



Marlborough Boys' College

INTERNATIONAL STUDENT INFORMATION PACKAGE

Thank you for choosing to study at Marlborough Boys' College.

APPLICATIONS PROCESS

Step 1: Complete the Enrolment Form and send to:

Mr Wayne Hegarty
Principal
Marlborough Boys' College
5 Stephenson Street
BLENHEIM 7201

Email: international@mbc.school.nz

Provide:

- Copies of your last two years' reports
- Any other relevant certificates, national examination results, character references
- Health Certificate
- Homestay Application.

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

- A provisional 'Letter of Acceptance' form
- An Invoice for Fees

Step 3: You should accept the Letter of Acceptance in writing and send the first year's tuition and accommodation fees to the College.

Fees may be directly credited to our bank account (please include the student's name):
Auckland Savings Bank, Blenheim, New Zealand. Swift Code ASBBNZ2A, A/c No: 12-3167-0143330-00

OR paid by bank draft to: *Marlborough Boys' College, 5 Stephenson Street, Blenheim.*

Step 4: Marlborough Boys' College will send a receipt for your fees; Offer of Place; an assurance that accommodation will be arranged, the Travel Form and information necessary for you to obtain a student permit/visa (see Step 5).

Step 5: Apply for a student permit/visa from the New Zealand Embassy or Consulate. 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>.

Step 6: Inform the College of your arrival date and flight details on the Travel Form sent to you (see Step 4).

INFORMATION ON FEES *Please note that the fees are annual and quoted in NZ dollars*

Fees 2012	
Enrolment Administration Fee	350.00
2012 Academic Tuition Fee for 1 Year	12,000.00
Insurance - 1 Year (includes Travel, Possessions & Health)	507.00
Uniform (unused portion refunded)	600.00
Stationery (unused portion refunded)	150.00
Incidental Fund (Refundable)	500.00
Bank Fee	25.00
Accommodation: 46 Weeks (unused portion refunded)	9,660.00
Pastoral Care	966.00
TOTAL	\$24,758.00

- ◆ If you arrive in term 1, 2 or 3 you will be charged for the academic year. If you start at the beginning of term 4 you will be charged until the end of following academic year (5 terms)
- ◆ If you enrol at Marlborough Boys' College for a shorter period of time fees will be pro-rated.

WHAT DO YOUR TUITION FEES INCLUDE?

- ◆ College Activity Fee
- ◆ Orientation Programme
- ◆ Tuition, all class room teaching
- ◆ The use of text books, which remain the property of the College
- ◆ Subject Fees, **excluding** Tourism, Technology, Hospitality and Catering, Outdoor Education and Year 12 and 13 Art and Photography courses
- ◆ Marlborough Boys' College English Language Support Programme
- ◆ Assistance from the Dean of International Students', who will deal with any personal, or learning problems
- ◆ Use of college facilities
- ◆ College-based music programmes, **excluding** the costs of being associated with being a member of the choirs and/ or bands, instrumental or vocal tuition lessons
- ◆ The Government levy
- ◆ Goods and Services Tax
- ◆ Student Identification Card

WHAT DO YOUR ACCOMMODATION AND PASTORAL FEES COVER?

- ◆ Seven-day-a-week-accommodation
- ◆ Linen, Laundry
- ◆ Three meals a day - breakfast, lunch, dinner
- ◆ Supervision
- ◆ Support from the Homestay Coordinator, who will deal with any homestay issues
- ◆ Being met at Marlborough Airport or any other International Airport within New Zealand if you advise us of your arrival details at least one week before you arrive.
- ◆ A booking service for international and domestic air travel.
- ◆ If your visa runs out during the academic year, the International Department will help you complete the application
- ◆ The International Students' co-curricular programme

WHAT IS NOT INCLUDED IN YOUR TUITION AND ACCOMMODATION / PASTORAL FEES?

These vary from student to student and may include:

- ◆ Cost of visa renewal and medical costs associated with applying for a student visa
- ◆ Examination fees (NCEA, IELTS, TOFEL)
- ◆ Stationery
- ◆ Insurance
- ◆ School Uniform
- ◆ Personal requirements (if you require MBC to pay pocket money from personal funds this

will need to be approximately \$2500.00 per year and other recreational costs may be required.

- ◆ Education outside the classroom costs, e.g. Outdoor Education, fieldtrips
- ◆ Class expenses such as the cost of trips, Art Materials, Photography Materials, Technology Materials, and costs associated with the Tourism, Technology, Hospitality and Catering, and Outdoor Education courses.
- ◆ Domestic and International transport costs
- ◆ Private lessons in piano, orchestral instruments and speech
- ◆ The costs associated with being a member of the choirs and / or bands, instrumental or vocal tuition lessons
- ◆ School dances, including the Formal.

Parents are able to pay an amount to the school to cover the additional costs and the school will manage this fund at no extra cost. Accounting for expenditure against this fund will be made on a yearly basis to parents or their representatives. Refunds are given, or additional funds requested as required.

INCIDENTAL FUND

You are required to provide an incidental fund for your son of \$500.00 which is payable to the school upon the payment of the school tuition fee. This fee covers any unpaid accounts or textbook not returned when your son leaves Marlborough Boys' College. The school has the discretion to use these funds to pay the above and will notify the parents/agent in writing. If this fund is not used it will be refunded in full to you at the end of her schooling at Marlborough Boys' College.

PAYMENT OF FEES

Fees may be directly credited to our bank account:

Auckland Savings Bank, Blenheim

Account Number: 12-3167-0143330-00

(International SWIFT Code: ASBBNZ2A)

OR may be paid by bank draft directly to:

Marlborough Boys' College, 5 Stephenson Street, Blenheim

Returning International Students are required to pay their fees in advance to secure a tuition place for the following year.

WITHDRAWAL REQUIREMENTS

International Students who wish to withdraw from Marlborough Boys' College must:

1. Provide written approval from their parents or via their agent.
2. Complete the school's leaving form.
3. Give two weeks notice where this involves terminating their homestay.

HOMESTAY FEES

1. The homestay contract with the College is for the academic year including school holidays (two weeks each in April, July and September) i.e. from the date of arrival in Blenheim to the end of the academic year. This is the day after Senior Prizegiving for Year 11-13 students and the Junior Prizegiving for Year 9 and 10 students.
2. The College recommends that all students return home to their parents / caregiver for the Christmas Break. If you stay in New Zealand, under our care for the Christmas Break, there will be an extra charge of \$20:00 per week, in recognition of the extra cost incurred by home stay parents.
3. The weekly rate for those staying in Homestay is reduced to \$70:00 if adequate notice is given that you will be away for three or more days.
4. If you move out of homestay before the end of the contract, the portion of the homestay fees not already used will be returned to you. To have the homestay fees returned, you must write to the Board of Trustees giving two weeks' notice, or pay two weeks' fees in lieu of notice.
5. If you cancel the homestay contract before you move into the homestay, the accommodation fees will be refunded in full.

REFUNDS

If you withdraw from your course of study before the course completion date you may be eligible for a refund of school fees. An application for refund of fees must be made in writing. You must write to the Board of Trustees explaining why you have withdrawn from the course and your reasons for seeking a refund. In the case of illness, a medical certificate or letter from a medical practitioner must be produced in support of the request for a refund.

TO BE ELIGIBLE FOR A REFUND:

- To be eligible for a refund, parents must apply in writing to the Board of Trustees setting out the special circumstances of the claim within one month of the last day of attendance. You must also complete the official leaving process and attach the leaving certificate.
- In every case, the school undertakes to look fairly at applications for a refund of fees/part-fees.

If the application is made before the start of the course:

- Fees will be refunded in full, less a termination fee of NZ\$500.00. This includes if a student is not granted a student permit to attend Marlborough Boys' College.

If the application is made after the start of the course (ie. In Terms 1 or 2), but before the second half of the course (ie. Terms 3 and 4):**FEES WILL BE REFUNDED LESS:**

- A termination fee of NZ\$500.00
- Costs to the school already incurred for tuition
- Components of the fee already committed for the duration of the course
- Specialist fees (if applicable)
- Appropriate proportions of salaries for teachers and support staff
- Costs already incurred for the use of facilities and resources
- Any other costs already incurred
- Commission already paid to agent

IF THE APPLICATION IS MADE AFTER THE SECOND HALF OF A COURSE:

- There will be no refund, except under exceptional circumstances (See compassionate refunds below).

COMPASSIONATE REFUNDS:

- In exceptional circumstances, refunds may be granted on compassionate grounds (ie. death of a close family member, serious illness, accident). All such refunds will be at the discretion of the Principal and the Board of Trustees.

IF THE INTERNATIONAL STUDENT GAINS RESIDENCY DURING THEIR COURSE:

No further fees are to be paid. Documentation of residency must be provided within 14 days of it being granted in writing.

- If applying for residency or work permit notification must be made at time of application

THE BOARD OF TRUSTEES WILL MAKE NO REFUND:

- When a student is required to leave the school for a breach of the rules and conditions of enrolment at the school or has broken a New Zealand law.
- Where a student has been stood-down, suspended or excluded.
- Where a student returns home for any reason other than serious illness, accident or death of a close family member.
- If the enrolment application is found to be inaccurate in any way and the contract is terminated.
- If a student wants to transfer to another school or educational institution.

HOMESTAY FEES:

- If a student moves out of their homestay before the end of their Contract:
 - All other unused homestay fees will be refunded, provided the homestay has been given two weeks' notice that the student is leaving.
 - If the student does not give two weeks' notice, then two weeks homestay fee will be deducted from any refund.

PAYMENT OF REFUNDS:

- All refunds will be paid either to the parents of the student or to an agent with written authority from the parents. No refunds will be given directly to the student.
- Marlborough Boys' College has a fee protection policy to safeguard fees paid by international students'.

NB. The New Zealand Immigration Service will be notified if any student ceases to attend Marlborough Boys' College for whatever reason.

MEDICAL AND TRAVEL INSURANCE (This is compulsory)

Please have the Certificate of Health completed and send with this enrolment form.

Marlborough Boys' College holds a Master Policy with Uni-Care International Ltd and we strongly recommend that you allow us to arrange suitable cover under this policy. The policy includes dental and optical cover, insurance for your possessions, and insurance for loss of any air tickets or deposits you have made. We require that you have insurance that will cover the cost of medical treatment in New Zealand for the duration of your stay in New Zealand and to cover your travel to and from New Zealand. We will organise this insurance for students on receipt of the payment of fees. In the case of overseas policy providers, students must provide Marlborough Boys' College with the policy details in English at least one month before the students travel to Marlborough Boys' College for verification. Where the policy does not meet the requirements of the Code of Practice, the College will notify you immediately to enable the organisation of appropriate insurance prior to the student leaving their home country.

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

- ◆ A resident or citizen of Australia; or
- ◆ A national of the United Kingdom in New Zealand; or
- ◆ The holder of a temporary permit that is valid for two years or more.

If you do not belong to one of these special categories and you receive medical treatment during your visit, you will be liable for the full costs of 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 www.moh.govt.nz.

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, www.acc.co.nz

MARLBOROUGH BOYS' COLLEGE EXPECTATIONS

When considering enrolment it is very important that families read the following information contained in the International Student Prospectus

- ◆ Goals of Marlborough Boys' College
- ◆ Guidelines of behaviour
- ◆ Homework
- ◆ School hours and attendance
- ◆ Smoking, alcohol, chewing gum and illegal substances
- ◆ Marlborough Boys' College uniform
- ◆ International Student Homestay guidelines

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

All students will be met at **Blenheim Airport** (or any other International Airport in New Zealand) by a representative of the College. The preferred airline carrier is Air New Zealand.

Students over the age of 16 may learn to drive with an approved driving instructor if their parents, host parents and the Principal agree. If a student wishes to purchase a car for their own private use, the student must have attended Marlborough Boys' College for more than two years, obtain their full New Zealand driver's licence, complete a defensive driving course and the written permission of their parents, host parents and the Principal. Students must comply with New

Zealand law.

FAILURE TO MEET EXPECTATIONS

When an International Student 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, College and homestay parents. A record will be kept of all incidents where students fail to meet the College's expectations. This record will include the College's response. 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 will be followed. In addition, where a decision is made to exclude a student from the school's homestay arrangements and this necessitates a return home, the following procedures will be followed -

- The agent and parents of the international student will be notified of the matters causing concern.
- A decision will be made as to whether the student should be given permission to enrol with an alternative provider in New Zealand.
- The Principal's decision can be referred to the Board of Trustees where the student has been suspended or removed from the homestay.
- The student has the right to attend the hearing and to be represented as provided for in the 1989 Education Act.

GENERAL

Mr Wayne Hegarty is the Principal and he has responsibility for oversight of the International Programme. The Director of International Students' Programme is Hamish Blair who has the responsibility for enrolments, marketing and general running of the International Students' Programme. The Dean of International Students Pastoral Care is Hamish Blair and the Homestay Coordinator is Mrs Gail Russell who is responsible for all accommodation matters. Marlborough Girls' 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 Ministry of Education Website at <http://www.minedu.govt.nz>

If you have any further enquires please feel free to contact us by letter, telephone, and fax or email (international@mbc.school.nz) or visit our website <http://www.mbc.school.nz>

Further information is available on

- Programmes of study
- Marlborough Boys' College International Programme

INTERESTS

Each year the College celebrates the cultures of the countries that our International Students come from. During this week our students have the opportunity to wear their national costume so please bring your national costume with you to New Zealand.

FOR OUR INFORMATION

Could you please indicate where you heard about Marlborough Boys' College?

- Website
- NZ Embassy
- Education NZ Publication
- Agent (Please give agent's name & company) _____
- Other (please specify) _____