



Muritai School

'Be the **BEST** we can be'

International Student Enrolment Information

Enrolling as an International Student

All New Zealand children enrolled at a State School are entitled to a 'free education'.

State schools are funded by the Government and teachers are paid by a Central Government pay service.

International students do not qualify for 'free' education and are required to pay a fee.

The fee set by the Muritai School Board of Trustees includes:

- The cost of employing extra staff
- ESOL (English lessons for children who have English as their Second or Other Language)
- A portion of the school's operational cost
- Administration
- A Crown fee (A charge imposed by the Government for the use of a state owned facility)
- Additional charges which include the annual cost to the school for being a Signatory to the Code of Practice for the Pastoral Care of International Students) and GST (Goods and Service Tax, a Government tax amounting to 15% of the total fee)

Schedule of Fees For International Students

Muritai School International Student Annual Tuition Fee

The fees cover teaching, operating costs, Ministry of Education Levy, Administration Fee, Code of Practice Fee. A student visa and insurance is required.

Annual Fee (excluding GST)	NZ \$13,913.04
GST (current at 15% subject to change)	NZ \$2086.96
Total per year	NZ \$16,000
Total for enrolments less than 4 terms is at \$4,800 (including GST per term)*	NZ \$4,800
In addition to the tuition fees above there is a non refundable enrolment administration fee. We will invoice you once we have received your enrolment documentation	NZ \$250
All fees are shown in New Zealand Dollars (NZD)	

** The minimum enrolment period is one whole term*

Fees cover the followings items:

- English Language Support Teacher and Resources
- Pastoral Care interviews and administration costs
- Year 7 & 8 Technology Fee
- Activities Fee and School Donation

Upon payment of the fees, the school issues a receipt which can be forwarded to the NZ Immigration Service, who will issue a Student Permit for the dates stated.

Additional Fees

Fees do not cover school camps (years 5, 6 and 8), stationery supplies, school sports team fees or entry into academic competitions.

New Zealand Immigration Service will be informed when:

- Students complete the course for which they have enrolled and return to their home country.
- Choose to leave Muritai School to continue their study at another school in New Zealand. In such cases Students fail to attend school on a regular basis (act truant).
- Students fail to attend school on a regular basis (act truant).

Upon Completing a Course of Study at Muritai School:

- Students returning to their home country will receive a letter from the school to explain the study course, or Year of Schooling completed, Portfolio Information.
- Students who leave Muritai School to attend another school in New Zealand will have all school records forwarded to the new school when requested.

Refunds

The minimum course fee is for one Term or twelve weeks.

International Students who leave Muritai School after attending for more than the minimum period will be refunded for the portion of the fees paid for future terms but not used, minus the administration costs. Fees for the current term will not be refunded.

Fees will not be refunded if the student is excluded from the school if a student pays fees and then does not arrive at the school, the fee will be refunded minus the administration costs.

Fees protection

The Board of Trustees will guarantee to hold funds in reserve to meet any refund requirements.

Fee protection policy – International Students

Purpose

To show in the Board's Financial policy, a statement outlining how the Board will deal with income from International student fees so that there are good fiscal control mechanisms in place

Guidelines

- These fees are separately coded and audited
- These fees are not spent in advance on the premise that future students will attend the school
- That the Board will always have sufficient reserves to be able to return to students their fees or the unspent portion of their fees, should for some reason, the school be unable to provide or continue a course or programme.
- That all students attending the school have insurance. The insurance would include health and travel but also a fee protection policy

Conclusion

The Board of Trustees fee protection guarantee will ensure that there are sound fiscal control mechanisms in place to protect student's investment.

Enrolment Procedure

Children can be enrolled at a New Zealand State Primary School from their fifth birthday. Education becomes compulsory at age six.

Children fourteen years and over attend Secondary School. Education for New Zealand children remains compulsory until the age of sixteen.

To enrol at Muritai School you must approach the Principal with a request for enrolment. Muritai School is a State School and our first priority is to cater for resident students between the ages of five and thirteen.

A request for enrolment can be made by phoning, by letter, by e-mailing the Principal (principal@muritai.school.nz) or by visiting the school, or by e-mailing the school office (office@muritai.school.nz)

If a place is available at your child's age and class level you may be offered a place.

An 'Offer of Place' letter is required by New Zealand Immigration for the issuing of a Student Visa or Permit. For 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 www.immigration.govt.nz

For the school you will be asked to complete a Student Enrolment Form which provides information about your child and your family. You will also be asked to explain living accommodation if arrangements have been made for your child to home stay with a 'close relative' while studying at Muritai School.

To enrol at Muritai School **International Students must live in one of the following categories of accommodation:**

- Live with their parents
- Live with a designated caregiver.

For the purpose of enrolment at Muritai, a designated caregiver will be a 'close relative' such as an aunt, uncle or grandparent living in a family situation. (The school will ensure that such persons will have a full understanding of their obligations by providing them with a copy of the Code of Practice.) If you decide to have your child live with a designated caregiver you will be required to complete an indemnity document stating that you, as parents, take full responsibility for the placement of your child.

The Principal or the school's International Student Liaison Person will then visit the home to:

- Determine that living standards are of an acceptable standard
- Meet and establish communication with the caregiver

Further details the school will ask for at the time of enrolment are particulars about your child's health and information about any special needs that may have to be addressed, including background for ESOL (English as a Second or Other Language).

You will be asked to provide the school with information about your child's previous schooling and levels of achievement. This information will assist teachers with class placement. More comprehensive diagnostic tests are conducted once your child has settled into Muritai School.

All the information you provide will remain confidential.

Policies and Procedures can be found on Muritai School's [School Docs](#) page of our website including Privacy, Concerns and Complaints and ESOL (Education as a Second Language). If you require any assistance with any of these policies, please contact the school.

The Curriculum

An overview of the Muritai School curriculum is discussed on arrival at the school. Our curriculum is based on the [New Zealand National Curriculum](#). All staff involved in curriculum delivery are appropriately trained professional teachers registered with the Education Council of New Zealand.

The latest Education Review Office Report on Muritai School is available at www.ero.govt.nz

The Education Review Office is an independent body contracted by the Ministry of Education to evaluate and report on the performance of all schools.

Orientation procedures

When a student arrives at the school they will:

- Meet with the Principal
- Meet their teacher and the ESOL teacher (if applicable)
- Be given a buddy from their class
- Be shown around the school

Student Support Services

- Daily support from the class teacher
- Daily support from the ESOL teacher (if applicable)
- Buddy of own age
- Support from the International Student Liaison person

Non Attendance and Withdrawal Procedures

- All applications for withdrawal must be in writing
- If a student withdraws, or ceases to attend for 20 days or more without notifying us, then this school will notify the Immigration Service

Circumstances under Which Tuition May be Terminated

- Failure to comply with school rules
- Gross misconduct
- Imparting of false or misleading information on enrolment

If tuition is terminated, the school will notify the New Zealand Immigration Authority.

Advice for international students

● Issues with teachers

Parents can make an appointment to see the teacher. If you have seen the teacher, but don't feel the issue has been adequately dealt with, you can make an appointment with the respective Associate Principal/Team Leader.

- **Issues with fellow students**

Talk to the class teacher

If you have seen the appropriate person(s), but the issue has not yet been resolved to your satisfaction, you can write to the Principal. Our Concerns and Complaints policy can be found on the [School Docs](#) page of our website.

If you have a complaint about Muritai School breaching the Education (Pastoral Care of International Students) Code of Practice 2016, follow Muritai School'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.

Or, if it is a financial or contractual dispute, you can contact iStudent Complaints by phone on 0800 00 66 75. More information is available on the iStudent Complaints website: <http://www.istudent.org.nz/istudent-complaints>.

Muritai School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students. Copies of the Code are available from the [NZQA website](#)

Review of Code Compliance

To ensure that the Code of Practice is being complied with, the following actions will take place as part of the school's self review process:

- All relevant policies will be included in and reviewed as stated in the school's programme of policy review.
- The enrolment information and fees will be reviewed each year under the direction of the Principal and the International Students School Liaison Person.

All new staff will be issued with copies of the school information pack for international students so that they are conversant with the requirements and procedures.

Immigration

Full details of immigration requirements, advice on rights to employment in New Zealand whilst studying, and reporting requirements are available from [Immigration New Zealand](#)

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](#)

Other charges you may have to meet include:

- The cost of dental treatment
- Specialist Support Services e.g. Speech Therapy, Occupational Therapy, Psychological Services or any other additional learning support.
- Truancy Service in case of prolonged, unexplained periods of absence from school.
- Payment for extra curricular activities such as school excursions, camps, transport for sports.

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 www.acc.co.nz

Medical and Travel Insurance

International students (including group students) must have appropriate and current medical and travel insurance while in New Zealand. Details can be found in the [Code of Practice 2016](#)

Student Welfare

Muritai School, as a Signatory to the Code of Practice has a number of obligations relating to the welfare of International Students.

Important Information held by the School

Muritai School will hold current information for each International Student at all times. As well as the information required on the enrolment form, copies of the passport and permits will be included.

In-School Support and Conditions for International Students

- The Principal will be the first point of contact if an International Student faces difficulties adapting to his/her new cultural environment.
- *If you, as parents or the designated caregivers for your child have concerns about any aspect of your child's schooling, please follow the procedures outlined in the school's policy on 'Parents' Concerns'*
- *If you have concerns about a breach of the Code, advocacy procedures are outlined in the Summary of the Code of Practice for the Pastoral Care of International Students*
- **As part of the enrolment procedures office staff will establish communication arrangements with you should an emergency arise**
- If school personnel are concerned that your child has been, or is likely to be, ill treated, harmed, abused or neglected we are obliged where appropriate and in compliance with the principles of the Privacy Act 1993, to report to relevant agencies such as the New Zealand Police and the department responsible for administering the Oranga Tamariki Act 1989.
- The Education Rules 1999 (Stand –down, Suspension, Exclusion and Expulsion) apply to all students including International Students enrolled at Muritai School and these Rules must be complied with.

Kaye Sherwin
Presiding Member BOT

Stu Devenport
Principal

Date:

INTERNATIONAL FEE PAYING STUDENTS

Indemnity Declaration

We (Full Name/s), the parents

of student (Full Name)

Take responsibility for the accommodation arranged with his/her designated caregivers;

Given name

Address

Contact phone number

For contact and communication please refer to **the accommodation section** on page 6 of this document.

It is important that you share this information with the 'designated caregiver'.

Signed _____ Date _____
Parent's signature

Stu Devenport
Principal

MURITAI SCHOOL
TERMS AND CONDITIONS OF ENROLMENT:
INTERNATIONAL STUDENT CONTRACT

Enrolments

All enrolments are subject to the following conditions, which become legally binding on confirmation of acceptance by the School

- Parents/student must inform the school of any sickness; behavioural problems, disability or special education needs before enrolment.
- Parents must inform the school if any contact details change i.e. parents address/ telephone number etc.

Academic Programme

- Offers of Place are conditional and subject to assessment of English language competency.
- The suitability of the academic programme offered and level will be reviewed one month after commencement. The school reserves the right to make appropriate changes at this time.

Fees

The full fees for tuition are detailed in the official School Invoice and are payable in advance. The tuition fee as invoiced includes:

- tuition as specified in the school timetable,
- a contribution to the purchase of school resources and supplementary teaching materials,
- ESOL programme, if necessary
- school counselling services
- orientation programme

Additional costs will be:

- stationery
- extra curricular activities e.g. sports teams, music lessons
- field trips

(these are outlined in the Fees Schedule attached)

Refunds

Once a student has commenced study refunds will only be made in exceptional circumstances and according to the school Refund Policy attached. Student fees are protected in the unlikely event of the school being unable to fulfil its commitment under this agreement.

Accommodation

Students must live with a parent or designated caregiver approved by the parent.

School Rules and Attendance

- Acceptance and compliance with school rules is a contractual obligation on the part of the student.
- The school has a published timetable and it is an obligation of the student to attend on all school days and be on time.
- The school must be informed of reasons of any absence by the Parent or Caregiver.
- Continued unexplained absences will lead to a warning and if absences persist this contract would be terminated and withdrawal of the student visa.

- Students are obliged to comply with the laws of NZ. Failure to do so, or to comply with the school rules may lead to termination of the student’s contract
- In such circumstances a report would be made to NZ Immigration and could result in a withdrawal of the Student Visa.

Liability and Insurance

The School is not liable for any loss, damage, illness or injury to persons or property however caused, except where such liability is imposed by statute. The student must prove that he/she has adequate medical and personal loss insurance throughout his/her stay in New Zealand.

NZ Code of Practice

The 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 [NZQA website](#).

Validity

These Terms and Conditions of Enrolment are subject to the laws of New Zealand and the English language version is legally binding in all cases.

I have read and understood the above Terms and Conditions of Enrolment and Attachments and understand that failure to comply with any of the above terms could result in this contract being revoked.

Signature
[parent] _____ **Date:** _____

_____ **Date:** _____

Printed Name of Student

Signature [School] _____ **Date** _____