



## Victoria Avenue School INTERNATIONAL STUDENT PROSPECTUS



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Ministry of Education Information for International Students:  
<http://www.minedu.govt.nz/NZEducation/EducationPolicies/InternationalEducation.aspx>

## 1. INTRODUCTION

Victoria Avenue School welcomes international students and values the rich social mix overseas students provide in our school community. We are proud of our diverse student population. International students further enhance this rich diversity and provide opportunities for “kiwi” kids to broaden their horizons, reduce ethnocentrism and strengthen bonds with other cultures. We provide a comprehensive programme for international students, designed to enable them to gain a full appreciation of New Zealand life while developing their skills in English.

## 2. INTERNATIONAL STUDENT PROGRAMME

All international students are placed in a class of their year level and are expected to participate fully in all areas of the curriculum. Consideration is given to their level of English. Students are withdrawn on a regular basis for intensive one-to-one or small group English lessons with the ESOL teacher. English lessons continue until the student is able to function independently within the classroom.

The Deputy Principal, Jane Cameron, is responsible for initiating this programme. Jane will liaise directly with the classroom teacher and Julie McCabe, the ESOL teacher to ensure the student is settling in well, progressing with English, and the school curriculum. Jane will provide support for the student and liaise with the home as required. (See Appendix 4)

Please read the main school prospectus for further information on Victoria Avenue School, our environment, staff and programmes.

## 3. ENROLMENT

### 3.1 Enrolment conditions

Victoria Avenue School has a Foreign Student Policy (Appendix 1) and is a signatory to the Code of Practice for Pastoral Care of International Students (Appendix 3).

Victoria Avenue School will not accept any student who is not living with parents or a legal guardian. Information on legal guardianship is attached.

No student will be refused acceptance due to his/her English proficiency.

A placement in the school will be offered when conditions of enrolment are met, a vacancy is available in the year level of the prospective pupil, and the fees have been paid.

Any change in contact details or residential address, must be given in writing to the school on or before the date of change.

If a student is granted New Zealand residency, while enrolled as an international student, and is living within the school zone they may attend the school without further fees being paid.

However out-of-zone pupils must apply under the ballot system to continue attending Victoria Avenue School. All changes in residency must be advised in writing immediately.

Students are accepted on a per-term or annual basis only.

### 3.2 Health services

Most students are **not entitled** to publicly funded health services while in New Zealand unless they are:

- A resident or citizen of Australia,
- A national of the United Kingdom and New Zealand,
- Hold of a temporary permit that is valid for 2 years or more

If you do not belong to one of the above special categories and you require medical treatment during the time your child is studying in New Zealand, you will be liable for the full cost of all 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>.

### 3.3 Medical and travel insurance

International students **must have** appropriate and current medical and travel insurance while studying in New Zealand.

### 3.4 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>.

### 3.5 Dental insurance

Your child is **NOT** eligible for free dental service. You can obtain dental insurance for your child.

### 3.6 Procedures once enrolment has been received

Upon receipt of a completed enrolment application, the following procedures will occur:

- An interview will be scheduled. This interview will be attended by the prospective student, parents, a translator (if required), and the Principal or nominated Associate Principal.
- The interview will comprise:
  - A tour of the school
  - A tour of classrooms and outline of daily programmes
  - An assessment of the student's English level
  - A discussion of the code
  - Questions the family may have
- A letter of placement will be offered. Parents have a maximum of 14 days to accept the placement.
- Acceptance is by the payment of the full annual tuition fees.
- The student may then attend school.

When the student begins school they may undergo a period of assessment to ensure they are placed at the correct Year level.

## 4. FEES

### 4.1 Tuition Fees

Fee structure as follows :

1<sup>st</sup> and 2<sup>nd</sup> years' attendance \$NZ12,500 per year

3<sup>rd</sup> and 4<sup>th</sup> years' attendance \$NZ12,000 per year

5<sup>th</sup> and 6<sup>th</sup> years' attendance \$NZ11,500 per year

This fee structure includes:

- All classroom tuition
- Text books on loan
- ESOL tuition
- Gifted and Talented programmes
- Stationery
- Activity Fee      Day visits to support topic learning
- Entertainers visiting the school
- \$500 administration and government levy.

All students will participate fully in all aspects of Victoria Avenue School life.

### 4.2 Fees for extra curricular activities (voluntary)

Art

Music

Sports after school hours

Costs for these activities varies depending on activity selected.

### 4.3 Fees for after school care

Our After School Care Programme operates 5 days a week from 3-6pm. Fees for the programme are NZ \$15.00 per day. There is a late pick up fee of NZ \$10.00 for each 15 mins or part thereof. We have a limit of 35 children and have a 1:10 student supervisor ratio. Bookings are taken on a first received basis.

### 4.4 Refund of fees

Victoria Avenue School has a Refund Policy (Appendix 2).

## 5. SCHOOL UNIFORM

All students are required to wear the following school uniform.

### Girls

Navy Blue Skort  
 White polo shirt with school crest – short sleeved or long sleeved.  
 Navy blue Polar fleece  
 Sunsafe Hat  
 Shoes or sandals

### Boys

Navy blue shorts or long trousers  
 Navy blue polo shirt with school crest – short sleeved or long sleeved.  
 Navy blue Polar fleece  
 Sunsafe Hat  
 Shoes or sandals

### Sports uniform – All students

PE Uniform  
 Sports shoes

Uniforms can be obtained from the School Uniform Shop at the school. Order forms can be collected from the school office. Orders lodged by Tuesday morning will be distributed on Thursdays.

Order forms are available from our online shop, it is on the front page of our website:

<http://www.victoriaave.com/school-shop>

## 6. TERMINATION OF TUITION

If the student's behaviour is of an unacceptable level then an interview with the student, parent/caregiver and school will be arranged. If the behaviour does not improve the parent will be notified in writing. If there is still no further improvement the student will be asked, in writing, to leave at the end of term or sooner if the school decides, and will not be eligible to return. An "acceptable level of behaviour" would be seen as obeying the school rules.

## 7. WITHDRAWING YOUR CHILD FROM SCHOOL

Parents must advise the school in writing least two weeks in advance, giving the date of the final day of attendance and the reason for leaving. The school's Refund Policy will apply when a student withdraws. The New Zealand Immigration Service will be notified of the intended date of withdrawal.

If the student does not attend school for more than 21 consecutive school days the school will notify the parent/guardians in writing that the enrolment has been terminated. The student's enrolment at the school will be held if the parents have previously advised the school in writing that an absence will be taking place and have provided a reason for the absence.

## 8. PASTORAL CARE

Associate Principal, Jane Cameron will take care of any concerns you may have. Her email address is [j.cameron@victoria-avenue.school.nz](mailto:j.cameron@victoria-avenue.school.nz)

## **9. GRIEVANCE PROCEDURE**

All grievances should be immediately reported to the school. Any staff member may be approached. The staff member must record in writing what the grievance is about. The written record must include:

- The date of the grievance
- The name of the student involved
- The name of the person advising the grievance
- The nature of the grievance

The written record of the grievance will be given to the Principal, Janice Adamson and the International Student Manager Jane Cameron.

A copy of the written record will be placed in the international student's file.

Parents will be advised they can contact the International Education Appeal Authority, whose address is:

International Education Appeal Authority  
Tribunals Unit  
Private Bag 32001  
Featherston Street  
Wellington 6011

## **10. IMMIGRATION**

Full details of visa and permit requirements are available through the New Zealand Immigration Service, and can be viewed on their web site at <http://www.immigration.govt.nz>

Student visas can now be applied for online. An application will take 7 - 14 days to process.

**Appendix 1.**

<b>Victoria Avenue School Board of Trustees Policy</b> <b>FOREIGN FEE PAYING STUDENTS</b>
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Legislative reference: Education Act 1989  
Immigration Act 1987 Section 40.

**Purpose:**

To enable the school to enrol fee paying students, if there are vacancies available at the appropriate levels and having regard set from time to time by the Board.

**Objectives**

1. The recommended number of foreign fee-paying students will be set from time to time by the Board.
2. A foreign fee-paying student can only be enrolled at the discretion of the Principal, having regard to the board's policy on class sizes and allowing room for 'in zone' eligible students.
3. Before any enrolment is finalised, the potential student must have satisfied all legal immigration requirements including the placement of a current student visa in his/her passport and will be covered by health and dental insurances.
4. The principal must be satisfied all foreign fee paying students must be living with a parent or legal guardian.
5. Individual or small group teaching will not be an automatic right for an overseas student but will be assessed according to individual needs and school resources.
6. Fees for foreign students are to be paid in full, in advance and are non-refundable, except in circumstances as outlined in the prospectus for foreign fee paying students, and non-transferable. Refer to Foreign Fee Paying Students Refund Policy.
7. Fees are set at the discretion of the finance sub-committee. A cost structure will be decided which covers the costs of educating a foreign student at Victoria Avenue School.

**Appendix 2.**

<b>Victoria Avenue School Board of Trustees Policy</b> <b>FOREIGN FEE PAYING STUDENT FEE REFUND POLICY</b>
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If a student wishes to withdraw prior to the start of the course, fees will be refunded in full, less an administration fee of NZ \$900, to cover costs incurred by the school.

If a student wishes to withdraw after the start of the course no refund will be made except in the case of:

- Returning home due to student's serious illness.
- Returning home because of death or serious illness of a close member of the student's family.

In these cases, under New Zealand law, the school must retain amounts to cover costs already incurred. The balance will be returned. Medical evidence must be provided in these instances.

If a student gains residency during the course no further fees are to be paid. The new resident will now abide by the school enrolment scheme. Documentation must be provided within 14 days.

No refunds will be made to students asked to leave the school because of misbehaviour, poor attendance or violation of school rules.

No refunds will be made to students who wish to transfer to another school for any reason.

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

## **SUMMARY OF THE CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS**

### **1. 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 article 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.

Victoria Avenue 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:

<http://www.minedu.govt.nz/NZEducation/EducationPolicies/InternationalEducation/ForProvidersOfInternationalEducation/CodeofPracticeforInternationalStudents/CodeOfPractice.aspx>

We have copies of the Code of Practice in Korean and Chinese as well as English.

### **2. WHAT IS THE CODE?**

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

### **3. WHEN DOES THE CODE APPLY?**

The Code commenced on 31 March 2002. You will need to check with the Ministry of Education to see if your provider is a signatory to the Code.

### **4. WHO DOES THE CODE APPLY TO?**

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

### **5. WHAT IS AN "INTERNATIONAL STUDENT"?**

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

### **7. HOW CAN I GET A COPY OF THE CODE?**

You can request a copy of the code from your New Zealand education provider. The Code is also available online from:

<http://www.minedu.govt.nz/NZEducation/EducationPolicies/InternationalEducation/ForProvidersOfInternationalEducation/CodeofPracticeforInternationalStudents/CodeOfPractice.aspx>

### **8. HOW DO I KNOW IF AN EDUCATIONAL PROVIDER HAS SIGNED THE CODE?**

The New Zealand Ministry of Education will maintain a register of all signatories to the Code. This list will be available from:

<http://www.minedu.govt.nz/NZEducation/EducationPolicies/InternationalEducation/ForInternationalStudentsAndParents/CodeOfPracticeInfoForStudents/SignatoriesCodeOfPractice/Schools.aspx>

If the educational provider that you are seeking to enrol with is not a signatory to the Code, you will not be granted a permit from the New Zealand Immigration Service and you will not be able to study at that institution.

### **9. WHAT DO I DO IF SOMETHING GOES WRONG?**

If you have concerns about your treatment by your educational provider or by an agent of the provider, the first thing you must do is contact the Principal or another person who has been identified to you as someone that you can approach with regards to complaints at your institution. The Code requires all institutions to have fair and equitable grievance procedures for students and you need to go through these internal processes before you can take the complaint any further. If your concerns are not resolved by the internal grievance procedures, you can contact the International Education Appeal Authority (IEAA).

The Code sets standards for educational providers to ensure that:

- High professional standards are maintained
- The recruitment of international students is undertaken in an ethical and responsible manner
- Information supplied to international students is comprehensive, accurate and up-to-date
- Students are provided with information prior to entering in to any commitments
- Contractual dealings with international students are conducted in an ethical and responsible manner
- The particular needs of international students are recognised
- International students under the age of 18 years are in safe accommodation
- All providers have fair and equitable internal procedures for the resolution of international student grievances.

Full details of what is covered can be found in the Code itself.

The Code also establishes the IEAA and the Review Panel to receive and adjudicate on student complaints.

#### **10. WHAT WILL THE IEAA DO?**

The purpose of the IEAA is to adjudicate on complaints from international students. The IEAA will investigate complaints and determine if there has been a breach of the Code. The IEAA has the power to impose sanctions on educational providers who have committed a breach of the Code that is not a serious breach. These sanctions include an order of restitution, publication of the breach, and/or requiring that remedial action be undertaken. The IEAA will refer complaints that are not about pastoral care to another regulatory body if appropriate. The educational provider will be given a reasonable time to remedy the breach. If the breach is not remedied within that time, the IEAA may refer the complaint to the Review Panel. The IEAA can determine if it considers that a breach of the Code is a serious breach. If the breach is serious, the IEAA will refer the complaint to the Review Panel.

#### **11. WHAT CAN THE REVIEW PANEL DO?**

The Review Panel can remove or suspend an educational provider as a signatory of the Code, meaning that the provider would be prevented from taking any more international students. Only the IEAA can refer complaints to the Review Panel.

#### **12. WHAT IS THE INTERNATIONAL EDUCATION APPEAL AUTHORITY?**

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 provider's agents. The IEAA enforces the standards in the Code of Practice.

#### **13. HOW CAN I CONTACT THE IEAA?**

You can write to the IEAA at: The International Education Appeal Authority  
 C/O Ministry of Education  
 PO Box 1666  
 Wellington  
 New Zealand