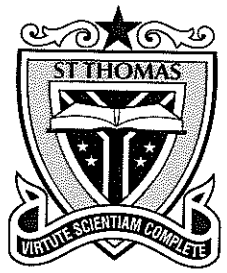


ST THOMAS OF CANTERBURY COLLEGE

69 Middlepark Road, P O Box 11 314, Christchurch, New Zealand. Telephone 64 3 348 7010
Facsimile 64 3 348 2621. Email: international@stc.school.nz



International Enrolments

Kia ora. Greetings from **St Thomas of Canterbury College** in Christchurch, New Zealand.

The College is set in spacious, landscaped grounds in the western suburbs of Christchurch, close to the University of Canterbury.

St Thomas of Canterbury College is a State-integrated Catholic school for boys with a roll limited to a maximum of 440 New Zealand students and 60 International students. We offer a seamless education from Year 7 through to Year 13 (ages 10 to 19 years).

St Thomas' is a small school that can match the biggest and the best in Christchurch in all aspects of school life and student achievement. All students are encouraged to progress to Year 13 where they are given considerable opportunities for leadership and service to others.

Our International students mix in with our New Zealand students for their learning and receive additional English tuition and counselling.

The International Department at St Thomas of Canterbury College is able to provide for all the needs of our International students including providing suitable homestays with local families and communicating regularly with parents in their home country.

If you wish to apply for a position at this College, please study the information in this package and then post the application forms to us. I am looking forward to receiving your application.

Christine O'Brien
Principal

Attachments:

Forms to be sent for application

- * Application for Enrolment for International Students
- * Tuition Agreement
- * Student Accommodation Request or Designated Caregiver Agreement

Important information

- * Conditions of Enrolment for International Students
- * International Fees

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Conditions of Enrolment for International Students

Enrolments of International Students at St Thomas of Canterbury College are subject to the conditions stated in this document.

In the **Enrolment Form** parents are required to sign to show that they accept these conditions.

International Enrolment

The College's Board of Trustees allows the enrolment of International fee-paying students. These students are supplementary to the roll of New Zealand students who are the sons of New Zealand citizens, permanent residents or people on long term work permits.

Entry to the roll of New Zealand students is subject to different terms and conditions to those for International Students.

An International student cannot automatically transfer to the roll of New Zealand students should his parents change immigration status. The contract for international student fees will continue for the remainder of the year of enrolment. The student would have to apply for enrolment as a New Zealand student for the following year and be subject to the same enrolment criteria as other New Zealand students.

The enrolment criteria for a New Zealand student include 'preference' as a Catholic student and other considerations such as home location. These criteria do not apply to International Students.

Health and Travel Insurance

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

Students who do not belong to one of these special categories and receive medical treatment during their visit, will be liable for the full costs of that treatment.

It is compulsory for international students at St Thomas of Canterbury College to have insurance that will cover medical treatment in New Zealand for the duration of their stay in New Zealand, and to cover their travel to and from New Zealand.

St Thomas' can arrange insurance with Unicare for the cost of \$469 a year. If another company is used, besides Unicare or Southern Cross, we will need to check the policy to ensure it meets all requirements to provide adequate health and travel insurance.

Refunds of Tuition Fees

- If an enrolment is cancelled before arrival in New Zealand, there will be refunded fees minus a \$500 administration fee.
- If a withdrawal is made after arriving in New Zealand, refunds will only be considered in exceptional circumstances such as:
 - 1) Family bereavement, illness or other family circumstances which require the student to return permanently to his own country
 - 2) Serious illness of the student. Medical evidence must be provided
 - 3) The College's inability to provide the course requested by the student and agreed to in the College's 'Offer of Place'.
- To apply for a refund, the student must apply in writing to the Board of Trustees, stating the special circumstances of the claim.
- In arriving at its decision, the Board of Trustees will take into consideration the special circumstances of the student and:

- 1) Costs already incurred by the Board and Proprietors of the College
- 2) The salaries of the teachers and support staff and any components of the fee already committed for the duration of the course
- 3) An amount which covers use of the facilities and resources to date of withdrawal.

No refunds will be made in the circumstances stated below:

1. Where students are asked to leave the school because of misbehavior, poor attendance or violation of rules regarding motor vehicles.
2. Where students wish to transfer to another school for whatever reason.
3. Where students return home for any reason other than those listed above.
4. Where parents of students have a change in their New Zealand immigration status.

Homestay Fees

If a student moves out of their Homestay before the end of the contract:

- All 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 fees will be deducted from any refund.

Payment of Refunds

All refunds will be paid to either the parents of the student or to an agent with written authority from the parents. No refunds will be given directly to the student.

Fee Protection Policy

All tuition fees paid by international students are lodged in the school's bank account and they are identified in the school's financial accounts, which are audited by external auditors annually.

Admission

Admission Procedures

1. The student or the agent must fill in an Application for Enrolment Form and the Tuition Agreement plus a copy of the student's recent school records. They then post, fax or email these to the school.
2. The Principal must decide whether to accept the student and, if so, at what level the student will study. The latter decision is based on the student's school records and his English ability.
3. If the application is successful you will receive an Offer of Place and an Invoice for the fees payable. Account details will be stated on the invoice.
4. Payment can be made by cash, or by direct credit transfer into the school's bank account. St Thomas of Canterbury College Bank Account: 03 0802 0910911 90. Source Code or Routing Number: WPACNZ2W.
Acceptance by the applicant of the Offer of Place is confirmed with the payment of the invoiced tuition fees.
5. Once the school receives the fees, a receipt is sent to the successful applicant who may then apply to their NZ High Commission or Embassy for a Student Visa. Both the Offer of Place and the receipt for fees payment will be required for visa application.
6. An International Student must have a current Student Visa for study at St Thomas of Canterbury College before they can

commence as a student at this school.
Full details are available on the New Zealand Immigration Service website at www.immigration.govt.nz

Conditions of Acceptance

The criteria St Thomas of Canterbury College uses when deciding to accept a student's application or not are whether:

- 1) The student's level of English, oral and written, is sufficient to succeed in a New Zealand Secondary School.
- 2) The student's past school records show that:
 - his attitude to study, plus
 - his academic ability, plus
 - his academic knowledgeare good enough to succeed in a New Zealand Secondary School.
- 3) The school has sufficient room for the student in its classes.
- 4) There are already sufficient students from the student's country already in the school.

English Entry Standards

A satisfactory level of English is expected. The school reserves the right to place students in the best level and course to suit their needs.

English Language Programmes

After a student commences at St Thomas of Canterbury College, four hours of English language teaching per week is provided, supported by individual history as needed.

Courses and Facilities

- Students enrol at St Thomas of Canterbury College for one year or longer and study in class alongside New Zealand students.
- The school offers a full range of subjects and our programme allows students to exercise the maximum degree of choice in their courses, including multi-level study. Courses of study prepare students for all New Zealand Qualifications secondary school awards.
- Please see the list of subjects available on the Compulsory and Optional Subjects sheet. Students may not be able to study all the subjects that they want because of restrictions on class size and availability.

Grievance Procedures

1. If a student has a grievance he will put it in writing in the first instance to the International Coordinator.
2. If a student is not happy with the resolution of the complaint he will then make a written formal complaint addressed to the Principal. The Principal will discuss the complaint with the student and anyone else concerned, taking details in writing.
3. If the student is still not satisfied with the resolution of the complaint the student will refer the matter to the Chairperson of Board of Trustees.
4. When making a complaint the student must make sure the complaint is genuine. He must be prepared to tell the whole truth of the situation and be prepared to make a written statement. Other parties to the dispute will also have the opportunity to have their say.
5. If the student is not satisfied with the resolution of the complaint within the school he can refer the complaint to the International Education Appeal Authority (IEAA). Please see the Code of Conduct for International Students for details of that process. Copies of the Code are available from the school or the Ministry of Education website at: <http://www.minedu.govt.nz/goto/international>

Procedures for withdrawal

- Any application for withdrawal must be made in writing.
- If a student chooses to withdraw, the College will inform the New Zealand Immigration Service.

Circumstances under which tuition may be terminated

- Giving false information on application.
- Gross misconduct or continual failure to comply with school rules.
- Repeated unexplained absences.

If tuition is terminated the College will inform the New Zealand Immigration Service.

Accommodation

Unless the student is living with his parents, all International Students are required to reside in a homestay residence approved by the school. Homes are carefully selected to ensure a comfortable and friendly living environment. All homestays are police vetted. Permission for alternative arrangements can only be given on receipt of a Caregiver/Indemnity document (enclosed with the application form), signed by the student's parents, stating that the parents take full responsibility for the placement of the student. Under special consideration the school may allow an agent to arrange their own caregiver/homestay, but the school must approve the homestay arrangements for each student.

Homestay Fees

Homestay fees are to be paid to the College for the whole year, unless a special arrangement has been made. This money will be held in a separate account and the homestay parents will be paid by the school fortnightly. Should the student leave the College for any reason, homestay fees not used will be refunded.

Support services available to students within the school.

- The school has an International Coordinator as well as year level Deans, a Guidance Counsellor and Form Teachers. These people provide advice on course selection, helping students adapt to the new environment and school as well as helping with any personal problems.
- On arrival at the school each student's level of competency in English is assessed to ensure they are placed at appropriate levels of study. International students also gain the benefits of total immersion in the English language in the classroom, in the playground and with their homestay family.
- Translation services are available so that parents can be contacted in their own country and reports sent by the school. Translation services are also available to students if needed for communication with counsellors, medical professionals and senior staff at school.

Change of address

It is a condition of acceptance that students must undertake to notify the school of any change in their address and contact details.

Immigration and Permit and Visa requirements

- An international student must have a current Student Visa for study at St Thomas of Canterbury College before they can commence as a student at this school.
- 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>

School Rules

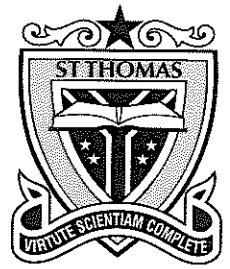
All International students must obey the school rules. These rules are in the student handbook, which the student will receive when he begins school.

They can be summarised as follows:

- Each student must be neatly dressed with the correct uniform and footwear
- Each student must stay in school grounds unless permitted to leave
- Students must attend all classes
- Theft, damage or interference with property is unacceptable
- Litter must be placed in the bins provided
- Hurting other people physically or verbally or using offensive language is unacceptable
- Possessing or using tobacco, alcohol or harmful drugs or substances is prohibited
- To drive a car a student must have a current New Zealand Driver's Licence and abide by the conditions of that licence.

If a student breaks these rules, then school disciplinary procedures will occur. If continued disobedience occurs, the student will be asked to leave St Thomas of Canterbury College. The New Zealand Immigration Service may also be contacted.

ST THOMAS OF CANTERBURY COLLEGE



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Application for Enrolment for International Students

Family Name:

Other Names: Name to be known by

Address

Town/City Country

Home telephone No Email address

Birth Date Nationality Passport No

Date of Arrival in NZ Starting Date

Name of present school

Father's Name Phone

Address Work Phone

Occupation Email

Mother's Name Phone

Address Work Phone

Occupation Email

Person to be contacted in case of emergency if we cannot contact your parents.

Name Relationship to you

Telephone Email

Agent's name (if applicable)

Address

Phone Email

Are you a Catholic Yes/No Sacrament received (please tick) Baptism Eucharist Confirmation?

Level of study requested: 7, 8, 9, 10, 11, 12, 13 (circle one)

Subjects requested

Do you have any health problems? Yes/No If 'YES', please state: Allergies

..... On medication

..... Other

Do you have Health and Travel Insurance as required? Yes/No If 'YES', please state your insurance details

Do you require accommodation with host family? Yes/No

If YES, please fill in Student Accommodation request form.

The following information must be enclosed when returning form to St Thomas of Canterbury College:

- Copy of passport
- Copies of latest school report
- Copies of recent examination results
- A recent photograph
- A letter in English introducing yourself.

Acceptance of Terms

1. I/We have read and understand the College's "Conditions of Enrolment for International Students" and will comply with these.
2. I/We have read, understood and signed the Tuition Agreement which shall apply if my application is successful.
3. I/We agree to comply with the College regulations concerning religious instruction, discipline, attendance, uniform, stationery, books, fees and all other matters pertaining to the welfare of the College. I/we understand that failure by a student to maintain acceptable behaviour at school or at the homestay may lead to his place in the school being withdrawn by the school.
4. I/We understand the conditions of refund policies, as stated in the Conditions of Enrolment.
5. I/We understand that if our family's status changes to Permanent Resident, then we would need to apply for enrolment as a New Zealand student and he may not necessarily be accepted as different criteria apply.
6. I/We understand the school has the final right to place each student in a course according to each student's English ability plus the availability of places in each subject.
7. I/We understand that to be admitted a satisfactory level of English is required, or an intensive language fee will be paid for extra tuition to bring the student up to the standard required.
8. I/We accept the right of the school to effect a change of course if this is considered in my son's best interests.
9. I/We understand that the school will have no responsibility when a student is in a motor vehicle or takes part in extreme activities such as skiing, bungee jumping, rock climbing or jet boating.

Signature: FatherDate

MotherDate

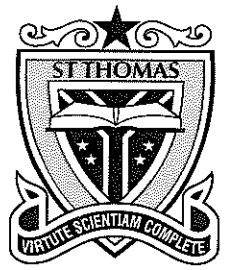
The data collected on this form is for school records and the provision of appropriate learning and pastoral assistance to your son. The contents are subject to the provisions of the Privacy Act.

- All applications should be accompanied by evidence of the student's academic achievements (recent school reports, examination results) and his competence in writing, speaking and understanding English
- A letter from the applicant in English introducing himself and explaining why he wants to attend St Thomas of Canterbury College is recommended
- The College will acknowledge your successful application with an 'Offer of Place'. You should then send your fees to the College which will then issue a receipt. The Offer of Place and the receipt will enable you to get a Student Visa.

I/We understand that the school will provide the primary care for my son in New Zealand unless one of his parents is living in Christchurch or the Principal agrees to an alternative arrangement.

ST THOMAS OF CANTERBURY COLLEGE

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Tuition Agreement

AGREEMENT TO PROVIDE TUITION SERVICES BETWEEN ST THOMAS OF CANTERBURY COLLEGE AND THE APPLICANT

Name of Applicant:

Address of Applicant:

1. The Applicant is the parent of: (the 'Student').....
2. The Applicant has made application for tuition of the Student in New Zealand and wishes the Student to attend St Thomas of Canterbury College.
3. The School has agreed to enrol the Student upon and subject to the terms and conditions hereinafter set out.

The School's Obligations

4. The School will observe and be bound by the Ministry of Education's *Code of Practice for the Pastoral Care of International Students* ('Code'). Copies of the Code are available on request from the School or from the Ministry of Education website at <http://www.minedu.govt.nz/goto/international>
 - 4.1 The School shall provide tuition in accordance with that accorded to domestic students.
5. The School will only accept International Students who live in a homestay provided by the College, or who live with a parent or designated caregiver. A designated caregiver must be a relative or a close friend of the family.
6. The School shall use its best endeavours to ensure the safety, health and well-being of the Student but shall not be liable for:
 - 6.1 Any damage or harm caused to the Student or the Student's property while attending the School.
 - 6.2 Any damage or harm caused to the Student or the Student's property arising out of the Student's accommodation.
 - 6.3 Any damage or harm caused to the Student or the Student's property outside normal school hours. In the case of the Student's property, the School shall not be responsible for any damage to such property that may occur outside the school premises.

The Applicant's Obligations

7. The Applicant shall:
 - 7.1 Pay to the School the tuition fees in the manner agreed to by both parties.
 - 7.2 Agree to provide the school with academic, medical or other information relating to the well-being of the Student as may be requested from time to time by the school.
 - 7.3 The student will accept and abide by the school's rules and all instructions given by members of staff.
 - 7.4 The students will attend school on all occasions when it is open unless prevented by illness or other urgent cause.

Authorisations

8. The parents of the Student who have signed the application for tuition on behalf of the Student irrevocably appoint and authorise the Principal of St Thomas of Canterbury College (or such other person as may be appointed by the Board of Trustees of the school) to:
 - 8.1 Receive information from any person, authority or corporate body concerning the Student including, but not limited to, medical, educational or welfare information.
 - 8.2 Provide consents in respect of any activity carried out and authorised by the school.
 - 8.3 Provide consents that may be necessary to be given on the Student's behalf in the event of a medical emergency where it is not reasonably practicable to contact the Applicant.
 - 8.4 If applicable, advise the Student's Designated Caregiver of all matters and information required to be provided to parents of any student and agree to appoint the Designated Caregiver as their agents in New Zealand to receive such information in substitution for the Applicant.
 - 8.5 To take whatever steps are necessary to ensure the Student complies with School rules and policies as set down by the School.
 - 8.6 To obtain at any time from any person or entity any information required to process and/or accept the application for tuition or to perform or complete the School's various obligations under this agreement. The Applicant authorises any such person to release to the School any personal information that person holds concerning the Student/Applicant.

Limitations of Liability

9. In no event shall the School's liability exceed an amount equal to the amount of tuition fees paid by the Applicant.

Termination

10. Either party may terminate this agreement with 5 (five) days written notice
11. Upon termination of this agreement, refunds will be made in accordance with the School's Refund Policy.

Miscellaneous

12. Nothing in this agreement limits any rights the Applicant and/or the Student may have under the Consumer Guarantee Act 1993.
13. It is acknowledged that the stand-down, suspension and exclusion of students provisions as set out in Part II of the Education Act 1989 shall apply to the Student in New Zealand. Any decision under these provisions to stand-down, suspend or exclude the Student shall terminate this agreement and the refunds policy will apply. The parents will have no claim for damages for any compensation if this agreement is terminated in these circumstances.
14. **Force majeure:** Neither party shall be in default or in breach of their obligations under this agreement to the extent that the performance of those obligations is prevented by an event of force majeure. Force majeure means an event beyond the reasonable control of the party seeking to rely on force majeure.
15. **Governing Law:** This agreement shall be construed and take effect in accordance with the domestic laws of New Zealand. In relation to any legal action or proceedings arising out of or in connection with this agreement the Applicant irrevocably submits to the exclusive jurisdiction of the Courts of New Zealand, and agrees that proceedings may be brought before any court including any forum constituted under the Arbitration Act 1908 within New Zealand and waive any objection to proceedings in any such court or forum constituted under the Arbitration Act 1908 within New Zealand on the grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.

Entire Agreement

16. This agreement shall consist of:
 - 16.1 The application for tuition in New Zealand;
 - 16.2 The Tuition Agreement including any Schedules annexed thereto (including the refund and fee protection policies and the Conditions of Enrolment for International Students).
17. This agreement contains the entire understanding of the parties and overrides any prior promises, representations, understandings or agreements.
18. The terms of this agreement may be changed at any time by the School in writing to the applicant and any such change in terms shall be notified to the Applicant in writing.
- 18.1 Notices given in writing will be given to the addresses set out in the application forms. Those sent by post shall be deemed to have been received 5 (five) days after posting.

The Privacy Act

19. The Applicant acknowledges that:
 - 19.1 Personal information of the Applicant and/or Student collected by the School may be held, used and disclosed to third parties to enable the School to:
 - 19.1.1 Process the application for tuition;
 - 19.1.2 Provide tuition to the Student;
 - 19.1.3 Provide the Student and/or Applicant with advice or information concerning products and services the School believes may be of interest to the Student and/or Applicant; and
 - 19.1.4 To enable the School to communicate with the Student and/or Applicant for any purpose.
 - 19.2 All personal information provided to the School will be held by the School at St Thomas of Canterbury College, 69 Middlepark Road, Upper Riccarton, Christchurch, New Zealand. Phone: 0064 3 348 7010. Fax: 0064 3 348 2621. Email: international@stthomas-coll.school.nz
 - 19.3 Failure to provide any information in the application for tuition may mean the School is unable to process the application.
 - 19.4 The Student/Applicant has the right under the Privacy Act 1993 to obtain access to and request corrections of any personal information held by the School concerning them.

Execution

I have read and understood that terms set out in this agreement, including the attached schedule and agree to them.

Signature:
(Student)

Signature:
(Parent)

Signature for
(School/PTE)

Designation:

Date:

IMMIGRATION: 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>

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Designated Caregiver Agreement

The College acts as the Primary Care Provider (guardian) for our International Students unless the student is living with his parent or with a close relative or close friend (Designated Caregiver). If you are appointing a close relative or family friend as a designated caregiver you are required to complete this form.

I/We designate (Insert Name of Designated Caregiver) to provide accommodation for my/our son, to attend St Thomas of Canterbury College as an international student from to subject to the approval of the Education Provider prior to enrolment.

Student's name (as it appears on the passport)

Student's preferred name:

Print Designated caregiver's name:

Relationship to Student

(Uncle/Aunt/Grandparent/close family friend)

Address:

Phone Mobile

I/we understand that the education provider will:

- Visit the home of the designated caregiver prior to enrolment to determine that the living conditions are of an acceptable standard
- Assess whether the designated caregiver will provide a safe physical and emotional environment for the student
- Determine that the accommodation is not a boarding establishment (i.e. does not have five or more international students staying in the home)
- If the accommodation designated by the parents is a boarding establishment, the school will follow the provisions relating to boarding establishments as set out in the Code of Practice
- Meet with the designated caregiver/s and establish communication with the caregiver
- Meet the student at least quarterly to ensure the accommodation is suitable
- May require a Police vet to be undertaken, if the education provider considers it appropriate.

Should this arrangement change I/we undertake to inform St Thomas of Canterbury College immediately. Further, I/we understand that should St Thomas of Canterbury College have any concerns regarding the welfare of my/our child, they may refer him to the relevant welfare authorities, or any other appropriate agency in New Zealand.

I/we understand that St Thomas of Canterbury College will make every endeavour to ensure the safety and welfare of my/our child while studying in their school.

DECLARATION:

I/we confirm that the person/s nominated as the designated caregiver/s is/are a 'bona fide' relative or close family friend. (Proof of this relationship may be required)

Signed..... Date

(Must be signed by student's Father or Mother)

Print Name: Mr/Mrs

Contact Telephone number in Home Country:

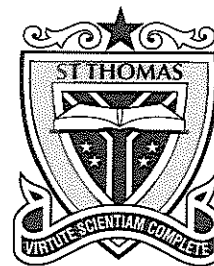
Contact address in Home Country:

Email Address:

St Thomas of Canterbury College 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 a <http://www.minedu.govt.nz/goto/international>

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International Fees

Fee	Year	Term
Tuition Years 7-13	\$13,500	\$3,375
Examination Fees Years 11-13	\$ 400	
Enrolment Fee	\$ 500	
Homestay	\$ 9,430	
Health & Travel Insurance	\$ 469	

Fee Information

- All fees are in New Zealand Dollars
- All fees are inclusive of Goods and Services Tax (GST)
- Health and Travel Insurance is compulsory except for students who are residents of Australia or nationals of the United Kingdom
- The 'enrolment fee' is to be included with an application for enrolment
- Fees include all ESOL assistance
- Fees include all curriculum costs except for overnight trips.

Additional Costs

- Uniform \$750
- Personal stationery
- Extra Curricular activities

Optional Costs

- Trips away from school
- Specialised music tuition
- Personal educational and sporting equipment

Funds

A student must hold sufficient funds accessible in New Zealand to allow for all expenditure on his needs and to meet the requirements of the New Zealand Immigration Service.

Homestay Arrangements

There are only a limited number of homestays available through the school. Most homestays are arranged through a local agency. All homestays are carefully selected for suitability. Homestays must be vetted by New Zealand Police. Homestay fees are to be paid to the College for a year, or half a year. They are then paid to the homestay providers every two weeks.

Curriculum

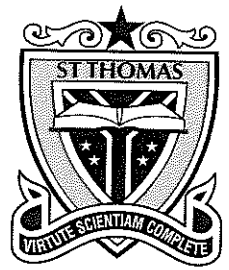


COMPULSORY SUBJECTS (bold & underline)

OPTIONAL SUBJECTS (italic)

	Senior Primary		Junior Secondary		Senior Secondary		
	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
	11 - 12 yrs	12 - 13 yrs	13 - 14 yrs	14 - 15 yrs	15 - 16 yrs	16 - 17 yrs	17 - 18 yrs
Special Character	<u>RE</u>	<u>RE</u>	<u>RE</u>	<u>RE</u>	<u>RE - NCEA</u>	<u>RE - NCEA</u>	<u>RE</u> <u>Social Ed</u>
The Arts	<u>Art</u> <u>Drama</u> <u>Dance</u> <u>Music</u>	<u>Art</u> <u>Drama</u> <u>Dance</u> <u>Music</u>	<u>Art</u> <u>Drama</u> <u>Music</u>	<u>Sculpture - Art Design</u> Art Studies <u>Drama</u> <u>Music</u>	Art Studies <u>Drama</u> <u>Music</u>	Art Studies <u>Drama</u> <u>Music</u>	<i>Classical Studies</i> <i>ART- Design</i> <i>Painting</i> <i>Sculpture</i> <i>Drama</i> <i>Music</i>
Health & Physical Ed	<u>PE Health Pathways Forward</u>	<u>PE Health Pathways Forward</u>	<u>PE Health Pathways Forward</u>	<u>PE Health</u> <i>Sports Leadership</i>	<u>PE Health</u> <i>NCEA PE</i>	<u>PE Health</u> <i>NCEA PE</i> <i>Sports Leaders</i>	<i>NCEA PE</i> <i>Sports Leaders</i>
Language & Languages	<u>English and/ or ESL</u> <u>French</u> <u>Maori</u>	<u>English and/ or ESL</u> <u>Spanish</u> <u>Maori</u>	<u>English and/ or ESL</u> <u>Maori Studies</u> <i>Maori</i> <i>Japanese</i> <i>Spanish</i>	<u>English and/ or ESL</u> <i>French</i> <i>Maori</i> <i>Spanish</i>	<u>English OR Alternative English OR ESL</u> <i>Maori</i> <i>Samoan</i>	<i>English OR Alternative English OR ESL</i> <i>Maori</i> <i>Samoan</i> <i>Media Studies</i>	<i>English OR Alternative English OR ESL</i> <i>Maori</i> <i>Samoan</i> <i>Media Studies</i>
Mathematics	<u>Maths</u>	<u>Maths</u>	<u>Maths</u>	<u>Maths</u>	<u>Maths OR Alternative Maths</u>	<u>Maths OR Alternative Maths</u>	<i>Calculus</i> <i>Statistics</i>
Science	<u>Science</u>	<u>Science</u>	<u>Science</u>	<u>Science</u>	<i>Science Or Alternative Science</i>	<i>Biology</i> <i>Chemistry</i> <i>Physics</i>	<i>Biology</i> <i>Chemistry</i> <i>Physics</i>
Social Sciences	<u>Social Studies</u> <u>PREP programme - primary enterprise</u>	<u>Social Studies</u> <u>PREP programme - primary enterprise</u>	<u>Social Studies</u>	<u>Social Studies</u> <i>Economics</i>	<i>Economics</i> <i>Geography</i> <i>History</i> <i>Employment-Studies</i>	<u>Financial Literacy</u> <i>Accounting</i> <i>Economics</i> <i>Geography</i> <i>History</i> <i>Employment-Studies</i>	<i>Accounting</i> <i>Economics</i> <i>Geography</i> <i>History</i> <i>Employment Studies</i>
Technology	<u>Info Tech Workshop Graphics</u>	<u>Info Tech Workshop Graphics</u>	<u>Info Tech Workshop Graphics</u>	<i>Technology</i> <i>Graphics</i> <u>Info Tech</u>	<i>Technology</i> <i>Graphics</i>	<i>Technology</i> <i>Graphics</i> <i>Computing</i>	<i>Technology</i> <i>Graphics</i> <i>Computing</i>
Students are assessed three times a year against the Learning Outcomes of the New Zealand Curriculum					NCEA Level 1	NCEA Level 2	NCEA Level 3
International students study ALL of the subjects in the New Zealand Curriculum Framework with ESOL support.					International students select five subjects and ESOL		

ST THOMAS OF CANTERBURY COLLEGE



69 Middlepark Road, P O Box 11 314, Christchurch, New Zealand. Telephone 64 3 348 7010
Facsimile 64 3 348 2621. Email: international@stc.school.nz

Student Accommodation Request

Name.....
 Age Birth date: Form/Class.....
 Home Country Address:.....
 Phone: HOME Work. Fax
 NEW ZEALAND CONTACT: Name:..... Phone

What career are you planning?	
Religion?	
Do you plan to return home in the term holidays?	
Hobbies and Interests	
What musical instrument do you play?	
What work do your parents do?	Mother:
	Father:
Do you mind living in a house with pet animals?	
Do you have any special food preferences or special diet?	
Have you travelled to other countries before? If so, which ones?	
Have you lived away from home before?	
Are there any special items you plan to bring with you?	

Do you smoke? Yes/No Do you mind living in a house with smokers? Yes/No

Do you have any special health or medical needs, e.g. Malaria, Asthma, Allergies?

Do you have any brothers or sisters? Yes/No

If so, their Names: 1 Age Male/Female
 2 Age Male/Female
 3 Age Male/Female
 4 Age Male/Female

Is there anything special you would like in a homestay?

Tell us a little bit about yourself

Is there any other request you would like to make?.....

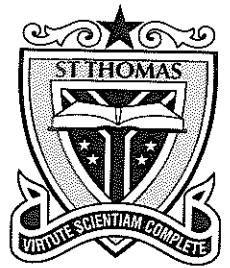
When do you plan to arrive in New Zealand? Date..... Flight Number..... Arrival time.....

Signed..... Print Name of Student.....
 (Student's Signature)

Signed..... Print Name of Parent.....
 (Parent's Signature)

Date.....

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Code of Practice

St Thomas of Canterbury College is a signatory of the New Zealand Code of Practice - for the Pastoral Care of International Students.

The following information is a summary of the Code of Practice.

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 pamphlet 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.

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.

Who does the Code apply to?

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

What is an 'international student'?

An 'international student' is a foreign student studying in New Zealand.

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 at www.minedu.govt.nz/goto/international

How do I know if my educational provider has signed the Code?

The New Zealand Ministry of Education will maintain a register of all signatories to the Code. This is available online from www.minedu.govt.nz/goto/international. If the education 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.

What do I do if something goes wrong?

If you have concerns about your treatment by your education provider or by an agent of the provider, the first thing you must do is contact the Principal, the International Student Director, or another person who has been identified to you as someone that you can approach about complaints at your institution. The Code requires all institutions to have fair and equitable internal 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).

What is the International Education Appeal Authority (IEAA)?

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

How can I contact the IEAA?

You can write to the IEAA at:

International Education Appeal Authority
C/- Ministry of Education
Private Bag 47 911
Ponsonby, Auckland
Phone: (09) 374 5481 Fax: (09) 374 5403
Email: infoieaa@minedu.govt.nz

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 education providers who have committed a breach of the Code that is not a serious breach. These sanctions include an order for 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 education 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 a serious breach, the IEAA will refer the complaint to the Review Panel.

What can the Review Panel do?

The Review Panel can remove or suspend an education provider as a signatory to 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.

A summary of the Code of Practice for the Pastoral Care of International Students

The Code sets standards for education 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 into 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 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.