



**Manukau**  
Christian School

# Appendix

**International Students  
2022**

*"The fear of the Lord is the beginning of knowledge..." Proverbs 1:7*

## How to Enrol

1. Email Manukau Christian School for a school prospectus, appendix for international students, an Application for Enrolment form, an International Student Enrolment Supplement and Tuition Agreement form, or download these documents from the website.
2. Email the completed forms to the school, along with:
  - Application fee (non-refundable)
  - Two character references (only for students living with a caregiver)
  - Copy of records of previous year of schooling
3. The school interviews the student and parent/s or designated caregiver.
4. The following conditions must be met for a student to be accepted for enrolment:
  - Payment of application, enrolment and tuition fee
  - Satisfactory interview
  - Satisfactory level of previous academic achievement
  - Satisfactory health requirements
  - Satisfactory character references (for students living with a caregiver)
5. The school will contact you to confirm enrolment and an "Offer of Place" will be issued, as well as a receipt. This will be required by New Zealand Immigration Services to process your student visa.
6. The student sits an entrance assessment on arrival at the school.
7. All students in Years 1 to 6 (under 10 years old) **must** continue to live with their parent/s for the duration of their student visa. Students in Years 7 and 8 living with a designated caregiver must provide proof of the relationship with the caregiver.
8. Contact your nearest New Zealand Embassy or agent for information on visa requirements. If you are a visitor to New Zealand, you will need a student visa if you are going to study for more than 12 weeks.

## Conditions of Enrolment

- Enrolment is subject to availability of places within Manukau Christian School.
- The Principal shall have absolute discretion as to which children he shall enrol. He will be guided by the statements as stipulated in the School Prospectus under "Conditions of Enrolment."
- The enrolment fee is a one-off payment only. If your period of stay is extended, no additional enrolment fee is paid.
- Enrolment becomes a binding contract when a place has been reserved and the enrolment fee has been paid.
- School fees cannot be transferred to any other student.
- All visa conditions must be adhered to, including having valid medical insurance.

## Fees

Tuition fees include the following:

- Class tuition
- Withdrawal to an ESOL class where required during school hours
- Text books
- Materials
- Stationery, excluding glue
- Class visits

Fees are payable prior to commencement at the school.

**Pupils in Years 9 and up** will attract additional costs for:

- Some high school courses and equipment
- Text books
- ID card
- Camp costs
- Stationery pack

**Cambridge subject exam fees** are payable by pupils. These fees are set by the University of Cambridge and are subject to the exchange rate at the time of invoicing. Fees range between \$120 and \$230 per single subject. Late entries or amendments also attract a fee.

Year Level	Tuition Fees
Year 1 - 6	\$11 000 <b>per year</b> (\$2 750 <b>per term</b> )
Year 7 - 8	\$13 000 <b>per year</b> (\$3 250 <b>per term</b> )
Year 9 - 13	\$15 000 <b>per year</b> (\$3 750 <b>per term</b> )

Each application requires a non-refundable **Application Fee** of **\$75**.

**An Enrolment Fee** of **\$500** is payable per family upon acceptance to the school.

**Special Individual Tuition** is charged out at **\$32 per hour** as deemed necessary by the school.

## Payment Options

Fees can be paid by:

- Credit card (a 1.5% surcharge applies)
- Transfer from your bank to our bank account:  
Manukau Christian School, a/c 12-3615-0014533-01, ASB Bank, Auckland, New Zealand.

# Fees Refund Policy

If an international student withdraws from his/her course of study before the end of a term, he/she may be eligible for a refund of tuition fees. If a refund is requested, the following procedures apply:

- School fees are paid in advance for the total period of tuition. Once payment has been made, advice of cancellation must be made in English and in writing.
- Parents must apply in writing to the Board of Trustees setting out the special circumstances of the claim within one month of the last day of attendance.
- If your application for a student visa is unsuccessful, a full refund will be made on all tuition fees. Enrolment and application fees are non-refundable.
- *Cancellation before you arrive in New Zealand:* all tuition fees will be refunded.
- *Cancellation or term reduction after the start of term:* no refund of fees except under special circumstances (see compassionate refunds below).
- Applications for a refund must be accompanied by original documents.
- Refunds will be processed within 14 days of being received.
- There is no refund of the enrolment fee except in the case of insufficient students or unavailability of staff.
- Parents must give one term's notice in writing of their intention to withdraw a child from the school. Any withdrawal after the last day of a term is considered to be a late withdrawal and parents are liable for the next term's fees.
- All refunds will be paid to the parents of a student or their representative with written authority. No refunds will be given directly to a student.
- Refunds within New Zealand are paid directly into a New Zealand bank account.
- Refunds are made by bank draft in New Zealand dollars at the prevailing exchange rate at the time of a refund. Bank charges will be deducted from the total amount of the refund.

## Compassionate Refunds

In exceptional circumstances, refunds may be granted on compassionate grounds e.g. death of a close family member, serious illness, accident. All such refunds will be at the discretion of the Principal and the Trust board.

## Gaining residency during your course

If an international fee-paying student gains residency during their course, the student will be deemed a day pupil as from the next term and will then abide by the normal school enrolment scheme. Documentation of residency must be provided within 14 days of it being granted.

## The Trustboard will make no refund

- When a student is required to leave the school for a breach of the rules and conditions of enrolment at the school or has broken a New Zealand law.
- Where a student has been stood-down, suspended or excluded.
- 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.

## Documentation Required

If you are **not a New Zealand citizen** or do not have permanent residence, the school will require:

- Student's passport with entry visa stamped
- Student visa if studying for more than 3 months
- Parent's work visa if studying for more than 3 months (classed as domestic)
- Copy of medical and travel insurance (NZ based and in English)
- Copy of parent's guardian visa with the named child specified in the visa (Years 1 to 6)
- Proof of residential address if required
- Signed indemnity documents as provided by the school

## 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 the entitlements to publicly-funded health services are available through the Ministry of Health, and can be viewed on their website at <http://health.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. It is a requirement that you obtain insurance while you are in New Zealand. The website [www.scti.co.nz/international-student](http://www.scti.co.nz/international-student) may be helpful.



## Accommodation

Our aim is to allow a limited number of students into the school at any one time. This will enable us to provide a quality environment where learning will flourish.

We do not arrange accommodation for our international students or act as agents for children and their families attending Manukau Christian School. Children whose parents currently reside in New Zealand whether on a temporary or permanent basis will be able to receive tuition at our school.

Students in Years 1 to 6 (under 10 years of age) must be living with a parent whilst studying at our school. Pupils in Years 7 and 8 who live with a designated caregiver will be subject to residential visits and caregiver interviews by a staff member of our school. Designated caregivers must agree that Manukau Christian School is not liable for any damage to homestay property or other costs.

## International Code of Practice

**Manukau Christian School** has agreed to observe and be bound by the Education (Pastoral Care of International Students) Code of Practice 2016 (including Amendments 2019). Copies of the Code are available on request from this institution or from the New Zealand Qualifications Authority website at:

<https://www.nzqa.govt.nz/providers-partners/education-code-of-practice/>

**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>

## International Student Handbook

Please be sure to obtain a copy of the **International Student Handbook** available from the school office or from the school website. Additional information that is included in the handbook covers:

- Orientation
- Attendance
- Withdrawal
- Circumstances of Termination
- Emergencies
- Telephone Use by Students
- Pastoral Care
- Complaints Procedure

***We look forward to welcoming you into our school.***