

## ENROLMENT INFORMATION

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- Code of Practice
- Enrolment Procedure
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- Student Support Service
- Orientation



**Awatapu College**

434 Botanical Road  
Palmerston North  
Telephone +64 6 356 4817  
Facsimile +64 6 356 4819

# **CODE OF PRACTICE FOR INTERNATIONAL STUDENTS**

## **Code**

Awatapu College has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry 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 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:

[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 while in New Zealand, you may be liable for the full costs of that treatment. Full details of 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 excellent 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.



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## International Students

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### ENROLMENT PROCEDURE

#### Follow these steps to enrol at Awatapu College:

1. Read and complete:

**Form A** International Student Pre-enrolment Application

**Form B** International Student Conditions of Enrolment

**Form C** International Student Agreement

**Form D** Liaison Agreement

\* Attach a recent academic report and behaviour reference from the student's current school.

2. Return these to:

Mrs Z Codd  
Director of International Students  
Awatapu College  
434 Botanical Road  
Palmerston North 4412  
New Zealand

Phone: +64 6 356 4817 ext 8843

Fax: +64 6 356 4815

Email: [link@awatapu.school.nz](mailto:link@awatapu.school.nz)

3. When these have been received, Awatapu College will send you a 'Provisional Offer of Place' and a fee invoice. A confirmed 'Offer of Place' and receipt will be issued when all fees have been paid.

4. New Zealand Immigration Service will require evidence that school tuition fees have been paid and an 'Offer of Place' letter issued before the student visa is finalised. The application form for a New Zealand Student Visa can be obtained through a New Zealand Immigration Service Office overseas. You can also download it from the website [www.immigration.govt.nz/study](http://www.immigration.govt.nz/study)

5. New Zealand 'Designated Caregiver' or Liaison Person Agreements need to be signed with the College before commencing study at Awatapu College.

6. The College enrolment process will be completed when the student arrives in New Zealand. English language proficiency and academic assessments will be undertaken. Awatapu College reserves the right to place the student in courses that are appropriate, based on the results of these assessments.

7. An orientation programme will be provided at Awatapu College and course adjustments can be made by negotiation after a settling in period of 2 – 3 weeks.

Mrs Zoe Codd, [link@awatapu.school.nz](mailto:link@awatapu.school.nz) (Director of International Students) will assist with matters relating to the enrolment procedures. Mrs Mary Mathews (Head of Department ESOL/Dean of International Students) will assist with academic and school matters.



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## ACCOMMODATION

### 1. Private Arrangements

Parents may select their own accommodation for the student but under the Code of Practice, these arrangements must be approved and confirmed by the College and comply with Awatapu College International Student Homestay requirements. If parents nominate a close family friend or relative to care for their son/daughter while studying at Awatapu College, they will be required to complete 'Designated Caregiver' forms.

### 2. Homestay Accommodation Arranged by Awatapu College

- Awatapu College employs administration and homestay support staff. It is their responsibility, in consultation with the Dean of International Students, to place students in suitable homestays and monitor these arrangements.
- Parents will indicate on the enrolment form if they require the College to find homestay accommodation.
- Homestays are with local Palmerston North families who have been assessed as suitable carers. Students have individual rooms with study facilities and a good level of service and support. All homestay families are New Zealand Police vetted.

### 3. Costs

- The cost of homestay accommodation is NZ\$210.00 per week.
- The average annual fee for 46 weeks is NZ\$9,660.00 (excludes summer vacation).
- Awatapu College charges an administration fee of \$1,250.00 per year for long-term students and \$300.00 for short-term students. This fee is for administration, homestay monitoring and 'Code of Practice' compliance.

### 4. Application Process

If parents indicate that they require assistance with homestay accommodation, this must be indicated at the pre-enrolment stage.

### 5. Parent as Guardian

- If a parent is living in New Zealand with their son/daughter, the parent will be eligible for a New Zealand Immigration 'Guardianship Visa'. Contact New Zealand Immigration Service for details.
- If a parent is planning to live in New Zealand with their College son/daughter, a 'Parent as Guardian Agreement' form must be completed on enrolment.

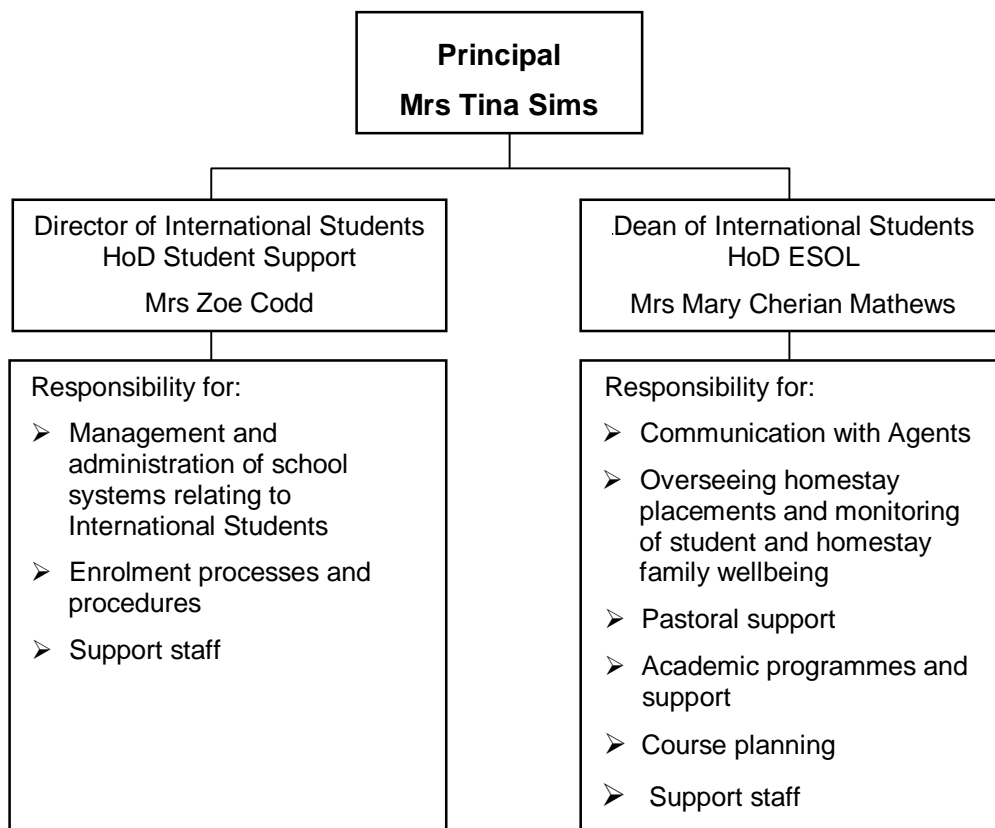


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### STUDENT SUPPORT SERVICE



- 1.1 These two key staff, along with the International Student Administrator, ESOL teaching and support staff, provide specialised and specific support to International Students.
- 1.2 The International Student Administrator, Mrs Marion Lomaloma, has responsibility for office administration, student visas and health insurance. Homestay provision, assessments and visits are undertaken by Mrs Marion Lomaloma and Mrs Judy Tate.
- 1.3 All international students at Awatapu College have full access to the Student Support Services available to all students. These include, but are not exclusive to, Year Level Deans, Guidance Counsellor and Careers Advisor.
- 1.4 If any problems arise for international students, senior or other staff involved will refer to the Director of International Students or HoD ESOL/Dean of International Students for advice and incident investigation before proceeding. Such problems may relate to disciplinary matters, social or emotional issues.
- 1.5 Where necessary a 'student mediator' will be used to assist with communication difficulties. If a matter is serious and language barriers exist, a community person, fluent in both English and the student's first language, will be called in to assist with communication.
- 1.6 If serious personal wellbeing matters arise, the college will contact the student's family in the student's home country.



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## ORIENTATION

### On Arrival in New Zealand:

#### 1. Student enrolled by a relative or family friend

A student who is enrolled at Awatapu College by members of the student's extended family or family friends will meet the student on arrival and help the student settle in. If support is required from the College, prior arrangements need to be made with the International Student Office.

#### 2. Student enrolled through agent and who need support from the time they arrive in New Zealand

Awatapu College International Student Office staff or the local agent takes responsibility for meeting the student at the Palmerston North Airport and linking the student with the homestay family. The College, through the International Student Office, takes responsibility for ensuring that the following processes are in place:

- a) Settling the student into the homestay and completing all necessary documentation
- b) Ensuring the student makes contact with the student's family in their home country
- c) Attending to all business matters e.g. banking, enrolment, uniform, stationery etc.
- d) Discussing travel arrangements to and from school

### School Orientation

An orientation programme, which covers the following, is provided in the first week:

- Introduction to key personnel in the International Students/ESOL Department and wider school
- Familiarisation with the school layout, systems and routines, e.g. log book, timetables, daily routines, classroom routines, learning styles, rules, support systems and after school activities
- Cultural and social information that will assist the student to settle into the New Zealand way of life
- English Language and academic assessments
- Academic planning including long term and short term goals
- Use of a 'buddy' or teacher aide to assist the student to settle into the school environment, facilitate introductions with other students and provide peer support

Awatapu College integrates students into regular classes within the first week. They are accompanied to classes by teacher aides or designated peer support students who support them in regular classes. Specialist ESOL classes and academic subject support are provided to all international students in the ESOL Suite.