



Villa Maria College

LEARN TO PRIZE WHAT IS OF VALUE

ENROLMENT GUIDE

Welcome to Villa Maria College. The following provides a comprehensive overview for International students and their families



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WE WELCOME YOUR ENROLMENT...

APPLICATION INFORMATION

APPLICATIONS FOR ENROLMENT

1. Enrolment will be on the 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.
2. All applications must be accompanied by:
 - a certified copy of the latest available school report in English.
 - a letter from the applicant, in English, giving information about herself, and why she wants to attend Villa Maria College.
 - 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.**
 - 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 have a reasonable level of proficiency in the English language.

All applicants will be tested during orientation at the College. If the prescribed standard is not achieved, the student may be required to enrol at an intensive language school or course. This may take three months or longer. She can have her Student Permit adjusted accordingly.

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/>

STUDENT WELFARE

High priority is given to the welfare of International students and Villa Maria College strives to create a family-like atmosphere. Each student will be teamed up with another Villa girl (a kiwi buddy) to help her settle into Villa. Our experienced Homestay Co-ordinator regularly visits students in their homes.

An entry requirement to the College is that students have a guardian.

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.

SUPPORT SERVICES

The Director of International Students assisted by the Associate Director 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 ESOL qualified teacher.

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 <http://www.minedu.govt.nz/goto/international>





INTERNATIONAL FEES

ANNUAL TUITION FEES

Please visit our website www.villa.school.nz for our Tuition fees.

This includes:

- All school levies
- Any ESOL assistance
- All text books (but not workbooks)
- The College retreat

This fee needs to be paid in full before a student can obtain a visa to study in New Zealand. As soon as the fees are received, a receipt will be sent.

The fee does not include:

- School uniform costs
- Personal stationery costs (including subject workbooks)
- National examination fees (NCEA)
- Any extra-curricular activities such as sport, music or cultural activities, camps
- Guardian fees
- Homestay costs

Please visit our website www.villa.school.nz for our Homestay costs.

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.

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.
 - Where a student has been stood-down, suspended, excluded or expelled.
 - Where a student returns home for any reason other than serious illness, accident or death of a close family member.
 - If the enrolment application is found to be inaccurate in any way and the contract is terminated.
 - 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 one week written notice that the student is leaving, all prepaid fees for the Homestay parent will refund the remainder of the Homestay Fees.
- 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.

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.

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.

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>



GENERAL INFORMATION

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.

OUR STAFF

A warm Kiwi welcome awaits you at Villa Maria College. Meet our dedicated team who make up the International Students' Department.

The International Department is headed by the Director of International Students, Mrs Nicola McCormick, assisted by Associate Director, Mrs Rosemary Wright. The International department also employs a part-time Homestay Co-ordinator - Mrs Maria Handisides.



Mrs Nicola McCormick
Director of International Students

Email: nmc@villa.school.nz
Ph: +64 03 348 4165 ext 835



Mrs Rosemary Wright
Associate Director of International Students

Email: rwr@villa.school.nz
Ph: +64 03 348 4165 ext 850



Mrs Maria Handisides
International Students' Homestay Co-ordinator

Email: mha@villa.school.nz
Ph: +64 03 960 6439

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. 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.

PRICE LIST:

UNIFORM

Blazer	\$208 - \$222
Summer Dress	\$109
Winter Skirt	\$133
Winter Blouse	\$52
Blue Tights	\$8/ \$12/ \$17
Socks White (3 pair)	\$25
Cardigan	\$76 - \$112
Neck Bow	\$27
Senior Tie	\$33
Thermal Long Sleeve Top	\$33
Scarf	\$43
Sun Hat	\$14

PHYS. ED. UNIFORM

Sports Shorts	\$51
Polo Top (PE)	\$27
Polar Fleece Vest	\$46
Polar Fleece Jacket	\$60
Tracksuit Top	\$105
Tracksuit Pants	\$79





CODE OF PRACTICE

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ATTENDANCE

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

School begins at 8.35am and ends at 3.20pm for all levels. On Wednesdays, school finishes at 2.30pm 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.

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.

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.

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.



CONTACTING STUDENTS

In an emergency, a student may be contacted **only** through the College Office or through the Emergency Cellphone 021 402 270 (Mrs McCormick, Mrs Wright)

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.

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.

COURSE REQUIREMENTS FOR STUDENTS

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.



COLLEGE RULES

The College Rules Are Based On The Following Philosophy:

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

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