

## Dear Enquirer

### A. Fees

The School will be open for 193 full days from 8.45 a.m. to 2.50 p.m.

#### (i) Tuition Fee

Our year 2015 Course Tuition Fee is **NZ\$10,000.00** + GST

This covers the student's tuition fee, administration expenses, school fee and course related expense as listed below:

- Compulsory Stationery, Classroom stationery & paper fees
- Loan of Text Books
- Music tuition fees
- Camp fees
- Outdoor education pursuits

The student is responsible for additional curriculum costs, examination fees, personal and recreational costs.

Full payment of the course tuition fee is required upon acceptance of enrolment.

#### (ii) Counselling Fee

It is compulsory at Broadgreen Intermediate for students under the age of 18 to have a New Zealand based Counsellor who is approved by the Intermediate. If you already have a New Zealand based counsellor please notify the school prior to enrolment. **Our Counselling fee is \$400.00.** A staff member trained as a counsellor meets regularly with students to discuss any problems they may be having and helps students with personal arrangements that need to be made.

<b>Tuition Fee – per week</b>	<b>\$250.00</b>
<b>Govt Levy – per week</b>	<b>\$10.73</b>
<b>GST</b>	<b>15%</b>
<b>Counselling Fee (as appropriate)</b>	<b>\$400.00</b>

**Please note: These fees are subject to annual review.**

### B. Insurance

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

Eligibility for Health Service: Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that 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>

#### *Guidelines*

Any student attending Broadgreen Intermediate can arrange insurance with our recommended insurer, Unicare, which guarantees under Section B Additional Expenses, Section 1B (c) cover for students due to “the unforeseen insolvency, regulatory closure or withdrawal of accreditation of any education provider”. This policy also provides extensive travel and medical cover. Depending on the length of stay in New Zealand, the cost will vary. (Insurance charges are subject to annual review)

**Students who have a different insurance scheme must have a fee protection cover and must send a copy of this with their application.**

### **Fees Protection Policy**

#### *Rationale*

The school is required to ensure that all student's fees are protected in the event that the school is unable to continue to offer tuition to international students or in the event that a student is required to return home or is transferred to another institution.

### **C. Broadgreen Intermediate Expectations**

When considering an enrolment it is very important that families read the following information carefully in the Enrolment Package:

- Prospectus

Both parents and prospective students must be clear as to Broadgreen Intermediate's expectations before signing the enrolment forms.

### **D. 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 Principal talking to the student. Parents will be kept fully informed of any situations causing concern and should feel free to contact the Intermediate 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 outline in the Education Act. In addition, where a decision is made to exclude a student, 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 in writing.
- 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 excluded.
- 4 The student has the right to attend the hearing and to be represented as provided for in the 1989 Education Act.
- 5 No refund will be made if a student is required to be excluded.

### **E. Refunds**

- 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 stating clearly 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.
- 3 There will be no refund if a request to withdraw is made after the student has reached the mid point of his/her programme of study in New Zealand except in the following circumstances – *serious illness of the student or of his/her close family.*

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*

No refund will be made to any student who-  
*Transfers to another school or educational institution*  
*Is asked to leave because of misbehaviour, poor attendance or violation of the contract with the school.*

## **F. General**

Students should arrive in New Zealand before school opens and leave for their home country at the completion of their course unless other family arrangements have been arranged with the immigration department.

Broadgreen Intermediate 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 <http://www.minedu.govt.nz>.

### **Uniform Costs.**

This is a cost to the student and is not included in set fees. Students studying in years 7 & 8 are required to wear a uniform. The approximate cost of a new uniform for girls is \$200.00 and boys \$150.00. However parts of the uniform can be obtained second hand from the school for between \$30.00 – \$70.00. The school prospectus sets out uniform requirements and where to purchase the uniform.

### **ADDITIONAL ENGLISH LANGUAGE LESSONS (afterschool)**

International Students may require special tuition in the English language. The need for this will be governed by the knowledge the student already possesses. An assessment of the student's ability will be conducted as soon as he/she arrives at the school or prior to attending if that is possible. The student's caregiver will be consulted fully and the course will be designed to suit the particular student.

As a guide, a child with limited English would probably require four hours per week during the initial twelve week period and that could drop to approximately one and a half hours per week for an additional twelve weeks. The school would then negotiate with the student's family if further tuition were recommended. Cost \$45.50 per hour.

### **SPECIALISED PROGRAMMES**

Out of school art extension and out of school music instrumental tuition & hireage are also offered to students. They can learn a variety of instruments.

### **OUTDOOR EDUCATION TRIPS**

School camps, Alpine Experience are a couple that are offered.

### **MINISTRY OF EDUCATION LEVY**

The Government also requires Foreign Fee Paying Students to pay a levy to the Ministry of Education plus GST. The School will advance this levy to the Ministry on the Student's behalf.

This is an additional charge to all other fees \$429.20 plus GST for a 40 week year

On payment of the fees and levy, the school will issue a receipt and a statement of the payment, which can be forwarded to the Immigration Department who will then issue a student permit for the dates stated.

If you have any further enquires please feel free to contact us by letter, telephone, fax, email [broadgreen@broadgreen.school.nz](mailto:broadgreen@broadgreen.school.nz) or visit our Website at [www.broadgreen.school.nz](http://www.broadgreen.school.nz)

Yours faithfully

Derek Lucić  
Principal