



# St Patrick's College

## WELLINGTON



**Information for  
International Fee-Paying  
Students and Parents**

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# St Patrick's College, Wellington

## Information for International Fee-Paying Students and Parents

### Introduction

You are involved in making a very important decision about your son's future education. St Patrick's College, Wellington is proud to support and assist you in that process.

St Patrick's College, Wellington is the oldest Catholic Boys College in New Zealand and has a history of providing quality education. We are very proud of our tradition and aim to provide an education, which will enable each student to have a lifelong love of learning and the skills to succeed in today's ever-challenging world.

The College offers numerous co-curricular activities which both support learning in the classroom as well as developing a student's social and leisure skills. All International students are strongly encouraged to participate in a co-curricular activity as it enhances a student's integration into the College community and fosters school spirit.

St Patrick's College, Wellington will offer your son:

- an education based on Christian values
- excellent learning opportunities
- a warm, friendly, supportive environment
- an emphasis on excellence and achievement for all
- high standards of discipline and behaviour
- academic excellence
- a wide range of sports, recreational and cultural activities
- modern facilities
- up-to-date technology
- a highly trained and enthusiastic teaching and support staff
- a full English Second Language programme

St Patrick's College, Wellington 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 the College or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz>

## Information on Enrolment and Application

### Mission Statement

Education at St Patrick's is based on Marist tradition and philosophy in which each student is treated as a unique individual who is enabled to grow spiritually, academically, culturally, emotionally, physically and socially in a nurturing Catholic environment.

#### Term Dates 2017:

- Term 1: 1 February - 13 April
- Term 2: 1 May - 7 July
- Term 3: 24 July - 29 September
- Term 4: 16 October - 9 December

#### Term Dates 2018:

- Term 1: 29 January - 13 April
- Term 2: 30 April - 6 July
- Term 3: 20 July - 28 September
- Term 4: 15 October - 7 December

#### Visa:

To obtain a student's visa you must have:

- an offer of placement from the College
- a receipt from the College for the year's fees
- a guarantee of accommodation
- evidence that a student can obtain sufficient funds to support himself during the year.

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>

#### Studies:

On arrival at St Patrick's College a student will be tested to ascertain his level of English - oral and written competency - and the level of prior learning in various subjects. This will determine a student's level of study and will help shape the programme of study chosen. The College reserves the right to adjust a student's course if the work is found to be too difficult. The subjects a student should take depends on what course he wishes to do at a University or Polytechnic or a student's career path.

A student entering the school at Year 12 or Year 13 will find there are many subjects that he cannot do unless he has previously studied them. These include languages, mathematics, physics and chemistry. It is important to remember that a competent level of English is required for all subjects.

St Patrick's College recommends that a student enrol for a minimum of 2 years. This will ensure a higher level of competency in English that will result in a better understanding of the subjects and should result in better grades.

St Patrick's College will endeavour to provide the best possible advice on what subjects a student should take in order to meet set entry criteria. Information about the New Zealand Education System can be obtained from the New Zealand Education Centre (NZEC) or New Zealand Embassy or High Commission in Kuala Lumpur, Singapore, Bangkok, Tokyo, Hong Kong, Jakarta, Seoul or Taipei.

### **Fees:**

If you have accepted an offer of placement you must send your tuition fee of **NZ\$14,000** to the College plus an administration fee of **\$1,000** (these fees include a Government charge of 15%).

The tuition fee covers:

- normal classroom tuition
- textbooks loaned by the College
- Catholic Schools Board Limited attendance dues
- Activity donation
- College magazine

The tuition fee must be paid in full, in advance.

St. Patrick's College can arrange your medical and travel insurance if required. You will be invoiced the premium cost with the tuition fees. The current premium is **\$660** for twelve months.

### **Additional fees:**

These vary according to the individual programme selected by the student and are not covered in the tuition fee. These may include:

- Stationery (about \$100 per year)
- non-programmable scientific calculator for mathematics/physics etc (\$100)
- trips out of the College, including retreats - (approximately \$100)
- subject material fees e.g. UB Art and Design, Year 12 Art, Technology (approximately \$50 or as needed to cover items used)
- winter or summer sports registration fees - (\$50-\$100 approximately, depending on sport)
- entry fees to external examinations and awards
- NCEA Level 1 .....\$383.00
- NCEA Level 2 .....\$383.00
- NCEA Level 3 .....\$383.00
- Uniform - All students must wear the College uniform. Allow approximately \$900. Second hand uniforms may be available.

Please note the additional costs shown here are a guide only and actual costs may vary from these.

**Accommodation:**

Students who require the College to arrange accommodation pay all their accommodation costs to the College. The College then pays the host families board every two weeks.

Homestay costs are **\$270.00** per week

If you wish to leave your homestay you must give two weeks' notice.

**Refunds:**

If an enrolment is cancelled before the student arrives in New Zealand a cancellation fee of 10% of the fees paid will apply. The College full refund policy can be found later in this publication.

If a student leaves partway through the year, once tuition has commenced, no refund will be made except in the case of:

- a student returning home because of his own serious illness
- a student returning home because of a death or serious illness of a close member of the student's family.

In these cases a refund must be applied for in writing by parents or guardians from the student's home country. Medical evidence must be provided. The refund will be paid directly to the parents or guardians in the home country.

There will be no refunds given for the second half of the year.

NO refunds will be made to students who are asked to leave the College because of misbehaviour, poor attendance or violation of the rules regarding motor vehicles, drugs or alcohol.

NO refunds will be made to students who wish to transfer to another school for whatever reason.

NO refunds will be made to students who return home for any reason other than the student's serious illness or death or serious illness of a close member of the family

NO refunds will be made to students who acquire Permanent Residence status during the year after having enrolled at the College

No refund will be given if a student is asked to leave the school because they have not met the requirements of the International Student Tuition Contract or Homestay Contract.

Students who are insured may have the balance of their fees refunded by the insurance company.

**Insurance:**

**MEDICAL AND TRAVEL INSURANCE:** International students must have appropriate and current medical and travel insurance while studying in New Zealand.

St Patrick's College can arrange insurance for you if required. If private travel insurance is arranged proof of cover will be required on arrival at college.

**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>

**Homestay:**

Homestay with a New Zealand family is compulsory for all International students for the duration of their stay. St Patrick's College, Wellington can find suitable homestay accommodation for students and will liaise with the students/guardian/parent/homestay to ensure the educational and pastoral care needs of the student are being met. Homestay hosts will be subject to police vetting. They will be required to complete a Police Clearance Certificate. A representative from the College will visit homestays throughout the year.

Students are not permitted to own or rent a flat/room/house/apartment or live on their own. The College Homestay policy can be found later in this publication.

## **Communication Channels:**

Rector's newsletters are sent twice a term to homestays and contain information about what is happening in the College

The College will send individual reports for each student twice a year. These will tell of academic progress and any activities in which a student is involved

The Assistant Rector will send letters if the College has any concerns regarding the academic performance of a student

Homestay hosts will be contacted by the College to monitor progress

If parents, Homestay Hosts or guardians have any concerns at all about a student they are encouraged to contact the College and express their concerns.

## **Behaviour:**

A high standard of behaviour is required at all times. If a student does not comply with the St Patrick's College Code of Behaviour, the College reserves the right to stand down or exclude the student. No refund of fees will be made. The College treats International students as it does domestic students and College policies apply.

Students are required to attend class every time it occurs. The New Zealand Qualifications Authority regulates the attendance policy for senior classes. If a student does not attend class the parent/guardian will be notified and a student may have his enrolment cancelled if the truancy continues. In this case, the Immigration Department will be notified.

Smoking is not permitted in the College environment or while in College uniform. International students are subject to the same disciplinary procedures as other students.

## **Grievance Procedures:**

Whilst a student is enrolled at St Patrick's College he has the right to have his grievances against the College's perceived breaches of the Code of practice for the pastoral Care of International Students heard fairly.

Homestay, academic, extracurricular and College resource concerns should be presented to the Director of International Students, the House Leader, the Tutor Teacher and the Deputy or Assistant Rector in a timely manner.

All concerns will be discussed within a short timeframe between the parties involved. Student's parents will be kept informed and an independent advocate, conversant in the student's first language, will be available. An independent mediator may be involved.



All discussions and outcomes will be recorded, placed in the student's file and available to the student and his parents.

If the student is not satisfied with the College's resolution of the issue he has the right to write to NZQA or Fairway Resolutions who are an independent service provider to have his concerns addressed. You can contact Fairway Resolutions on 0800 774422 St Patrick's College will follow the procedures set down by this authority and will assist the student in accessing the NZQA.

### **Fees Protection Policy**

The College is required to ensure that all students' fees are protected in the event that the College is unable to continue to offer tuition to international students or in the event that a student is required to return home or is transferred to another institution. The Board of Trustees guarantees to hold in reserve sufficient funds to meet any refund requirements.

All students attending the College are required to take insurance with Unicare which guarantees under Section B Additional Expenses, Section 4 1 (d) cover for students due to "the unforeseen insolvency, regulatory closure or withdrawal of accreditation of any education provider". This policy provides all an extensive travel and medical cover.

### **Obligation by the College:**

The College undertakes to provide tuition as set down in the Course Booklet. The College may decline to offer a subject if there are insufficient students wishing to study it or if there is no staff member available to teach the course. At times it may also be necessary to close the roll of a particular subject if the numbers have reached maximum capacity.

### **Privacy Act:**

The information collected by the College during the enrolment process and during the time the student is enrolled at the College, is intended for use in connection with the education and well-being of the student. A student has the right of access to and correction of the personal information collected by the College.

## International Fee-Paying Students Procedure for Enrolment

### Application:

Enrolment applications may be made by mail or fax using the enrolment forms. Fax or mail the form to :

INTERNATIONAL STUDENT MANAGER  
ST PATRICK'S COLLEGE  
581 EVANS BAY PARADE  
PO BOX 14022  
KILBIRNIE 6022  
WELLINGTON  
NEW ZEALAND

PHONE: ++64 4 939 3070  
FAX: ++64 4 939 3077  
EMAIL: wayne.mills@stpats.school.nz

### Placement:

The College will send you an *Offer of a Placement* form. Year 9 and Year 10 students are placed according to their age. Senior students are placed according to their ability.

### Fees:

If you want to accept the offer, you must send your tuition fee (**\$14,000**, plus an administration fee of **\$1000.00** including GST) to the College.

If you use an electronic transfer please add an additional **NZ\$25** for the Bank charge fee. Our bank account is:

ANZ Bank,  
25 Bay Road, Kilbirnie, Wellington, New Zealand  
Account No. 06 0513 0193557 00

Please notify the College of when the transfer takes place so the money can be credited to the student's account.

On receiving these fees the College will send a letter confirming the student's place and provide a receipt acknowledging payment of the fees. This will be needed for a student visa application.

### **Student Visa:**

To obtain your student's visa you must have:

- An offer of placement from the College.
- A receipt from the College for the fees for one year.
- A guarantee of accommodation.
- Evidence that the student can obtain at least NZ\$15,000 during the year for his own support.
- Copy of passport and birth certificate.
- Visa fee of \$277 (paid to NZ Immigration Service)
- 2 passport-sized photographs

### **Insurance:**

We strongly recommend that insurance is obtained. This can be arranged by the College.

### **Action by Student:**

- Complete all sections of application form and forward to Saint Patrick's College, Wellington.
- Attach copies of school transcripts (in English).
- Forward all fees in full to Saint Patrick's College, Wellington
- Apply for visa/permit using letter of acceptance and receipt for fees paid.
- Complete and return homestay information.

### **Action by St Patrick's College:**

- Receive application.
- Assess application.
- Meet with student/guardian/parent if possible.
- Issue letter offering a place at the College. This will include an invoice for fees.
- Issue receipt and letter of acceptance (for visa application).
- Police vet homestay hosts.

## International Student Summary of Fees:

Tuition Fees: **\$14,000.00**

Administration Fee: **\$1000.00**

This includes:

- Normal classroom tuition
- Textbooks loaned by the College
- Catholic Schools Board Limited attendance dues
- Activity donation
- College Magazine
- Camp and Retreats

Accommodation Fees: **\$270.00** per week

Insurance: **NZ\$660.00** (If arranged by the College) School

uniform: **NZ\$900.00** (approximately) NCEA Examination Fees:

**NZ\$383.00** (for senior students only)

Additional costs: Personal items and spending money - Internet use if applicable - Transport costs

Electronic Device: Year 9 to Year 11 students will require a device e.g. laptop, tablet. These will be purchased through the College and will be included in the invoice.

Additional Fees (approximate):

- Exercise books/calculator: **NZ\$100.00**
- Subject Material fees (Art, Design, Technology): **NZ\$150.00**
- Sports Registration: **NZ\$50.00-\$100** per season\*  
*\*summer season = Terms 1 & 4, winter season = Terms 2&3, also depends on which sports being played*

