NAYLAND COLLEGE
TE KARETI O NEIRANA

INTERNATIONAL STUDENT APPLICATION PACKAGE 2023

Welcome to Nayland College – a successful, innovative co-educational secondary school.

Within our warm friendly environment, you will have opportunities to make positive progress in all areas of academic, cultural, sporting and personal growth.

We look forward to receiving your application.



Daniel Wilson
Principal

Enrolment Procedure:

Step 1: **Complete and sign the following:**

- Application form and Contract of Enrolment

Provide:

- A recent school report;
- A letter in English introducing yourself **written by you without assistance** including some photos of you and your life;
- Any other relevant certificates, national examination results, character references.

Return to Nayland College, 166 Nayland Road, Stoke, Nelson 7011, New Zealand or Email: international@nayland.school.nz

Step 2: **If your application is successful you will receive by email:**

- An Offer of Place;
- An Invoice for fees with detail of payment procedures.

Step 3: **When we have received your fees, you will be forwarded:-**

- A Receipt of Payment

Step 4: **Apply for your Student Visa online (https://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa) or from your nearest New Zealand Embassy or High Commission.**

Step 5: **Inform the College when your visa has been approved, insurance details (if not organised by Nayland College) and your arrival details.**

Nayland College is a signatory to the "The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021"

Dear Enquirer

A. Compulsory Fees

I. Tuition Fee

Our 2023 Course Tuition Fee for one year is **NZ$16,000.00**.
This covers the student's tuition fee and course related expense as listed: $25 stationery pack, Loan of Textbooks, English language support and orientation programme.

The student is responsible for additional curriculum costs, extra-curricular costs (sport, music…etc.), uniform, examination fees, personal and recreational costs.

II. New Zealand Government Levy of **NZ$429.00.**
This fee is worked out at NZ$11.00pw based on a 39-week year.

Full payment of the course tuition fee and New Zealand Government Levy is required upon acceptance of enrolment.

III. Homestay Fee

Homestay will be arranged by the school at the cost of **NZ$285.00 per week**.
The homestay fee will be invoiced for the dates the student is enrolling at Nayland College. It is a New Zealand Immigration Department requirement that homestay fees are paid for the student's entire period of study.

IV. Administration Fee $550

V. Uniform is compulsory for years 9-10 and is optional for international students in years 11-13. Uniform can be purchased on arrival and is an additional cost of $300-500. For more information please look at the College website: https://nayland.school.nz/high-school-life/uniform/

One Term	**Tuition Fee**	$5500.00
	Administration Fee	$550.00
		$6050.00
Plus Government Levy @ $11.00 pw		
Two Terms	**Tuition Fee**	$8000.00
	Administration Fee	$550.00
		$8550.00
Plus Government Levy @ $11.00 pw		
Three Terms	**Tuition Fee**	$12000.00
	Administration Fee	$550.00
		$12550.00
Plus Government Levy @ $11.00 pw		
Four Terms	**Tuition Fee**	$16000.00
	Administration Fee	$550.00
		$16550.00
Plus Government Levy @ $11.00pw		

Please note: These fees are inclusive of GST and are subject to annual review.

Other Potential Fees (based on a full year)

Insurance (approximate cost)	$555
Outdoor Education (6 months but only if the course is selected)	$700
NCEA Registration (if sitting examinations)	$383.30
Music tuition $150/term (optional)	$600
Visa and Visa processing fee (if processed by Nayland college)	$350

Example of fees (in $NZ) for a student studying for one year

Item	Total
Tuition	**$16000**
Administration	**$550**
Homestay ($285/week - approx. 45 weeks)	**$12825**
Government Levy ($11/week- approx. 39 weeks)	**$429**
Uniform (Y9-12) optional for Y11-12 students	**$400**
Outdoor Education (6 months but only if the course is selected)	**$700**
Insurance (approximate cost)	**$555**
Personal spending ($50 -100/week - approx. 45 weeks)	**$2250**
NCEA Registration (if sitting examinations)	**$383.30**
Music tuition $150/term (optional)	**$600**
Visa and Visa processing fee (if processed by Nayland college)	**$350**

B. Insurance

It is a condition of enrolment that Travel and Medical Insurance cover be taken out. Students who are in New Zealand for less than two years are not entitled to health benefits but are entitled to ACC.

Guidelines

All students attending Nayland College must arrange insurance. We strongly recommend using our insurer, Uni-care, This policy provides extensive travel and medical cover as well as additional expenses: https://www.uni-care.org/documents/policy_wordings/NZ%20Student%20Plan%20policy%20wording%20-%20July%202021.pdf. Depending on the length of stay in New Zealand, the cost will range from **NZ$200 for 3 months – NZ$555 for 1 year**.

Students who have a different insurance scheme must have a fee protection cover.

Fees Protection Policy https://nayland.school.nz/international-students/information/

Rationale

The Board of Trustees undertakes to hold enough funds in reserve, and these will be available to refund the unspent portion of fees if the course is cancelled.

C. Immigration Requirements

Where a student has been accepted to study at Nayland College, and upon receipt of fees, a Receipt of Payment will be sent to enable a Student Visa to be obtained. Full details of visa requirements are available through the New Zealand Immigration Service – http://www.immigration.govt.nz

D. Nayland College Expectations

When considering an enrolment it is very important that families read carefully the information found online at http://nayland.school.nz/enrolments/ and especially the document “Nayland College School Rules and Conditions of Enrolment for International Students”

Both parents and prospective students must be clear as to Nayland College’s expectations before signing the enrolment form.

E. Failure to Meet Expectations

When an International Students fails to meet these expectations a number of steps will be taken to help correct the problems. This will involve our Director talking to the student, Nayland College Senior Leadership steps, and homestay parents. Parents will be kept fully informed of any situations causing concern and should feel free to contact the College staff at any time.

If, after a series of warnings, a student's behaviour or attitude is still unacceptable they will follow the exclusion and suspension procedures as outlined in the Education Act.

In addition, where a decision is made to remove a student from the school's homestay arrangements and this necessitates a return home, the following procedures will be followed –

1 The agent and parents of the International student will be notified of the matters causing concern.

2 A decision will be made as to whether the student should be given permission to enrol with an alternative provider in New Zealand.

3 The Principal's decision can be referred to the Board of Trustees where the student has been suspended or removed from the homestay.

4 The student has the right to attend the hearing and to be represented as provided for in the 1989 Education Act.

F. Refund of Tuition Fees https://nayland.school.nz/international-students/information/

1 To be eligible for a refund an application must be made in writing to the Board of Trustees by the parent or legal guardian clearly stating the reason for withdrawal of the student

2 If the withdrawal is made prior to the student coming to New Zealand a full refund shall be made less **$550.00** administration fee.

In determining any refund, the Board of Trustees will take into consideration the special circumstances of the withdrawing student and

- The costs to the school in providing tuition
- Costs incurred in employing staff and providing facilities
- Payments made to the New Zealand government

Partial refund of Tuition fees may be made to student who-

- Withdraws after starting their programme of learning
- Transfers to another school or educational institution
- Is asked to leave because of misbehaviour, poor attendance or violation of the contract with the school.

G. General

Programme Director for International Students is Mr Gavin Millar and Programme Coordinator for ESOL is Mrs Shellee Hall. The College's homestay coordinator is Mrs Sophia Morris and Mr Daniel Wilson is the Principal.

Students should arrive in New Zealand before school opens and leave for their home country at the completion of their course.

All students will be met at **Nelson Airport** by a representative of the College and taken to their Homestay. If you require an airport transfer from your international to domestic flight in New Zealand, please let us know and this can (at a cost) be arranged for you.

It is a condition of enrolment at Nayland College that no student drives or owns a car. A student may learn to drive during their 18th year with an approved driving instructor.

Nayland College has agreed to observe and be bound by the The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 published by the Ministry of Education. Copies of the Code are available on request from this institution or from the New Zealand Qualification Authority (NZQA) at http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/

An orientation programme to assist students' adjustment to a New Zealand school and homestay is held during their first week at school.

If you have any further enquires please feel free to contact us via international@nayland.school.nz or visit our Website at https://nayland.school.nz/international-students/

Yours faithfully,

G.F.Millar

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