

Villa Maria College

LEARN TO PRIZE WHAT IS OF VALUE



INTERNATIONAL STUDENT APPLICATION FORM

All parts to be completed in English.

PERSONAL DETAILS

Family Name	_____	Ethnic Group	_____
First Names	_____	Passport Number	_____
Date of Birth	_____	Issuing Country	_____
I like to be called	_____		

Contact address in Christchurch for student.

Address	_____		
Phone Number	_____	Email	_____

I wish to start Villa Maria College in 20 ___. I think I will be in Year level _____	
This year, I am attending _____ School.	
I am a full fee-paying student	YES / NO
I am Catholic	YES / NO

FAMILY DETAILS

FATHER'S NAME	_____		
Overseas Occupation	_____		
Overseas Address	_____		
Overseas Phone Number	_____	Email	_____
MOTHER'S NAME	_____		
Overseas Occupation	_____		
Overseas Address	_____		
Overseas Phone Number	_____	Email	_____
New Zealand Occupation	_____		
New Zealand Address	_____		
New Zealand Phone Number	_____	Email	_____
AGENT'S NAME	_____		
Address	_____		
Phone Number	_____	Email	_____

GUARDIAN DETAILS

The Guardian should be a reliable adult of at least 30 years of age, English speaking and living in Christchurch, who is acceptable to both parents and the College.

GUARDIAN'S NAME	_____
Occupation	_____
Address	_____
Phone Number	_____
Email	_____

ACADEMIC HISTORY & LANGUAGE ABILITY

What is your first language?	_____
First language ability (circle one)	Excellent Good Weak
Other languages I speak?	_____
How many years have you studied English?	_____
Have any of your subjects been taught in English?	YES/NO
Which subjects have been taught in English?	_____
_____	_____
What is the highest level of education you have completed?	_____
What subjects are you studying this year or have studied at your last school?	_____
_____	_____
What subjects do you want to study at Villa Maria College?	_____
_____	_____
List any sports, hobbies or interests you would like to be involved in while at Villa Maria College	_____
_____	_____

Note: Senior staff at Villa Maria College will help you make a final decision about your course.

Students are required to have Intermediate level of English. If, on assessment, the student's English skills are not adequate for her to study at Villa Maria, she may be required to attend an intensive English language course (or private institution) before beginning her course at Villa Maria College.

Parent's Signature _____	
Student's _____	Signature

Please include a certified copy of your school report translated into English

IS THERE ANY INFORMATION REGARDING HEALTH OR FAMILY CIRCUMSTANCES WHICH THE SCHOOL NEEDS TO KNOW?

PERSONAL STATEMENT : On a separate sheet of paper, please briefly state in English, why you would like to study at Villa Maria College. What do you intend doing when you finish school?

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PREFERENCE CERTIFICATE

This section must be completed in English and signed by the Parish Priest of the Parish and stamped with the Parish Seal in which parents belong.

While students of any denomination, or none, will be accepted, preference for Enrolment is given to baptised Catholics. ***Please include a certified copy of your Baptism Certificate.***

Mr/Mrs	_____
Of	_____
has/have an established connection with the parish community of:	
(Parish Name)	_____
(Location)	_____
and is eligible to have preference enrolment for	
(Student's Name)	_____ in a Catholic School.
Parish Priest's Name	_____
Signature	_____ Date _____
Place & Date of Baptism	_____
Other Sacraments Received	_____

HOMESTAY APPLICATION FORM

"Homestay" is accommodation in a private home.

PERSONAL DETAILS

Family Name	_____	First Names	_____
I like to be called	_____	Date of Birth	_____
Do you like (cats/dogs) pets?	YES/NO		
Do you like young children?	YES/NO		
Are there any matters about your health that your host family should know?	_____		
Do you have any special food requirements? (e.g. vegetarian, allergies etc)	_____		
What are your interests and hobbies?	_____		
Is there anything else you would like your host family to know?	_____		



Health Profile For All Events

This form must be completed and returned to the Student Office. The information will be entered in to the College database. If any changes to this information occur please contact the Student Office to ensure your daughter's medical profile is current and correct at all times. This is vitally important.

Name Class VG Medic Alert number (if applicable)

1. Please tick if you have any of the following:

Migraine <input type="checkbox"/>	Travel sickness <input type="checkbox"/>	Heart condition <input type="checkbox"/>	Diabetes <input type="checkbox"/>
Epilepsy <input type="checkbox"/>	Fits of any type <input type="checkbox"/>	Chronic nose bleeds <input type="checkbox"/>	Dizzy spells <input type="checkbox"/>
Asthma <input type="checkbox"/>	Colour blindness <input type="checkbox"/>	Other (please specify) <input type="text"/>	
For overnight events:		Sleepwalking <input type="checkbox"/>	Bedwetting <input type="checkbox"/>

2. Are you currently taking medication?

No Yes

If **YES**, please state:
 Ailment/s
 Name of medication/s
 Dosage and time/s to be taken
 Other treatment

3. Have you had any major injuries (breaks or strains) or illness (glandular fever etc) in the last six months that may limit full participation in any activities? No Yes **If YES, please state injury/illness:**

4. Are you allergic to any of the following?

	No	Yes	Please specify	What treatment is required?
Prescription medication				
Insect bites/stings				
Food				
Other allergies				

5. When was your/your child's last tetanus injection?

6. Outline any dietary requirements.

7. What pain/flu medication may your child be given if necessary? (eg panadol)

8. To the best of your knowledge, have you/your child been in contact with any contagious or infectious diseases in the last four weeks? No Yes **If YES, please give brief details:**

9. Is there any information the staff should know to ensure the physical and emotional safety of you/your child? (eg cultural practices; disability; anxiety about heights/darkness/small spaces; behavioural or emotional problems). No Yes **If YES, please state or attach information:**

DECLARATION: I agree to the following:

- If prescribed medication needs to be administered, a designated adult will be assigned to do this.
- I will ensure that prescribed medication is clearly labeled, securely fastened and handed to the designated adult with instructions on its administration.
- **I will inform the school as soon as possible of any changes in the medical or other circumstances between now and the commencement of the event.**
- I agree to my child/myself receiving any emergency medical, dental, or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.
- Any medical costs not covered by ACC or a community service card will be paid by me.
- If my child is involved in a serious disciplinary problem, including the use of illegal substances and/or alcohol, or actions that threaten the safety of others, she will be sent home at my expense.

Print name	<input type="text"/>	Signed	<input type="text"/>
Date	<input type="text"/>	I have read and understood the above and sign as a parent, guardian or caregiver of student participant.	



REFUND CONDITIONS FOR INTERNATIONAL STUDENTS

A The Board of Trustees will not make a refund:

1. when a student is required to leave the College for a breach of the rules and conditions of enrolment at the College or has broken a New Zealand law.
2. where a student has been stood-down, suspended, excluded or expelled
3. where a student returns home for any reason other than serious illness, accident or death of a close family member
4. if the enrolment application is found to be inaccurate in any way and the contract is terminated
5. if a student wants to transfer to another school or educational institution in NZ or elsewhere

B Compassionate Consideration:

In every case, the College undertakes to look fairly at applications for a full or partial refund of fees. If a student withdraws from her course of study before the completion date, the following procedures and guidelines will apply:

1. In exceptional circumstances, refunds may be granted on compassionate grounds (e.g. death, or serious accident of a close family member or if the student has a serious illness or accident).
 - A doctor's certificate is required.
 - All such refunds will be at the discretion of the Board of Trustees
 - Parents must apply in writing within one month to the Board of Trustees setting out the special circumstances of the claim with accompanying evidence
 - The student must complete the official leaving procedures and attach the Leaving Certificate to the application for a refund.
2. If the application for refund is accepted on the grounds of compassionate consideration, fees will be refunded less:
 - ◆ A refund administration fee of NZ \$500
 - ◆ Costs to the College already incurred for tuition
 - ◆ Components of the fee already committed for the duration of the course
 - ◆ Agent's fees (*if applicable*)
 - ◆ Appropriate proportions of salaries for teachers and support staff (*if applicable*)
 - ◆ Costs already incurred for the use of facilities and resources
 - ◆ Any other reasonable costs already incurred.

C Visa Denied

If a student cannot obtain a Student Visa to come to New Zealand, the fees will be refunded in full less \$500 administration fee. A copy of the letter from the Department of Labour Immigration Services must accompany the application.

D Gaining Residency

Because of the limitations of our Allowable Maximum Roll and requirements of Preference for Enrolment it may not always be possible for a student to change status from International Fee Paying Student to Regular Student.

If an international fee-paying student gains residency or her parent(s) gain a work permit during her course:

- ◆ No further fees are paid beyond the end of the term in which the parents gain residence or work permits.
- ◆ Documentation of residency must be provided within 14 days of it being granted.
- ◆ The student can only remain at the College without paying International Fees ***if there is a non-preference place available within the maximum allowable roll.***

E Homestay Fees:

If the student moves out of her Homestay before the end of the signed Contract:

- ◆ Provided the Homestay has been given two weeks' written notice that the student is leaving, all prepaid fees for the Homestay parent will refund the remainder of the Homestay Fees.
- ◆ If the student does not give two weeks' written notice, then two weeks' Homestay Fees may be deducted from any refund.
- ◆ A further deduction could be made by the Homestay parent to cover expenses incurred eg. Telephone account

F Payment of Refunds:

- ◆ Any refund will be paid to the parents of the student. No refunds will be given directly to the student.

G Fees Protection:

- ◆ The College is a state-integrated school and has sufficient funds to cover refunds if tuition cannot be provided.

H Accountability

The **New Zealand Immigration Service** will be notified if any International Fee Paying student ceases to attend **Villa Maria College** for whatever reason.

PARENT DECLARATION

I/we have read, understood and agree to abide by the refund conditions stated above.

Parent's Signature: _____ Date: _____

Print Parent's Full Name _____

Print Student's Full Name _____

Signed

Signed

Principal

BOT Chairperson

Date



Villa Maria College

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ENROLMENT CONTRACT

for **Student's Name** _____

To be signed by Parent:

1. I/We understand that Villa Maria College is an integrated school, that its special character is Catholic and that the upholding and the ideals of the Catholic Church are reflected in the teaching of the College. I/We accept that if enrolled the above named student will participate in the general College programme that gives the College its special character.
2. In accordance with the Privacy Act 1993, I/We consent to information being available to the wider college community, (e.g. Parent Teacher Association, Sisters of Mercy Villa Maria College Christchurch Limited, the Past Pupils' Association, Ministry of Education, New Zealand Qualifications Authority, and other reputable institutions) as required for the maintenance of law and order.
3. I/We have read and understood the Refunds for International Students Policy
4. I/We apply to enrol my/our daughter at Villa Maria College and agree to comply with College policies and College rules in all matters. I/We appreciate that the Board of Trustees reserves the right to alter both rules and policies. As a condition of enrolment and attendance of my/our daughter, I/We undertake to pay such fees as are charged by the Board of Trustees as they fall due.

Signed by

Parent: _____

Date: _____

On behalf of the
Board of Trustees _____

Date _____

Please turn over

To be signed by Student:

I agree to comply with College policies and College rules in all matters. I understand that the Board of Trustees reserves the right to alter both rules and policies.

In accordance with the Privacy Act 1993, I consent to information being available within the College for the purpose of improving my performance as a learner and ensuring my personal safety.

Student's Signature _____	Date _____
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Please sign two copies of the Enrolment Contract and return with the Application Form and other documentation. The Board of Trustees will sign them both and return one copy to the Parent, Guardian or Agent as instructed.

CHECK LIST:

Please tick when completed.

1. () Application Form correctly filled out including
2. () Email and Overseas Address
3. () Certified copy in English of your latest school report
4. () Personal Statement
5. () Health Form
6. () Refund Policy
7. () Two signed copies of the Enrolment Contract
8. () Preference Certificate correctly filled in (if applicable)
9. () Certified Copy of your Baptism Certificate (if applicable)



Indemnity Document for Students living with a Designated Caregiver

I/We designate _____ (*Insert name of Relative or Close Family Friend*) to provide accommodation for my/our daughter, to attend Villa Maria College _____ as an international fee-paying student from _____ to _____, subject to the approval of Villa Maria College prior to enrolment. Accordingly, I/we take full responsibility and accept the decisions made by my/our designated caregiver about the day to day requirements of my/our child.

Student's name (as it appears on the passport).....

Student's preferred name:

Print Designated caregiver's name:

Immigration Status:

Relationship to Student

(e.g. Uncle/Aunt/Grandparent/close family friend)

Address:

.....

Home Phone.....Mobile

Work Phone..... Email

I/we understand that the **Villa Maria College** will:

- **Visit the home of the designated caregiver prior to enrolment to determine that the living conditions are of an acceptable standard**
- **Assess whether the designated caregiver will provide a safe physical and emotional environment for the student**
- **Determine that the accommodation is not a boarding establishment (i.e. does not have 5 or more international students staying in the home)**
- **If the accommodation designated by the parents is a boarding establishment, the school will follow the provisions relating to boarding establishments as set out in the Code of Practice**
- **Meet with the designated caregiver/s and establish communication with the caregiver**
- **Meet the student at least quarterly to ensure the accommodation is suitable**
- **May require a Police vet to be undertaken, if the education provider considers it appropriate**

Should this arrangement change I/we undertake to inform Villa Maria College immediately.

I/we understand that Villa Maria College will make every endeavour to ensure the safety and welfare of my/our child while studying at the College.

Should there be a concern about the welfare of the student, the College will consult the pastoral care staff within the College and will discuss the concern with the designated caregivers and parents of the student. Further, I/we understand that should Villa Maria College have any concerns regarding the welfare of my/our child, the College may relocate the student in an approved College homestay. If necessary, the College will also refer the matter to CYFS, NETS, the New Zealand Police or any other appropriate outside agencies.

DECLARATION:

I/we confirm that the person/s nominated as the designated caregiver/s is/are a 'bona fide' relative or close family friend.

(Please provide the College a copy of passport and permit)

Signed: **Date:**
(Must be signed by student's Father or Mother only)

Print Name: Mr/Mrs

Contact Telephone number in Home Country:

Contact address in Home Country:

.....

Email Address:

Villa Maria College 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>



GENERAL INFORMATION

ABSENCE

If your daughter is unable to come to school (eg unwell) please phone the College in the morning 348 4165 and advise of her absence. If this is not done, on the day your daughter returns to school she must bring a note signed by a parent or caregiver to her Vertical Group Teacher giving information of the **date and reason for her absence**. If you prefer, you could fill in the slip in your daughter's College Log book.

APPOINTMENTS

If your daughter is required to leave school early or arrive late because of an appointment, **she must:**

- 1 Bring a note or appointment card to her Vertical Group Teacher before school on the day of the appointment, or the day before if it is an early appointment.
- 2 Show the note or card to her class teacher when she excuses herself from class.
- 3 Sign out and in, filling in all the details. The Appointment Book is by the Student Office

ATTENDANCE

School begins at 8.35 am and ends at 3.20 pm for all levels. On Wednesdays, school finishes at 2.30 pm to allow girls to play sport. Special permission is needed to leave school early, or to leave the grounds during school hours. Requests from parents for such leave should be in writing. Persistent lateness to school is a serious breach of the regulations and results in detention.

BUS PASSES

Because of the late arrival or early departure of some buses, students may apply to the Assistant Principal - Pastoral Care for a Bus Pass. This applies only to girls who travel a considerable distance to and from school.

BUS SERVICES

For information regarding mini-bus services – please contact Donna Prowse, Advance Taxis, ph 366 7236

CANTEEN

The Canteen is an integral part of the College environment. It provides a variety of nutritious and attractively presented food and drinks at a reasonable cost. We cater for both students and staff by offering a daily menu which is varied for the summer and winter seasons. The Canteen is open at interval and lunch breaks and is staffed by a Manager, an Assistant, parent helper and students. The Canteen now has eight Heartbeat Awards and a Silver Award that shows our commitment to supplying healthier food in a healthy smoke-free environment.

PARENT CONTACT WITH SCHOOL

Depending on the nature of the matter you wish to discuss, it may be appropriate to contact:

- 1 your daughter's Vertical Group Teacher
- 2 the Director of International Students
- 3 the Guidance Counsellor
- 4 the Assistant Principal - Pastoral Care
- 5 the Principal

If the Group Teacher and the Director of International Students are unavailable, please ask for the Guidance Counsellor or the Assistant Principal - Pastoral Care or leave your number so that your call can be returned. All teachers have voice mail and a message can be left so that the teacher can return your call at an agreed time.

CONTACTING STUDENTS

In an emergency, a student may be contacted **only** through the College Office.

DETENTION

Breaking of College rules is punishable by detention which is held on Tuesday, 3.30 – 4.30 pm. No excuse will be accepted for absence from detention. At the Assistant Principal's discretion, Early Bird detentions starting at 7.30 am, may also be put in place.

HOMEWORK

Parents may appreciate a guide to the amount of study which should be done at home each day. As a general rule: Years 7 - 10 - 1½-2 hours; Years 11 - 13 - a minimum of 2½ hours.

LEAVING SCHOOL

- ◆ See Principal with written parental permission to leave
- ◆ Collect Book Clearance Form from Director of International Students
- ◆ Have Book Clearance Form signed by teachers, Learning Information Resource Centre, and Office and return to Director of International Students
- ◆ Years 12 & 13 students – ask for a Testimonial Application Form from the Principal's Secretary
- ◆ Check and amend information on Record of Achievement and fill in the request for staff input into your testimonial.
- ◆ Return to Administration Office.
- ◆ A Leaver's Certificate and Testimonial will be issued when the procedures are completed.

LOST PROPERTY

Property found around the College is secured in the Lost Property Store. A student should report loss of items to her Vertical Group Teacher. The Lost Property Store is open several times per week for students to check if their property has been handed in. Named property is returned to the owner.

MOTOR VEHICLE PASSES

Girls with current **full** or **restricted** licences may apply for a Motor Vehicle Pass. The Pass does not permit passengers to be carried unless a special request has been made in writing by the parents, (e.g. the carrying of a younger sister). Passengers may be carried only if the driver has a Full Licence and written permission is received from the parents of both the driver and the passengers.

PARENT/CAREGIVER ABSENCES

If parents are to be away from home for any length of time, please write to the Principal advising the College of the arrangements made for your daughter's temporary care.

SICKNESS DURING THE DAY

If a girl becomes unwell during the day, she must go to the Student Office.

- 1 If she needs to go to Sickbay, her class teacher will give her a pass. The office staff will record the name of the girl and the duration of her stay in Sickbay and contact parents.
- 2 If the sickness/injury is more severe, the office staff will make contact with a parent to arrange for the girl to go home. The girl **will not be allowed** to go home to an empty house.

On occasions where parents cannot be contacted, the office staff may take the student to the Medical Centre. Before she leaves, she must sign out.

STATIONERY

Stationery lists are given to students on the first day of the school year, and they may purchase requirements at any of the suppliers. School stationery is sold from the Student Office every Tuesday and Thursday 12.30-1.00 pm.

TELEPHONE

The College has three telephones available for student use at a cost of one dollar per call. Students are discouraged from bringing cell phones to school and if brought to school they must be switched off during school hours. Any cell phone which is seen or heard during school hours, including interval and lunchtimes, will be confiscated.

COURSE REQUIREMENTS FOR SENIORS

We draw your attention to the printed sheets concerning work requirements that are issued at the beginning of each year to all senior students. These outline course content and requirements, plus the assessment schedules for each subject.



INFORMATION FOR THE 2012 SCHOOL YEAR

TERM DATES

The Term dates for 2012 are as follows. These may be subject to change.

Orientation	Wednesday 1 February
Term 1 -	Wednesday 1 February -Thursday 5 April
Term 2 -	Monday 23 April - Friday 29 June
Term 3 -	Monday 16 July - Friday 28 September
Term 4 -	Monday 15 October - Friday 14 December

STAFF

Mrs N McCormick	Director of International Students – responsible for curriculum and pastoral care
Mrs R Wright -	Associate Director – responsible for classroom assistance
Mrs M Handisides	Homestay Co-ordinator - responsible for accommodation

CODE OF PRACTICE

Villa Maria College 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 Villa Maria College or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz/goto/international>

ENROLMENT

Enrolment will be on the prescribed Enrolment Application Form for International Students. Signing of this enrolment form implies a contract between parents and College that binds the student to follow the rules of Villa Maria College. Failure to comply with the school rules may lead to the expulsion of the student and forfeiture of the tuition fees.

Under the Immigration Act, visitors to New Zealand holding a Student Permit are in fulltime study, and enrolled in a particular school. Students may not transfer school without obtaining a new permit.

All applications must be accompanied by

- a] a certified copy of the latest available school report in English.
 - b] a letter from the applicant, in English, giving information about herself, and why she wants to attend Villa Maria College.
 - c] a copy of the applicant's Baptism Certificate, and a letter, in English, from the student's Parish Priest confirming that the applicant and her family are practising Catholics. This is not a requirement if the international student is not Catholic.
- 3 Enrolments must be approved by the Enrolment Committee of the Board of Trustees, on the recommendation of the Principal and/or Director of International Students.

ENTRY REQUIREMENTS

All international students must prove that they have reached an Intermediate Level of proficiency in the English language.

This may be done by producing results from recognised ESOL examinations or from school reports. All applicants will be tested during orientation at the College. If the prescribed standard is not achieved, the student will be required to enrol at an intensive language school or course. When the required standard is reached she will be accepted into Villa Maria College. This may take three months or longer. She must have her Student Permit adjusted accordingly. The fees for the English language course are the responsibility of

the parent. The student's course of tuition may alter according to the result of the College assessment and the individual needs of the student.

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>

FEES

There is a non-refundable Registration Fee of NZ\$150 which must be paid on receipt of acceptance or with the tuition fee to receive an Offer of Place. The tuition fee for the year is \$14,000 and must be paid in advance for the year of study.

Fees Protection:

Villa Maria College Board of Trustees follows prudent financial management in respect of International Student Fees. All receipts are clearly identified and reconciled monthly. Fees are only transferred to income once the student is attending the College.

PAYMENT

- 1 On receipt of the fees, an official "Offer of Place" form is provided and a visa application can be made.
- 2 Payment for the full school year must be paid by the final date for acceptance shown on the "Offer of Place" form. If you do not pay by that date, the Offer to you lapses and your place can be given to another student.

REFUNDS

This is outlined in the Refunds for International Students Policy.

ORIENTATION

All International Students are required to participate in an orientation programme. This allows students to settle more readily to the full life of the College. During orientation, students will be assessed on their English level, individual timetables will be arranged, College rules will be explained and a full tour of the College will be given. Students will also visit mainstream classes with a peer buddy.

ATTENDANCE

Students must attend school daily. Absenteeism may result in the student's dismissal from College. Twenty days continuous absence without explanation means student's name is removed from the roll.

CHANGE OF ADDRESS

Change of address must be approved by your Guardian and the College notified immediately.

ACCOMODATION

The College can assist students to find suitable homestay accommodation with New Zealand families. The homestay is always assessed prior to the placement of a student. Full board will be approximately \$210 or more per week. Students are not permitted to live in flats.

GUARDIANSHIP

The College requires all International students to have a Guardian living in Christchurch. This requirement ensures there is a person responsible for the welfare of the student outside school hours. The Guardian must be an adult, over 30 years of age, speak good English and able to be contacted during the day, if necessary. S/he must attend the initial interview with the student and her family as well as relevant Parent Meetings during the year. The College can provide you with the name of a recommended guardianship agency. The costs of Guardian services varies from \$3000 - \$5000 and are the responsibility of the student's parents.

SUPPORT SERVICES

The Director of International Students manages the International Student Programme. The Homestay Co-ordinator co-ordinates the Homestay programme, addresses homestay issues and oversees the welfare of students out of school hours. Qualified ESOL teachers are appointed to address English language needs. Students are also given curriculum assistance from an Administrative Assistant appointed to look after the specific needs of students during the school day.

EMERGENCY CONTACT

In the event of an emergency, please contact the Director of International Students at the College. The College's emergency cellphone number is 021 40 22 70 . It is available 24/7. During office hours, you can also phone 64 3-348-4165, Fax 64 3-348-4163, email: villa@villa.school.nz or nmc@villa.school.nz

INSURANCE

The College requires all international students to have appropriate and current insurance cover for medical, personal property and travel on entry to the College. Please forward a Certificate of Currency or a copy of your policy with your fees. If the policy is not approved by the College, the College will ask you to take out a default policy with either Unicare Ltd or Southern Cross Insurance Company.

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

OTHER COSTS

Uniform

You will need to buy your own uniform when you arrive in New Zealand. New uniforms can be bought from the college Uniform shop. Details are available from the College Office. Second-hand uniforms can be bought through the College. A complete new uniform will cost you approximately NZ\$800. A second-hand uniform varies between NZ\$250 and NZ\$350. School shoes will cost extra. A new school uniform was introduced in 2007.

Text Books and Stationery

Text books will be provided on loan free of charge. However, a charge will be made for lost or damaged books. All students are responsible for providing their own stationery, workbooks, calculator, etc. Students should allow approximately \$150 for stationery and write-on workbooks.

Examination Fees:

At all levels Examination fees are the responsibility of the student. They are additional to tuition fees. At present, they are \$375 and \$100 per scholarship subject.

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COLLEGE RULES

The College Rules Are Based On The Following Philosophy:

- * **TO DO YOUR BEST**
- * **TO RESPECT OTHERS**
- * **TO BE COURTEOUS**
- * **TO RESPECT YOURSELF**
- * **TO RESPECT PROPERTY**

- | | | | |
|---|--|----|---|
| 1 | Wear the Villa uniform correctly | 7 | Respect other students at all times |
| 2 | Be at school on time and at all classes on time | 8 | Respect other people's property |
| 3 | Be properly equipped for all classes and do all homework that is set | 9 | Protect the school environment |
| 4 | Obey all instructions given by staff | 10 | Turn off cell phones during school hours |
| 5 | Every student is entitled to uninterrupted learning in the classroom | 11 | Verbal or physical abuse is not acceptable |
| 6 | Respect College facilities, furniture and equipment | 12 | Alcohol, drugs, knives, offensive or dangerous weapons, cigarettes, matches, lighters and chewing gum are prohibited. |

MAKE-UP

The wearing of make-up or nail polish at school or while in school uniform is forbidden and students will be instructed to remove it.

HAIR

Hair must be off the face, and if long, should be tied back. It should be of a style and colour which is appropriate for school uniform.

JEWELLERY

Jewellery must not present a danger to the wearer or to other students. It must not be outrageous or socially offensive. Many students are engaged in physical activities - whether organised sport or informally. Earrings which are accidentally hit or pulled can cause extensive damage to earlobes. Neck chains can be a danger in contact sports.

Criteria: Safety, security, to avoid competition.

- a **Around neck.** Cultural/religious pendants, e.g bone or greenstone carvings, crosses or crucifixes are permitted, and **must be worn inside the uniform.**
- b **Earrings.** Small plain gold or silver studs or sleepers. Small birthstone studs. Only one earring per earlobe. Studs in the nose, tongue or any other part of the body are not permitted.
- c **Rings.** None
- d **Bracelets, anklets, bangles.** None