



# MANNING INTERMEDIATE

50 Hoon Hay Road, Christchurch, New Zealand

[opportunities@manning.school.nz](mailto:opportunities@manning.school.nz)

## ENROLMENT INFORMATION FOR INTERNATIONAL FEE PAYING STUDENTS

Welcome to Manning Intermediate School. We trust you find the information contained in our enrolment package helpful. Should you have any questions, please do not hesitate to ask.

We welcome visitors to our school.

Manning Intermediate 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 institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz/goto/international>.

**Manning Intermediate School**  
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## International Fee Paying Student Fees And Levies

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 Manning Intermediate Board of Trustees includes:

- The cost of employing extra staff
- ESOL (English lessons for speakers of other Languages)
- A portion of the school's operational cost
- Administration
- 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.

**Cost Guide for International Students (All fees must be paid in advance)**

<b>A.</b>	<b>Full Academic Year</b>	<b>\$10,400 including GST, paid in advance</b>
<b>C.</b>	<b>For tuition less than an academic year fees are \$2,600 including GST per term.</b>	
<b>E.</b>	<b>Uniform, stationery and student activities are not covered by these fees.</b>	

**Course dates**

New Zealand schools academic dates available on [www.minedu.govt.nz](http://www.minedu.govt.nz) Individual schools may vary slightly at the start and end of the school year.

**Long Stay**

Course start and finish dates are detailed on the offer of place

**Short Stay (under 3 months)**

Course start and finish are detailed on the enrolment form.

## **Enrolment Procedure**

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

To enrol at Manning Intermediate School you must approach the Principal with a request for enrolment. A request for enrolment can be made by emailing the Principal or by visiting the school, or by emailing the school office

[opportunities@manning.school.nz](mailto:opportunities@manning.school.nz).

If a place is available at your child's age and class level you may be offered a place. If the stay is longer than 3 months, and a place is available the student may enrol, pay the fees. The student may then apply under a student visa when the visa is granted they may attend school an offer of place will be made.

If under 3 months and if a place is available the student may enrol, pay fees, and attend on a Visitor Visa. The details completed in the 'Offer of a Place' form are required by New Zealand Immigration for the issuing of a Student Visa or Visa. Full details of visa and visa 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> .

The 'Offer of Place' form will require information about your child and family. When this 'Offer of Place' form is completed and fees are paid, this information is taken by the Caregivers to New Zealand Immigration Service to obtain a student visa. The caregiver returns to the school with the visa/visa for study at Manning Intermediate School and the student is officially enrolled.

## **Student Orientation**

The Principal or Deputy Principal will meet with all international fee paying students and their families or Hosts at the time of completing enrolment. Students will be given a guided tour of the school facilities.

The classroom teacher will be introduced to the family and the student.

Students will be 'buddied' by one or two of their new classmates to help them settle in to their new school.

The Student's wellbeing will be monitored by classroom teachers.

## **Accommodation**

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 live with a designated caregiver while studying at Manning Intermediate.

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

- Live with their parents
- Live with a designated caregiver.
- Live with an approved homestay arranged by parents/agent/school.

If you decide to have your child live with a designated caregiver you will be required to complete an indemnity document (included with the Enrolment pack) stating that you, as parents, take full responsibility for the placement of your child.

The school will ask at the time of enrolment about your child's health and information about any special needs that may have to be addressed, and an indication of their level of English.

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

All the information you provide will remain confidential.

If any of the details you provide at the time of enrolment changes, it is your responsibility to notify the school of the change.

Diagnostic tests are conducted once your child has settled into Manning Intermediate School and will include an assessment of proficiency in the English language.

### **Health**

Manning Intermediate School has agreed to observe and be bound by the Code of Practice of International Students 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 [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international)

### **Immigration**

Full details of visa and visa 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](http://www.immigration.govt.nz)

### **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 [www.moh.govt.nz](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 [www.acc.co.nz](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 which must be provided in English. Where students have separate travel and medical insurance policies, the travel insurance policy should cover:

- Loss of baggage and other personal effects
- Accident and injury
- Disruption to travel plans
- Cost of medical care in "stopover" countries

**The policy should:**

- Commence the minute the student leaves home for the airport on their way to New Zealand
- Apply while in transit
- Apply while the student is in New Zealand
- Cover the student for any trips to other countries during the period of the study
- Cover the student for any holidays back to their home country during the period of study

When enrolling students who are already in New Zealand, Manning Intermediate will require proof of insurance prior to confirmation of enrolment.

“Sums insured” is the money available in the event of a claim. It is imperative that the sums insured are very high so they will not be exceeded in any possible claim. Current policies range from \$600,000 to “unlimited cover”. In order to “future proof” policies, sums insured of one million dollars plus are suggested. Medical benefits generally range from general practitioner visits and prescriptions through to major hospitalisation (both public and private), optical cover and emergency dental cover.

If you need assistance finding a suitable insurer please contact the school

**Withdrawal Procedures**

If a student is to be withdrawn from our school please notify the school in writing explaining the reasons. The school will then decide if any refund is payable.

The school will inform the Immigration Service.

**Termination of Contract**

The school reserves the right to terminate the contract, and the student will be asked to leave the school because of misbehaviour, poor attendance or violation of school rules. If the tuition is terminated the school will notify the New Zealand Immigration Service.

# **The New Zealand Code Of Practice For The Pastoral Care Of International Students**

## ***Summary of the Code of Practice for the Pastoral Care of International Students***

### **Introduction**

When students from other countries come to study in New Zealand, it is important that those students are well informed, safe, and properly cared for.

New Zealand educational providers have an important responsibility for international students' welfare.

This pamphlet provides an overview of the "Code of Practice for the Pastoral Care of International Students" (the Code), and provides a procedure that students can follow if they have concerns about their treatment by a New Zealand educational provider or agent of a provider.

### **What is the Code?**

The Code is a document that provides a framework for service delivery by educational providers and their agents to the international students. The Code sets out the minimum standards of advice and care that are expected of the educational providers with respect to international students. The Code applies to pastoral care and provision of information only, and not to academic standards.

### **Who does the Code apply to?**

The Code applies to all education providers in New Zealand with students enrolled on international study visas. The Code is mandatory to these providers and must be signed by them.

### **What is an "International Student"?**

An "international student" is a foreign student studying in New Zealand on a study visa from the New Zealand Immigration Service.

### **How can I get a copy of the Code?**

You can request a copy of the Code from your New Zealand educational provider. The Code is also available online from [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international)

### **How do I know if an educational provider has signed the Code?**

The New Zealand Ministry of Education maintains a register of all signatories to the Code. The list will be available from [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international). If the educational provider that you are seeking to enrol with is not a signatory to the Code, you will not be granted a visa from the New Zealand Immigration Service and will not be able to study at that institution.

## **Student Welfare**

Manning Intermediate 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**

Manning Intermediate 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 visas will be included.

## **In-School Support and Conditions for International Students**

- The International Coordinator or first language support person will be the first point of contact if an international fee paying student faces difficulties adapting to her/his new 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 'Complaints'.
- 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 (included with the information provided).
- 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 to notify the Children's Young Person's and Families Service (CYFS) or the New Zealand Police and follow the 'Breaking the Cycle', CYFS reporting protocol.

Richard Chambers  
Principal  
Manning Intermediate School

## **GENERAL INFORMATION FOR ALL STUDENTS**

Please refer to our Prospectus and Student Handbook.

## **Grievance Procedure**

### **International Education Appeal Authority (IEAA)**

The IEAA is an independent body established to deal with complaints from international students about pastoral care aspects of advice and services received from their educational provider or the providers agents. The IEAA enforces the standards in the code of practice.

### **How to make a complaint to the IEAA**

All complaints should be made in writing and sent to:

IEAA

C/- Ministry of Education

Private Bag 47 911

Ponsonby, Auckland

Phone 00649 374 5481

Fax 00649 374 5403

Your documentation should include:

- Your full name.
- Your physical address.
- Your telephone number.
- Your email address.
- If someone else is acting on your behalf, your confirmation that they are authorised to act for you.
- Name and address of the education provider your complaint is about.
- Date of course commencement.
- If possible, copies of the enrolment documents you signed.
- Brief details of the nature of the complaint.
- Other relevant documentation relating to the enrolment, course taken and the complaint.
- Information about the steps you have taken through the institution's internal complaints procedure.
- The name(s) and contact details of other organisations that you have also referred your grievance to.

Richard Cambers

Principal



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## INDEMNITY DOCUMENT FOR INTERNATIONAL STUDENTS LIVING WITH DESIGNATED CAREGIVERS

I/We acknowledge that I/we have decided to place my/our child within the care of a caregiver vetted and monitored by myself/ourselves in order for them to attend Manning Intermediate as an International Fee Paying Student. 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.

He/She will attend Manning Intermediate for \_\_\_\_\_ terms from \_\_\_\_\_ to \_\_\_\_\_ .

Student's Name (as appears on passport) \_\_\_\_\_

Caregiver's Name \_\_\_\_\_

Caregiver's Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Should this arrangement change I/We undertake to inform Manning Intermediate immediately. Further, I/we understand that should Manning Intermediate have any concerns regarding the welfare of my/our child they may refer for further action or refer the matter to the relevant child welfare authorities, or any other appropriate agency in New Zealand.

I/We take full responsibility for placing my/our child with the designated caregiver named above and I/we understand that Manning Intermediate will make every endeavour to provide for the care and welfare of my/our child while studying in their school.

Signed (parents) \_\_\_\_\_

Contact address in Home Country \_\_\_\_\_ .

\_\_\_\_\_

Contact phone in Home Country \_\_\_\_\_

Manning Intermediate 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://minedu.govt.nz/goto/international>

## **Application Checklist**

- Checklist for Students Enrolling – I have received the following”
- Enrolment Form
- Tuition Agreement
- Refund Policy
- Uniform requirements and suppliers
- Complaints/Grievance procedures
- Information on compulsory requirements for individual and travel insurance
- Emergency contact procedures and emergency plan

## **Application Checklist**

- Copy of Passport (Title page and student visa/visa if applicable)
- Tuition Agreement  
A signed statement from parents giving permission for enrolment at Manning
- Signed “Refund Policy” Document
- Passport sized photograph of student
- Copy of student’s latest school report translated into English
- Verification of Travel/Medical Insurance
- Legal Guardian/Designated Caregiver Document  
I understand that my son/daughter will receive a stationery pack on their arrival at school.

## **Refund Policy**

### **A: Refund Policy Explanation - School Fees**

1. If you change your mind before coming to New Zealand, your full fees will be refunded less an administration fee of NZ\$900.00
2. If you wish to withdraw after arriving in New Zealand, no refund will be given, except in the case of:
  - Return home because of the student's serious illness
  - Return home because of death or serious illness of a close member of the student's family

In these cases, under New Zealand law, Manning Intermediate School must retain amounts to cover costs already incurred. The balance of fees received may be returned. Medical evidence (i.e. a certified Doctors Medical Certificate, in English) must be provided.

- No refunds will be made to students who are asked to leave Manning Intermediate School because of misbehaviour or poor attendance.
- No refunds will be made to students who wish to transfer to another educational institution for whatever reason.
- No refunds will be made to students who return home for any reason other than those mentioned above in section 2.
- No refunds will be made where students acquire permanent residence or their parents obtain a work visa after having enrolled at the School.

### **B: Refund Policy for International Students**

This refund policy is based on Section 4B (7) of the Education Amendment (No. 4) Act 1991.

“Where at any time a foreign student withdraws from a subject, course or programme at a State School, the Board may refund to the person who paid the fees (in respect of the students enrolment in the subject, course or programme) the amount of fees referred in subsection (1) of this section (or the sum of any instalments paid in respect of those fees) any amount it thinks appropriate not exceeding the extent (if any) by which the amount paid exceeds the sum of the following amounts:

- a. The Board's best estimate of the cost to the school of providing tuition in the subject, course or programme for one student up to that time;
- b. An amount that in the Board's opinion reflects the use made by one student receiving tuition in the subject, course or programme of the School's capital facilities;
- c. The appropriate proportion of the amount (if any) prescribed under section 4D of this Act for a student receiving tuition at a state school in the subject, course or programme.
- d. The appropriate proportion of the amounts paid by the Board in respect to foreign students;
- e. All other fees prescribed by the Board”

In order to be eligible for any refund, the student must apply in writing to the Board of Trustees, setting out the special circumstances of the claim. In arriving at their decision, the Board of Trustees will take into consideration the special circumstances of the withdrawing student and:

- Costs already incurred by the Board of Trustees
- The salaries of the teachers and support staff and any other components of the fee already committed for the duration of the course
- An amount which covers the use of the facilities and resources to the date of withdrawal
- Any refund of the foreign students fee from the government

I acknowledge I have read and understood the terms and conditions as set out in this Policy

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Signature of Parents or Caregiver