maintained. For those students who want St Bede's College to organise a homestay, payment is payable in advance to St Bede's College.

The College will pay the homestay caregiver each fortnight, account for all money received and payments made from home stay money.

The home stay fees invoiced may be an estimate cost only. Exact costs will be determined when final departure date is confirmed. If students change homestay, a fee of \$250.00 may be charged.



St Bede's College can only guarantee accommodation for visa purposes for the number of weeks' home stay fees have been paid for.

The homestay is visited during the students stay in order to insure the placement is successful for both the student and for the Homestay family, in the unlikely event that the student needs to be removed from the Homestay, all care will be taken to prevent a repeat of a similar situation in the new homestay. One week's notice must be given by either party (home stay or student) prior to a student being placed in another home stay.

### DESIGNATED CAREGIVER

Designated caregiver means a relative or close family friend designated in writing by the parents of an international student as the caregiver and accommodation provider for that student, but does not include a boarding establishment owner, manager, or employee.

The parent of the student must fill out and personally sign the International Student Application and include all details of the DCG when submitting the application. The College 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 nature of the close relationship or friendship.

The home of the proposed DCG will be visited and assessed the same as for a home stay 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 overnight or for any length of time without firstly informing the College 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 arrangements cannot change until St Bede's College 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 St Bede's College will make every endeavour to provide care and welfare of their child while studying in their school. Should you have any concerns regarding the welfare of your child, St Bede's College may refer your child to the relevant welfare authorities, or any other appropriate agency in New Zealand.

### PARENT

Students living with parents must still be monitored by the College. At no time can a parent leave the student unsupervised or for any length of time without first informing the College and seeking approval for a temporary adult caregiver to take their place.

If students are living with a parent, then 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.

If a parent leaves a student unsupervised in New Zealand that student will lose their place at the College and New Zealand Immigration will be informed. Parents must follow all the policies of the College at all times.

Birth Certificates and copies of passports and visas are required to verify parent status.

## POLICIES AND GUIDELINES

### LIABILITY, RIGHTS, CONTRACT

- In any event, the College's liability in relation to the supply of tuition services to the student is limited to the amount of fees paid by the student for the provision of the services in respect of which liability arises.
- Nothing in this agreement limits any rights the parents and/or the student may have under the Consumer Guarantees Act 1993.

### AGREEMENT



- Notices 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 five working days after posting.
- This document contains all of the terms, representations and warranties made between the parties and supersedes all prior discussions and agreements covering the subject matter of this agreement.
- **The parties agree that all relevant provisions of the Education Act 1989 shall apply to the student in New Zealand. Any decision under these provisions to expel or exclude the Student will follow the Ministry of education's guidance for schools on stand-down, suspensions, and exclusions and shall terminate this enrolment Agreement.**
- It is acknowledged that all relevant provisions of the Education Act 1989 shall apply to the student in New Zealand. Any decision under these provisions to stand-down, exclude or suspend the student for a specific period shall terminate this agreement and the no refund policy shall apply. The parents shall have no claim in damages or for any compensation if this agreement is terminated in these circumstances.
- Neither party is liable to the other for failing to meet its obligations under this agreement to the extent that the failure was caused by an act of God or other force of major circumstances beyond its reasonable
- This agreement shall be construed and take effect as a contract made in New Zealand and will be governed by New Zealand law, and the student and parents submit to the exclusive jurisdiction of the New Zealand courts.

#### PRIVACY INFORMATION

The parents and the student acknowledge that:

- 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.
- All personal information provided to the College is collected and will be held by the College.
- If the student/parents fail to provide any information requested in the International Student Application, the College will be unable to process the application.
- 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 College concerning them.

#### INSURANCE REQUIREMENTS

International students must have appropriate and current medical and travel insurance while studying in New Zealand. This is a requirement under The Code of Practice for the Pastoral Care of International Students.

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 publically funded health services are available through the Ministry of Health, and can be viewed on their website at <http://www.moh.govt.nz>.

##### Accident Compensation Corporation

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

The College can assist with buying medical insurance.

If International students wish to purchase their own insurance elsewhere, the College 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.



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 the College will allow figures that it deems to be sufficiently high.

Below is the suggested minimum content for appropriate insurance policies according to the Code of Practice for Pastoral Care of International Students.

The policy should:

- Commence the minute the student leaves home for the airport on their way to New Zealand.
- Apply while in transit.
- Apply while the student is in New Zealand.
- Cover the student for any trips to other countries during the period of study.
- 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 that they will not be exceeded in any possible claim.

Current policies range from \$600,000 to “unlimited cover”. In order to “future proof” policies, 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.

If the insurer is an overseas company, the College requires students to provide policy details in English so that it may ensure that all the necessary requirements are met.

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 out by the College.

The insurance must cover the student from the date he arrives in New Zealand until the date he returns to his home country.



## FEES

Please contact the Director of International Students for the current tuition, boarding, and homestay fees, as The Board of Trustees reviews all fees annually.

Extra costs not covered are:

- Uniform (allow at least NZ\$1,000.00 - \$1,300 for boarding)
- Stationery (allow at least NZ\$250.00)
- Pocket money (varies)
- School subject trips and field trips (varies)
- Travel to, from and within New Zealand
- Involvement in extra-curricular activities (all user-pays)

## NCEA Exams

NCEA Exams (National Certificates of Educational Achievement) are New Zealand's national qualifications for senior secondary students. NCEA is part of the National Qualifications Framework, along with approximately 1,000 other qualifications.

NCEA is actually three certificates:

- Level 1 is studied for in Yr 11
- Level 2 is studied for in Yr 12
- Level 3 is studied for in Yr 13

These exams are compulsory for all senior students at St Bede's College, (Years 11, 12 & 13). For more information about these exams, please go to: <http://www.nzqa.govt.nz/ncea/about/index.html>.

Overseas universities usually require international students applying for admission to have achieved the university entrance standard set by the country in which they studied. The same principle generally applies to other tertiary providers overseas.

NCEA level 3 is broadly equivalent to:

- the UK General Certificate of Education (GCE) A-level
- the relevant state or territory Senior Secondary Certificate of Education in Australia.

NCEA is New Zealand's national school-leaver qualification and is well-recognised overseas. It is well-regarded by employers and used for selection by universities, both in New Zealand and in other countries.

For details, see the [Specific country requirements for the recognition of NCEA](#).

## REFUND POLICY

St Bede's College has a no refund policy. If the student withdraws from his course of study before the course completion date, he will **NOT** receive a refund of school fees except in exceptional circumstances. In such cases, the parents should write to the Chairperson of the College's Board of Trustees explaining what the exceptional circumstances are: however, the College's decision is final.

If the application is made before the start of the course, fees will be refunded less:

- an administration fee
- costs to the school already incurred for tuition
- components of the fee already committed for the duration of the course, including appropriate portions of salaries of teachers and support staff (if applicable)
- any other costs already incurred.

**No refund** will be made to a student who is excluded or expelled from the College by the Board of Trustees.

**No refund** will be made to an International student who acquires permanent residence or whose parents acquire a



work or study permit or visa after having enrolled him at the College.

**No refund** will be made to a student who transfers to another school in New Zealand or overseas.

**No Refund** will be made to a student if he or his parents/guardian or agent has withheld information relating to enrolment which the College regards as important (i.e. that he has been asked to leave his previous school/health issues)

## CHANGE OF STATUS

International Students are able to change to domestic status while enrolled at St Bede's College.

If students change to domestic status, all normal domestic conditions of enrolment must be met. To make the change from International to Domestic status, students will need to complete a domestic enrolment application which is available from the main school reception. Documentation verifying details for regular student status will be required, including a completed domestic enrolment application.

There is no guarantee that an international student changing to a domestic student will have a place at the college, as the roll for domestic students is capped under the integration agreement with the Government.

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

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

## TRAVEL & HOLIDAYS

Parents are welcome to visit their child while studying in New Zealand.

International students are encouraged to travel within New Zealand in holiday time.

- With their host families
- on trips and activities organised by their agents or by approved student travel companies in the school holidays
- With their parents

We do not recommend a return to the home country in the short holiday breaks.

International students are not permitted to leave school before the end of term to travel home and must ensure they are back in New Zealand in time for the start of the new term, unless they seek permission from the Director of International Students, prior to booking flights.

All holiday/travel arrangements must be approved by the International Director. All Code regulations must be met. Forms are available from the International Office.

International Students are not allowed to travel independently while they are studying at St Bede's College. This is a condition of enrolment.

All International Students are expected to return home for the Christmas and New Year holiday if they are returning to St Bede's College the following year.

## WORK

St Bede's College will give written permission for part-time work (a maximum of 10 hours per week) for year 12 and 13 students only.

A Variation of Conditions to a student permit will need to be applied for. Go to [www.immigration.govt.nz](http://www.immigration.govt.nz) to view the detailed requirements of the New Zealand Immigration Service. Students will need to show they are making and maintaining excellent academic progress, have excellent attendance and have made satisfactory transport arrangements to and from work. St Bede's College requires written confirmation from both birth parents and agent prior to applying.



St Bede's staff may visit the work-place.

A breach of any of these guidelines will place a student's visa and/or study permit at risk and/or will lead to disciplinary action by the College.

#### ORIENTATION

The College will provide a comprehensive programme to help students adjust to College life. All students must attend an orientation at enrolment – this happens on the first day of the school term. Refusal to participate in an orientation will lead to cancellation of enrolment.

#### DRIVING POLICY

St Bede's College will allow international students to drive a motor vehicle while studying in New Zealand., but the student **must have a New Zealand Driver Licence** and be able to provide evidence of full insurance on the vehicle driven.

Students who wish to learn to drive may only be taught by fully registered driving instructors approved by the Director of International Students. The vehicle must be registered with the College. Approval to drive must be obtained from the Director of International Students. Parents must provide signed permission requesting approval for their son to drive and agreeing to the terms and conditions set by the College.

Approval will be granted on a case by case basis and cannot be assumed.



## UNIFORM

The College shop based at the College is the sole stockist of the St Bede's College uniform. EFTPOS and credit card facilities are available.

### UNIFORM (Year Round)

- **College blazer:** Black with red trim, black buttons, fully lined. The pocket bears the College monogram.
- **Trousers:** Charcoal grey, SBC embroidered above the rear pocket.
- **Belt:** Black
- **Shirt:** Plain white college style, long sleeved, College crest on the pocket.
- **Jersey, Yrs 9&10:** Plain grey V neck, College crest on the left side.
- **Jersey, Yrs 11-13 (optional):** Black V neck, red band around the collar, College crest on the left side.
- **Tie:** Red and Black diagonal stripes
- **Tie, Year 13:** Black with College crest centred.
- **Socks:** Black ankle length.
- **Shoes:** Black leather, suitable for wearing with the uniform.
- **All Weather Jacket:** On wet or cold days the College All Weather Jacket is the only jacket that may be worn over the blazer when travelling to and from school or in the College grounds.
- **College scarf (optional):** Red and black stripes.

### Summer Uniform

The summer uniform may be worn in the first and fourth terms other than on nominated occasions when the compulsory uniform must be worn.

- **Walk shorts:** Charcoal grey, SBC embroidered above the rear pocket.
- **Socks:** Montreal grey walk socks.

### Sports Uniform

All students must have the following items:

- **College Track Suit:** Red and black, College crest on both the jacket and pants.
- **House Sports Shirt:** House colour with house crest.
- **PE/Sports Polo Shirt:** Red and black, College crest on the left chest.
- **Shorts:** Black, SBC embroidered on the leg.
- **Sports footwear:** Non marking soled shoes (for PE).

### Headwear

Students riding bicycles or motorcycles to and from school must wear a protective hat.

### Hair and Jewellery

Students may wear a cross or item of significance under their shirts. No other jewellery is permitted. Student's hair is to be one colour, able to be combed, off the collar and clean.

### Boarder's Clothing Requirements

The uniform detailed above is worn by all students of the College.

The boarders have their laundry done on the property and it is collected in the morning and returned the following evening. For this reason, and in order to maintain the high standards of personal hygiene, the College recommends the following items as a minimum number.

If the boys are playing sport – especially over the winter months, extra underwear, socks and training gear will be needed.

- 1 College Blazer
- 1 College Tie
- 6 White shirts
- 2 pair Charcoal Grey Longs
- 1 College Jersey



- 2 pair pyjamas
- 8 sets underwear
- 1 dozen handkerchiefs
- 1 pair black shoes
- 6 pair walk socks
- 2 pair walk shorts
- 1 warm jacket
- 4 towels
- 2 face cloths
- 1 toilet bag containing toothbrush, toothpaste, soap (extras may be bought at the College)
- **Mufti gear** is worn after school, on the weekends and at other suitable times such as public holidays.

All clothing must be clearly named.

**Accessories**-piercings, beads, bangles, plastic wrist bands etc. are not to be worn with the College uniform, or by boarders at any time. Hats or caps are not to be worn with the College uniform.

#### **Mode of Dress**

Students are expected to be neat and tidy in appearance at all times and to wear the uniform in a manner befitting their pride in the College.



## SECTION B – DEFINITIONS (as per the Code of Practice)

Term	Definition
<b>Accommodation</b>	The residential accommodation provided to the Student pursuant to the Accommodation Agreement
<b>Accommodation Agreement</b>	The agreement between the Student, the School, the Parents or Legal Guardians, which governs the Student's accommodation arrangements.
<b>Act</b>	The Education Act 1989.
<b>Agent</b>	A person, body or organisation acting on behalf of a provider or signatory, and includes a sub-contracted agent.
<b>Application Form</b>	The standard enrolment form which covers the extent of the tuition the student will receive
<b>Code</b>	The Education (Pastoral Care of International Students) Code of Practice 2016.
<b>Designated Caregiver (DGC)</b>	A relative or close family friend designated in writing by the parents of an International student as the caregiver and accommodation provider for that student, but does not include establishment owner, manager, or employee.
<b>Domestic Student</b>	A student born in the same country as the country in which they are studying.
<b>DRS</b>	The International Student Contract Dispute Resolution Scheme
<b>Fee</b>	Fees payable by the Parents or Legal Guardians to St Bede's College as per the Fee Schedule.
<b>Fee Schedule</b>	The schedule of fees for Tuition, Accommodation and miscellaneous charges.
<b>Homestay</b>	Accommodation provided to an International Student in the residence of a family or household in which no more than 4 International Students are accommodated.
<b>International Student</b>	A student who has travelled from their home country to another country in order to study.
<b>Legal Guardian</b>	In relation to an International Student, means a person who, by a court or testamentary appointment, is responsible for the student's well-being and financial support.
<b>Licensed Hostel</b>	A Hostel that is licensed under the Education (Hostels) Regulations Act 2005
<b>Parent</b>	The father or mother of the student, who is responsible for that student's well-being and financial support.
<b>Period of Study</b>	Period for which Fees are paid.
<b>Provider</b>	A person or body that is a registered school, or a registered private training establishment or an organisation that provides adult and community education that receives government funding



<b>Repatriation</b>	The process of returning a person to their country of citizenship
<b>Residential Caregiver (RCG)</b>	A homestay carer; or a licensed hostel manager or other person responsible for the care of international students in a licensed hostel; or a designated caregiver; or in the case of temporary accommodation, a supervisor
<b>Subcontracted Agent</b>	A person, body, or organisation contracted by an agent to act on the agent's behalf.

