

Fees & General Information



Part I. FEES

(All information below is subject to change and can be confirmed by Western Springs College on application or enquiry for tuition)

<u>1 YEAR</u>	Tuition Fee	\$17,000
	Enrollment/Pastoral Care Administration Fee	\$1,500
	Course Fee	\$300
	NCEA Fee (for Years 11, 12 & 13)	\$383.40
	Contingency Fee	\$500
	Homestay Placement Fee	\$350
	(Or Accommodation Assessment Fee)	\$250 (Accommodation with designated care-giver)
	Homestay Fee (\$280/week)	\$13,720
Insurance (Medical & Travel)	\$583	
<u>3 TERMS</u>	Tuition Fee	\$13,250
	Administration Fee	\$1,000
	Course Fee	\$300
	NCEA Fee (for Years 11, 12 & 13)	\$383.40
	Contingency Fee	\$500
	Homestay Placement Fee	\$350
	(Or Accommodation Supervision Fee)	\$250 (Accommodation with designated care-giver)
	Homestay Fee (\$280/week)	\$10,920
Insurance (Medical & Travel)	\$500	
<u>2 TERMS</u>	Tuition Fee	\$9,000
	Administration Fee	\$750
	Course Fee	\$200
	Contingency Fee	\$250
	Homestay Placement Fee	\$350
	(Or Accommodation Supervision Fee)	\$250 (Accommodation with designated care-giver)
	Homestay Fee (\$280/week)	\$7,840
	Insurance (Medical & Travel)	\$250
<u>1 TERM*</u>	Tuition Fee	\$4,500
	Administration Fee	\$500
	Course Fee	\$200
	Contingency Fee	\$250
	Homestay Placement Fee	\$350
	(Or Accommodation Supervision Fee)	\$250 (Accommodation with designated care-giver)
	Homestay Fee (\$280/week)	\$3,920
	Insurance (Medical & Travel)	\$137

**Please note that if the applicant chooses to attend for only one term, s/he can only enroll for Term 1 or 2. Term 3 enrolments can be considered under special circumstances by the International Director.*

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2017 Term Dates

	<u>Term Start*</u>	<u>Term End</u>
Term 1	31 January	13 April
Term 2	01 May	07 July
Term 3	24 July	29 September
Term 4	16 October	10 December (Year 9/10), 1 December* (Year 11/12/13)

2018 Term Dates

	<u>Term Start*</u>	<u>Term End</u>
Term 1	30 January	13 April
Term 2	30 April	06 July
Term 3	23 July	28 September
Term 4	15 October	14 December (Year 9/10) 3 December* (Year 11/12/13)

**All senior students (Years 11/12/13) will finish on the day of their last NCEA exam. However, for senior students who start in Term 3, there will be a special 2-week programme of English classes and activities during the NCEA exam period and these students will be allowed to return home in the last week of November.*

General daily living costs

To get an idea about general daily costs in New Zealand, please find the information on:

<https://www.studyinnewzealand.govt.nz/live-work/cost-of-living>

Course Fee

The Course Fee will be used to cover costs such as textbooks and classroom resources incurred by the departments of all the subjects that student is taking. However, the paid course fee of \$300 will only cover the cost for one Technology subject that a student takes.

NCEA Exam Fees

Only for senior students in Years 11, 12 and 13, starting from Term 1 or Term 2 and enrolled for 3-4 terms.

Contingency Fee (refundable)

The contingency fee is used to pay for school trips, extra-curricular activities, stationary received from school, any extra service requested by the student, after-school tutorials, holiday classes or holiday entertainment programmes, PE Uniforms, the cost of resources for the second & third subject in Technology that the student takes, etc. When the contingency fee is not available to cover extra costs, available extra homestay fees will be used.

Homestay Placement Fee

The homestay placement fee is charged yearly and covers a variety of costs, including but not limited to: on-going advertisement for host family recruitment, placing the student with a suitable homestay, homestay support, regular visits and interviews with the homestay as well as the students to ensure the student's safety and wellbeing. Extra homestay placement fee will be charged when a student needs a homestay change

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because of his/her failure to adjust to the normal homestay environment or to comply with Accommodation Rules even with the College and host parents' continuous support.

Uniform fee

The college does not have a uniform and students are allowed to wear their own choice of clothes within guidelines laid down in the Dress Code. The PE uniform shall be purchased by the student at his/her own cost, for which contingency fee or spare homestay fee can be used.

Medical and Travel Insurance:

In line with the Education (Pastoral Care of International Students) Code of Practice 2016 and NZ Immigration's requirement, it is compulsory for international students to have appropriate and current medical and travel insurance while studying in New Zealand. Western Springs College has set up arrangements with two insurance companies in order to provide insurance cover on behalf of students as required.

NOTE: It is strongly recommended that insurance is arranged by Western Springs College as this allows insurance claims to be made with the assistance of the international office and any costs to be re/covered immediately.

The following excellent options are available:

(Note: fee changes may be made by Insurance companies)

SOUTHERN CROSS (www.scti.co.nz/international-student)

Student Max (travel, medical and personal items)	14 months premium	NZ\$583
	12 months premium	NZ\$500
	6 months premium	NZ\$250

UNI-CARE (www.uni-care.org/our-policies/nz-student-plan.aspx)

NZ Student Plan (travel, medical and personal items)	14 months premium	NZ\$667.76
	12 months premium	NZ\$577.60
	6 months premium	NZ\$326.82

If you select to arrange your own health and travel insurance, it must meet the requirements set out in the Education Code, section 16(5)(a-d) at:

<http://www.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html>.

Details of the cover available under those policies should be provided in English. Please send us copies of the insurance certificate and policy wording, including the type of insurance cover, which must be sent to the College before the tuition start date.

Eligibility for Health Services

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 www.health.govt.nz.

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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>

Other Fees

Homestay contingency fund and homestay banking: There may be an average of \$5 weekly charge from the homestay fee paid into the Homestay Contingency Fund. The fund will be used to cover regular costs for homestay banking administration and other contingency situations where students are in special need for support, including but not limited to the following: food required for special occasions or events that homestay families cannot offer during school time; snacks/meals or temporary accommodation for holiday programmes, assemblies, after-school group activities and so on.

Transportation service: The College guarantees that transportation from/to homestay can be arranged for at the students' requests. The transportation fee will be charged out of spare homestay fee or contingency fee.

Internet: Internet is free for learning purposes at school under the student's signed Cyber Safety Agreement. But the student shall be responsible for the internet cost at the homestay, following the homestay family's advice. Payment of internet ranges from \$5-\$20/week based on each family's current internet contract arrangement.

Camping: Fees for camping or overnight trips organized by the subject departments are to be paid by the student/parents separately and are not covered by any other types of fee invoiced.

Photocopying/Printing: Copies of documents for classroom use are covered by the paid course fee; other reasonable (related to student's learning and wellbeing) requests for printing or photocopying is free of charge and provided by the International Department. When a student regularly requires printing/copying or requires service for more than five pages, students will be asked to top up their student ID card at the Front Office and go to the school Library for copying or printing.

Laptop: All International students are required to have their own lap tops for daily learning at home and at school, and they are required to bring in their devices to school every day.

Music equipment: Some instruments and computers are provided for students' practice or composing music during school time, or after school on campus if permitted by the Music teacher. International Student Office can help arrange renting an instrument but the cost and care of the instrument will be at student's own responsibility.

Sporting club membership and school sport equipment: Students are welcome and supported to join school sports club. International Student Office can help student join suitable clubs in the community or city. Equipment/facilities and indoor/outdoor sports fields can be organized or booked through the International Department and Sports Coordinator. Students are responsible for Sports Club fees, which can be paid out Contingency Fee. When the contingency fee is not available, spare homestay fees will be used for the costs.

Safety equipment: Provided by the College main office and staff who lead education trips out of the college.

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Part II. COURSE, LEARNING OUTCOME AND FUTURE PATHWAY

Details of the subjects and courses offered at the school, NCEA assessment handbook, and career planning guideline can be found at school website: http://www.westernsprings.school.nz/Courses_of_Study.html. Please be aware that certain subjects may not be taken due to a number of reasons, for example starting during the course of the school year, certain pre-requisites being required or due to lack of space in the class.

Part III. QUALITY ASSURANCE

“Western Springs College provides high quality education for its community. A responsive and innovative curriculum provides rich opportunities for students’ learning and qualifications success. Students flourish in this environment. They are articulate, confident and well equipped to transition into tertiary study and the adult world.” (Dale Bailey, Deputy Chief Review Officer Northern 19 June 2015, http://www.westernsprings.school.nz/ERO/WSC_ERO_Report_2015.pdf)

Part IV. EDUCATION CODE OF PRACTICE

Western Springs College is the signatory to the Education (Pastoral Care of International Students) Code of Practice 2016 and has agreed to observe and be bound by the Code. The Education Code of Practice is available on the [New Zealand Legislation website](http://www.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html) (<http://www.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html>).

Part V. FEE PROTECTION

The College has set out Fee Protection Policy to ensure that the fees paid by international students are secure and protected in the event the school closes or the course of educational instruction is not provided. The College will observe the Consumer Guarantees Act 1993 and commit obligations to protect fees paid in advance. Fees received in advance should only be used by the school as the fees are earned during the course. A portion of advance fees are transferred to the school’s main bank account in instalments. Remaining fees paid in advance are available to be refunded if necessary. When refund should be made, Refund Policy (Appendix 2 of Application for Tuition) will be referred to. The College operates a separate bank account and special ledger codes to manage international student fees. This can protect student fees paid in advance.

Part VI. IMMIGRATION

Western Springs College does not allow or continue to allow a person to undertake a course if that person is not entitled under the Immigration Act 2009 to undertake the course. 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 <https://www.immigration.govt.nz/new-zealand-visas/options/study>.

It is required that the international student under student visa must attend 94% of school classes. School is supervising student’s attendance strictly. Any unreasonable absence will be checked on with explanation and evidence requested.

Western Springs College allows a year 12 & year 13 international student to apply for or hold a work permit of working up to 20 hours per week and working full time during public holidays if he/she achieves Merit or Excellence in learning and all –round areas. Most of the Year 12 & Year 13 students can apply for a work permit which allows them to work during public holidays under the parents & College’s permission. While working,

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the student must obey all Accommodation Rules as usual. The College may contact Immigration NZ and request the cancelation of a work permit because of any breach of the Accommodation Rules.

Part VII. HOMESTAY INFORMATION

For all students enrolled at Western Springs College, under 18 or over 18 years old, the College will ensure that the student's accommodation is safe, is in acceptable condition, and meets all regulatory and legislative requirements. Students enrolled are allowed to stay with natural parents, school managed homestay, or parents' Designated Caregiver. Western Springs College will ensure that the student is appropriately supervised in the accommodation, that an appropriate safety check has been completed for a residential caregiver (homestay family or parent's Designated Caregiver). The College will maintain effective communication with the student and his or her parent or legal guardian through the agent when accommodation issues arise, take responsibility for addressing those issues (including reporting them to relevant authorities and moving students to appropriate accommodation). Western Springs College will conduct sufficient student interviews and home visits to monitor and review the quality of homestay care, taking into consideration the age of the student, the length of the stay, and other relevant factors. The College will ensure that the parent or legal guardian of the student has provided written agreement that the designated caregiver will be subject to the signatory's approval and that the signatory is not responsible for the student's care when the student is in the custody of the designated caregiver.

Part VIII. ORIENTATION PROGRAMME

Western Springs College provides all new students with a comprehensive orientation programme. A handbook will be given to each new student. The Orientation and the Handbook provide with each international student detailed information in all relevant areas about living and learning at Western Springs College and in New Zealand, as well as advice and support services offered in their personal development and future career pathway. For example, the Orientation Programme & Handbook

- provide full information and advice on all relevant institutional policies, Immigration NZ's requirements for international students, and the contract between the College and the student;
- provide information on courses, pathways, school clubs, Immigration, transportation, NZ culture & places of interests in the community;
- provide information and advice on the services, support, and facilities provided at school;
- provide the names and contact details of designated staff members responsible for international student support;
- provide appropriate information relating to health and safety of international students at school and community;
- provide information about Education (Pastoral Care for International Students) Code of Practice, and grievance procedures for international students, both internal and external; and
- provides information about enrolment and termination of enrolment.

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Part IX. WITHDRAWAL/TERMINATION OF TUITION & REFUNDS

Please refer to the Contract between Western Springs College and the International Student (Appendix 1 of the Application for Tuition Form) and Refund Policy (Appendix 2 of the Application for Tuition Form) for detailed information regarding withdrawal or termination of tuition and refundable and non-refundable fees. The Application for Tuition Form can be accessed to on the International home page:

http://www.westernsprings.school.nz/WesternSpringsCollege_International_Students.html.

When a student is going to withdraw, a Withdrawal Form must be signed by the parents and sent to school through Western Springs College's official agent (if applicable). When the College shall terminate the Contract with the Student, a Termination Notice will be sent to the College's official agent with reasons provided. Grievance Procedures are referred to ensure that students and parents' understand their and school's rights and responsibilities.

Western Springs College ensures *that all international students have access to proper and fair procedures for dealing with grievances*. When a student's complaint is not resolved via school internal process, he/she can contact the Complaints Officer New Zealand Qualifications Authority (NZQA) at the following email address: schoolcode.enquiries@nzqa.govt.nz with Complaint Form (<http://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/formal-complaint-form.pdf>) provided.

As the signatory to the Education Code, Western Springs College will comply with the DRS (Dispute Resolution) rules. Should a contractual or financial dispute arise between an international student and a school, NZQA will refer it to the DRS operator, FairWay Resolution Limited, who have been appointed to this role by the Ministry of Education. Information about the DRS operator can be found here:

<http://www.fairwayresolution.com/istudent-complaints>.

Part X. CONTACT INFORMATION



Left to right: Elles Hanepen, Rachealle Tyrell, Luzia Sauer, Joanne Qiao

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