



International Student and Parent Information Booklet

ACCEPTANCE PROCEDURES

Acceptance depends on the information we receive, usually contained/attached in the Enrolment Application form. We look at the following:

- The school report , detailing grades, work habits and behaviour
- The level of English proficiency
- The subject requirements of the student and their indicated career pathway
- Student age and whether we have vacancies available at the year level for which the student is applying
- What date the student wishes to commence their studies at Baradene College

An Offer of Place and Invoice for the fees payable will be made to successful applications and once the College receives full payment a Confirmed Offer of Place letter (confirming start date and accommodation details) and receipt will be issued for Student Visa application purposes.

APPLICATION REQUIREMENTS

1. International Students are required to enter the school at a year level suitable for their level of proficiency in English, academic competence (evaluated from reports from former schools, our own testing and interview, references from their current school and any other relevant information provided) and age.
2. To apply for a place as a full-time student at Baradene College of the Sacred Heart, the application form contained in the Prospectus must be completed and sent to the school office with a photocopy of the student's passport.

CONDITIONS OF ACCEPTANCE

All international students must agree to follow the school requirements about living arrangements for Baradene students: NO flatting or hostel living, only approved homestays or other living arrangements agreed in writing with the Principal.

1. Designated homestay caregivers must be permanently resident in NZ and 25 years and over.
2. International students will participate in the general school programme that gives Baradene College its special character.
3. International students must attend the School on all days that it is open for tuition.
4. Truancy and absence from class without permission are serious offences and come under Baradene College of the Sacred Heart **Attendance Policy** and Ministry of Education guidelines will be followed. The New Zealand Immigration Service will be notified of any student whose enrolment is terminated.
5. International students must have a designated caregiver or designated guardian in Auckland who has the overall responsibility of the student while attending the College.
6. International students must have regard for the Conduct required by the College as set out in the Student Handbook.
7. International students should not drive a motor vehicle to or from school until such time as they have completed the necessary forms required by the College, and have proof of paid insurance, at least third part.
8. Acceptance is conditional on the school being able to provide a satisfactory course in the light of the student's language proficiency, academic ability and expectations, and career intentions.

9. Acceptance is also conditional upon:
 - a) The student providing satisfactory character references.
 - b) Verification that the student has current medical and travel insurance that is acceptable to the school (see Medical and Travel Insurance Policy)
 - c) Verification of payment of Fees
 - d) Completion and submission of Parent Contract
 - e) Accommodation arrangements being approved by the school
 - f) Availability of a place.
10. Once accepted, students are required to advise the school of any change in their contact details, residential address and/or accommodation type.

TERMINATION OF ENROLMENT

1. In the event of gross misconduct or continual disobedience the school will apply the New Zealand Ministry of Education Guidelines on Stand-Downs, Suspensions, Exclusions and Expulsions under Sections 13-18 of the Education Act 1989. These guidelines are available on the Ministry of Education website at <http://www.minedu.govt.nz>
Examples of gross misconduct or continual disobedience are:
 - Continued and unexplained truancy
 - Criminal behaviour on the part of the student
 - The school is unable to guarantee accommodation due to the student's behaviour
 - If parents give false information on enrolment
2. The parents (and guardian if applicable) of the student will be notified.
3. A decision will be made as to whether the student should be given permission to enrol with an alternative provider in New Zealand.
4. The New Zealand Immigration Service will be notified.

FEES

Overseas Students Tuition Fees 2010 (inclusive of GST)

Registration - NZ\$500.00 payable on application (non-refundable)

Tuition - NZ\$17,000.00 payable in full prior to commencement

Additional annual costs:

Stationery – approximately \$80.00 – \$100.00 per student

NCEA fees \$375.00 per student Scholarship \$100.00 per subject

Uniform – approximately \$1000.00 per student

Out of school trips – approximately \$100.00 per year

Course Related costs:

Senior classes - Art & Photography Basic material costs

Geography & History overnight trip

The cost of Sports Team Registration varies, depending on the sport chosen.

Out of school tuition for music, speech, drama or other special courses are arranged by the family or Homestay and must be paid for separately.

Music tuition – arranged through the School

REFUND CONDITIONS

Baradene College Refund of fees Policy

1. Refunds may be granted at the discretion of the Board of Trustees in exceptional circumstances.
2. A minimum of one term's notice must be given in writing to the Principal to withdraw a student from the school.
3. Applications for refunds of fees must be made in writing by the parent or designated guardian to the Board of Trustees explaining why the student has withdrawn from the course and the reasons for seeking a refund.
4. If an application for a refund of fees is made before the start of the school year (ie 31st December) fees will be refunded in full less a cancellation fee of NZ\$500.00 to cover costs incurred by the school.

5. If an application for a refund of fees is made after the start of the school year (ie after 31st December) the Board may refund to the person who paid the fees in respect of the course the amount it thinks appropriate less:
 - a) The cost to the Board of administrative and general expenses.
 - b) Costs to the school already incurred for tuition.
 - c) Components of the fee already committed for the duration of the course, including appropriate proportions of salaries of teachers and support staff (if applicable).
 - d) Costs to the school already incurred for the use of facilities and resources.
 - e) Any other costs (including the Government Levy).
6. No refund will be made:
 - a) Where a student is excluded/expelled from the school by the Board of Trustees.
 - b) Where a student has breached the terms of their contract with the school.
 - c) Where a student becomes a permanent resident during their course of study. Any student becoming a permanent resident will be required to re-enrol as a domestic student at the start of the next school year after becoming a resident.
No guarantee can be given that a place will be available. Preference students will be given priority.
 - d) If the student wishes to transfer to another school in New Zealand.

FEES PROTECTION

Baradene College Fee Protection Policy

1. Baradene College will refund fees as necessary in accordance with its Refund of Fees Policy.
2. Baradene College will refund fees from International Students if the College is unable to continue to offer tuition.
3. International Student fees will be guaranteed by Baradene College of the Sacred Heart and refunded if necessary from term deposits and the school's income stream.

ACCOMMODATION

1. Baradene College of the Sacred Heart has a Homestay Coordinator who will arrange suitable Homestay accommodation, and assist students with any issues relating to accommodation.
2. All accommodation for students under the age of 18 will be in homestay, designated caregivers or with parents. The homestay co-ordinator will oversee and inspect all accommodation in accordance with the Code of Practice requirements. Homestays arranged by designated guardians for any international will be required to meet the conditions in accordance with the Code of Practice.
3. The cost of homestay accommodation varies, approx \$240-\$260 per week. Homestay placement arranged by the College is \$300.

COURSES AND QUALIFICATIONS

1. Baradene College of the Sacred Heart delivers a curriculum that reflects the New Zealand Curriculum Framework, together with the teaching of Religious Education as agreed in the Integration Act and philosophy of Sacred Heart education.
2. Learning Area Pathways for Years 7-13 are outlined in the yearly Curriculum Booklet (see website www.baradene.school.nz) and outlines qualifications, subject content and assessment and entry requirements.
3. International students studying at NCEA Level 1, 2 & 3 are expected to enter for the NZQA examinations.
4. The subjects that a student studies will be approved by the Dean of International students/Year Level Dean, factors will include:
 - a) The level of English language that the student possesses
 - b) Evidence of prior learning or equivalent study
 - c) The criteria set by the College for course entry
 - d) The likelihood of successful educational outcomes

ENGLISH LANGUAGE PROFICIENCIES

1. Overseas students are accepted at Baradene College of the Sacred Heart only if their level of English enables them to be integrated into mainstream classes with ESOL assistance. If not, the students are advised to attend a Language School for the amount of time necessary to improve their English to an appropriate level.
 - a) Students are required to attain 120/200 in the Oxford Placement Tests.
 - b) Students are interviewed by the ESOL teacher and/or the Dean of International Students to determine their proficiency in speaking and listening. The prospective student is interviewed from the information on the application form supplying personal information. The teacher asks questions about the student's background with regard to family and school life, recreational interests, academic expectations and career intentions. The teacher notes how much the student understands when questions are asked and the standard of the English from the responses. Fluency, grammar, vocabulary and understanding of language structures are all noted by the teacher.

TERM DATES

2010

Term 1	3 Feb – 1 April
Term 2	19 April – 2 July
Term 3	19 July – 24 September
Term 4	11 Oct – 9 Dec

CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

Baradene College of the Sacred Heart has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz/goto/international>.

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.

1. Students must have a comprehensive Medical and Travel Insurance Policy for the duration of their planned period of study. Generally, students should have combined travel and medical insurance on one policy, but separate policies are permitted.

2. Policy requirements:
Where separate travel and medical insurance, travel insurance should include:
 a) Loss of baggage and other personal effects
 b) Accident and injury
 c) Disruption to travel plans
 d) Cost of medical care in any “stopover” countries
Combined medical and travel insurance should:
 a) Commence when leaving 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 and any holidays back to their home country during the period of study.
 b) Contain high sums insured (current policies range from NZ \$600,000.00) to “unlimited cover”. In order to “future proof” policies, sums insured of one million dollars plus are suggested Medical Benefits should include general practitioner visits and prescriptions, major hospitalisation (both public and private), optical cover and emergency dental cover.
The policy should cover:
 Emergency evacuation/repatriation; Accompanying relative cover; Personal effects;
Personal liability cover:
 Students are to supply an English translated copy of the insurance policy to the school.
3. Desirable additional policy components:
 - Loss of fees due to emergencies
 - Mental illness cover
 - Continuation option
4. In assessing the validity of insurance cover from providers outside the recommended insurers, the school will consider:
 a) Whether the insurer is reputable and has established experience in the travel insurance business, and an excellent credit rating.
 b) If the insurer is able to provide emergency 24-hour, 7 days a week cover.
 c) If students are able to have a ‘certificate of currency’ and policy wording stating that the student has purchased the cover for the duration of the planned period of study.

UNIFORM

Years 7 – 11 Summer

1 black blazer (\$198.00)
 1 pinstriped skirt (\$137.00)
 2 white summer shirts (\$48.50ea)
 Short white ankle socks (\$12.50/ 3 pairs)

Years 7 – 11 Footwear

Black, leather, lace up shoes (\$89.00).

Years 7 – 13 PE (Sport) Uniform

Compulsory

1 sports shirt for PE (\$48.50 - \$53.50)
 1 pair PE shorts (\$41.50)
 1 pair non-marking soled sports shoes
 1 Baradene College Cap
 (compulsory for Years 7 and 8) \$12
 1 Baradene College tracksuit (\$195 - \$210)
 – compulsory for all students who wish to play sport for Baradene

Years 7 – 11 Winter

1 black blazer (\$198.00)
 1 pinstriped skirt (\$137.00 ea)
 2 white winter shirts (\$55.00 ea)
 1 red zipped cardigan (\$98.00)
 1 striped Baradene College tie (\$18.50)
 Black tights (\$20 / 3 pairs)

Years 7 – 11 General

1 black school bag (\$42.50)
 Black or red hair ribbon
 1 Baradene College scarf (optional) (\$24.50)
 1 Baradene College umbrella (optional) (\$22)

Optional

1 black Micro Fleece top (\$56.50)
 1 black Baradene sports bag (\$30)
 1 Baradene sports socks ((\$7)
 1 Water polo swimsuit (\$84.50)
 1 Racing swimsuit (\$68.50)

Years 12 Summer / Winter

1 pinstriped blazer (\$230.00)
1 long black pleated skirts (\$105.00 ea)
2 shirts (red detail) (\$52.50 ea)
1 red Baradene College tie (\$21.50)
1 red zipped cardigan (\$98.00)
Black tights (winter) (\$20 / 3 pairs)
Black or red hair ribbon

Years 12 and 13 Footwear

Baradene senior shoe should be a plain, black, leather, slip on shoe with a low heel.

Year 13 Summer / Winter

1 pinstriped blazer (\$230.00)
1 long black pleated skirts (\$105.00 ea)
2 shirts (gold detail) (\$52.50 ea)
1 gold Baradene College tie (\$21.50)
1 black zipped cardigan (\$98.00)
Black tights (winter) (\$20 / 3 pairs)
Black or gold hair ribbon

Years 12 and 13 General

1 black school bag (\$42.50)
1 Baradene College scarf (optional) (\$24.50)
1 Baradene College umbrella (optional) (\$22)
1 pr footlets (optional) (\$4.50)

Suppliers

The official school uniform is available from:
Elizabeth Michael Corporate Wear
357 New North Rd
Kingsland
ph. 0064 9 358 1680
(lay-by available but cash, cheque or Eftpos only)

NB Prices are approximate and may vary without notice

WARDROBE RULES AND REGULATIONS

Our School has the expectation that all our students maintain a high standard of appearance both within the school and in public.

1. Full and correct uniform must be worn and items of clothing be in good repair and clearly labelled.
2. Students shall adhere to the uniform skirt lengths.

Hair

1. Hair must be off the face. It can be secured with a hair tie or hair band in school colours or black. Hair clips of hair colour must be worn.
2. Hair styles for special occasions need prior permission from the Principal after written application.

Jewellery

1. Only items such as a watch, a necklace of spiritual or cultural significance, and if necessary one plain gold or silver stud in the lobe of each ear are to be worn.
2. Some items of jewellery which have a spiritual or cultural significance may be worn on the understanding that for certain activities girls may be asked to remove them.
3. Permission to wear such items will be granted by the Director of Student Support on receipt of written information from parents/caregivers. This permission, if granted, will be given in writing.

Badges

School and house badges shall be worn on blazers.

On the Street and Public Transport

1. All students are required to wear the school blazer with both summer and winter uniforms unless otherwise advised by the school.
2. Students leaving either sports practices or sports fixtures must be in either the sports all weather tracksuit or full day uniform.

Formal School Functions

The full correct uniform including the school blazer shall be worn.

