



WADESTOWN SCHOOL

Tuition Agreement for International Students

Parents wishing to enrol their child at Wadestown School, under the International Student programme, need to accept the following conditions. This agreement is required to be signed and returned to Wadestown School two months prior to the commencement of the programme.

Background

Our International Student programme is a key component of the school's Strategic Plan. The programme we offer is to include up to 12 International Students for periods of between one term and one year (*Only children in Years 7 and 8 and who will be turning at least 11 years of age in the first term of instruction at Wadestown School will be placed in the homestay accommodation programme*).

NB. The number of International Students and the duration of their stay at Wadestown School may vary from time to time.

The rationale of the Wadestown School Board of Trustees in agreeing to the International Student programme is that the enrolment of International students brings a diversity to our student population that we presently do not have. Wadestown School is a Decile 10 school of 320 children with a roll that is 98% European.

1. Our programme's intention

- All Wadestown children will benefit from the inclusion of International Students. Our present school roll will be broadened and enriched by the associations that will develop between an ethnically and culturally different group of children.
- The International Students will benefit from the English immersion programme that we offer. They will be provided with a cultural and language experience that is not available to them in their home countries.

2. The content of the programme

- A normal New Zealand classroom primary school programme will be offered to the International Students. This will include: Mathematics, English, Science, Social Studies, Health and Physical Education, Art, Music, Drama, Dance, Technology. Year 7 and 8 children will also be introduced to Technicraft (ie. Woodwork, Cooking, Sewing, Metalwork)
- Some acknowledgement will be made of culture, language, and special of International Students
- An Orientation Programme is provided
- Start and completion dates for the programme relate to the beginning and end of each school term:

3. Methods of Assessment and Reporting

- Teachers are required to write a written and comprehensive report for each child at the end of the child's programme, or at the end of the year.
- The International Student Manager will monitor the pastoral care of children and will report concerns to the principal
- When and if the need arises the school will contact parents

4. Criteria for the selection of children

- The recruitment agent selects children for placement on the programme.
- Each child must comply with the conditions outlined in the “New Zealand Code of Practice for the Pastoral Care of International Students. (www.minedu.govt.nz/goto/international)
- The recruitment agent is responsible for the enrolment of children on the basis of this Tuition Agreement and the International Recruitment Agency contract. There is no provisional enrolment.
- Applications are submitted no later than 2 months prior to the commencement of the programme. Applications must be accompanied by the full fee payment and all recent school reports done on the child relating to learning proficiencies, particularly in English.

5. In-school support for International Students

- The children receive support from the International Student Manager, who has experience in English as Second Language support of International Students.
- The children will be assisted by the International Student Manager, to:
 - liaise between the school, the agent and homestay caregivers
 - organise special events,
 - develop and administer an orientation programme,
 - oversee teachers writing of progress reports and collate assessment profiles
 - provide in-school pastoral care
- Children will enter classes with less than 30 children. Each child will be put into a class corresponding to their age (where appropriate), and with at least one other International Student.
- If children are absent or not achieving this is brought to the attention of the International Student Manager. Usually this will be addressed through discussion between the manager, the child and the homestay. In the event that the child is unable to complete the programme, for whatever reason, the International Student Manager, in consultation with the designated caregiver, will contact the parents/caregivers of the child to seek advice.

6. Fees and charges

Fee charged is **\$12,000 per year** (includes GST) or **\$3,000 per term**. This fee does not include any after school care costs. To be paid to Wadestown School prior to the commencement of the programme. This includes all school expenses incurred during the programme (excludes all out-of-school expenses). It will cover:

- Contributions to general school resourcing
- Teacher staffing component
- Donations and fundraising contributions
- Activity Fee (trips, visits, performances)
- Stationery, photocopying, technicraft fees
- Release days for the International Student Coordinator
- Teacher Aide, plus training and ESOL resources
- Korean Student Coordinator contingency expenses (eg. travel)
- Ministry of Education fee

If the child leaves or his/her status is changed from International to Domestic student, before the completion of the year, the expenses noted above may not be included in the fee.

The policy outlining the process for the refunds of fees for tuition costs is attached

7. After School Care

The school has an after school care programme operating between 3pm and 6pm Monday to Friday. This is an optional programme that is to be provided by an independent company who charge a fee for supervision, activities and food. Such costs are in addition to school fees and charges as listed above.

8. Homestay accommodation.

- All children are hosted in homestay. These have been chosen by the school in consultation with the Recruitment Agent. The final responsibility for the welfare of the children in out-of-school hours remains with the school.
- International Student Homestay Guidelines and all other Ministry of Education guidelines and requirements are available on the Ministry of Education website:
www.minedu.govt.nz/goto/international,
- Regular visits (minimum of one per term) are made by the International Student Manager to the Homestay premises to monitor it's continued compliance within the International Student Homestay requirements.

9. Procedures for student withdraws or when tuition has been terminated

- If children are absent or not achieving in the programme this is brought to the attention of the International Student Manager. Usually this will be addressed through discussions between the manager, the child, and the homestay. In the event that the child is unable to complete the programme, for whatever reason, the manager, in consultation with the homestay and the recruitment agent, will contact the parents of the child to seek advice.
- Significant and repeated misbehaviour on the part of any International Student may result in the school ending the child's enrolment in the programme. Provisions for this are covered by the same Ministry of Education requirements and conditions as those of New Zealand children. That is that after discussions with the parents/caregivers the school has the authority to 'stand down', suspend or dismiss children. The fee refund process associated with a child withdrawing is included in the Refund of International Student Fees.
- If the child is withdrawn, ceases to attend, or tuition is terminated, the school will notify the NZ Immigration Service.

10. Code of Practice for the Pastoral Care of International Students

- Wadestown 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. Full 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>
- Health and Travel Insurance: International Students under this programme are not entitled to publicly funded health services while in New Zealand. We require that you must have medical insurance that will cover the cost of medical treatment in New Zealand.
- Immigration: Full details of the visa and permit requirements can be viewed on their website: <http://www.immigration.govt.nz>



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As the legal guardian ofI have decided to enrol my child in Wadestown School, on the basis of the conditions outlined in this agreement, in order for him/her to attend as an International / Foreign Fee Paying Student.

He/she will attend Wadestown School for () terms, from to

..... (child's name as appears on passport).

..... (preferred name in New Zealand).

Should this arrangement change I undertake to inform Wadestown School immediately.

Failure to provide relevant information or the provision of false information in the APPLICATION FOR ENROLMENT AS AN INTERNATIONAL STUDENT AT WADESTOWN SCHOOL may result in the termination of this agreement

Signed (legal guardian)

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(Legal guardian's name as it appears on passport).