



St Bernard's College

Information for International Students



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St Bernard's College has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students. Copies of the Code are available on request from the College or from the NZQA website at www.nzqa.govt.nz/providers-partners/education-code-of-practice/code-of-practice-resources-languages/2016-code-of-practice/

INTRODUCTION



Welcome to International Students

St Bernard's College is a Catholic Boys' school offering a well- rounded education for students from Years 7-13. The current roll is 660 students who come from a range of economic, religious and ethnic backgrounds.

The College proudly maintains Marist tradition that is based on the values of the founder of the Marist Brothers, St. Marcellin Champagnat.

Our students are offered an education that prepares them for success in a challenging world.

St. Bernard' College has hosted International Students from all over the world for many years. The College is a signatory to the Code of Practice for International Students and therefore takes the welfare and education of their students very seriously. The number of International Students is kept small to enable each student to be readily integrated into College life.

We will offer your son:

- an education and school experience based on Christian values
- excellent learning opportunities
- a warm, friendly, supportive environment
- an emphasis on excellence and achievement for all
- high standards of discipline and behaviour
- a wide range of sports, recreational and cultural activities
- a highly trained and enthusiastic teaching and support staff
- a full English Second Language programme



GENERAL ACADEMIC INFORMATION



For more information about the St Bernard's College Curriculum, please click on the link below.

www.sbc.school.nz/course-structure/

Term Dates 2023

- • **Term 1** 31st January – 6th April
- • **Term 2** 24th April – 30th June
- • **Term 3** 17th July – 22nd September
- • **Term 4** 9th October – 11th December

STUDIES

On arrival at St Bernard's College a student will be evaluated to ascertain his level of English - oral and written competency - and the level of prior learning in selected subjects. This will help determine a student's level of study and enable us to plan an individual study programme for the student. Subjects that have certain prerequisites and/or need to have been studied at earlier curriculum levels may be amended during the period of study.

A student entering the school at Year 12 or Year 13 may find there are subjects that he cannot do unless he has previously studied them. These include languages, mathematics, physics and chemistry. It is important to remember that a basic level of English is required for all subjects.

CODE OF PRACTICE



New Zealand is the only country in the world to have a compulsory Code of Practice for the Pastoral Care of International Students.

- St Bernard's College is a signatory to the Code, which sets out the minimum standards you can expect when you come to school in New Zealand. The Code also outlines the process for complaints.
- For more information about the Code of Practice for the Pastoral Care of International Students, click here:
 - <https://www.nzqa.govt.nz/providers-partners/education-code-of-practice/>
- **Immigration:**
- Details of visa and permit 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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- **Health Services:**
- Most international students are not entitled to publicly funded health services while in New Zealand. Any medical treatment received may be charged at the full costs of that treatment. Details on entitlements to publically funded health services can be viewed at <http://moh.govt.nz>
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- International Students must have sufficient current medical and travel insurance while studying in New Zealand. Evidence of medical and travel insurance must be produced on enrolment. It must cover the full length of time spent in New Zealand. The school will keep a record of the Insurance Policy number and the type of cover provided.
- **Covid-19:**

New Zealand manages Covid-19 through the traffic lights (COVID-19 Protection Framework). Currently New Zealand is at **Orange**

For more information with regards the setting system and for the latest information this can be viewed at <https://covid19.govt.nz/traffic-lights/life-at-orange>

ENROLMENT PROCEDURE



Application

Enrolment applications may be submitted by mail or email. The International Student Application form must be completed, initialled and signed by the parent and student. Please ensure that the appropriate home stay application form is completed if applicable.

Procedures for Overseas Student Application:

1. Documentation must be complete. It is then checked and approved..
2. Fees invoiced sent. (Fee payment by Bank transfer into School Account is recommended)
3. Receipt of fees.
4. Offer of place is confirmed. Offer of place document is sent with the receipt of fees.

If you use an electronic transfer, please add an additional NZ\$25 for the Bank charge.

Our bank account is:

ASB Bank
St Bernard's College
Account No. 12-3142-0164653-000

Please notify the College of when the transfer takes place so the funds can be credited to the student's account.

If student is in New Zealand:

If the application form is approved the parents will be informed of an interview time. This interview will involve:

- The prospective pupil and parents.
- The designated caregivers (if applicable).
- The Director of International Students.
- The International Student Programme Manager.

The interview will consist of:

- Tour of the school.
- Explanation of the Conditions of Acceptance (see below).
- Classroom and daily programme explanation.
- Initial assessment of the level of English of the student.
- Ensuring the parents understand all completed documentation.
- Explanation of the designated caregiver's role & responsibility (if applicable).
- Making an appointment time to visit the home of the designated caregiver.
- Answering any questions the family may have.

CONDITIONS OF ACCEPTANCE

In addition to the conditions listed here, all conditions that are part of the contract with parents, the fees refund policy and other school policies apply.

1. Students and parents/legal guardians must accept and abide by the rules regarding behaviour and conduct that apply to all students. Unacceptable behaviour may result in the termination of tuition.
2. Students must observe the laws of New Zealand. All disputes will be dealt within New Zealand law.
3. Students must observe the conditions of their Visa and Student Permit. If a student breaks the terms of the visa/permit, the school will report the fact to the New Zealand Immigration Service, which may result in the student having to leave New Zealand.
4. Class placements are decided on the evidence of assessment after arrival in New Zealand. All information given before enrolment about placement on courses and in classes is provisional. The school reserves the right to adjust placements and individual programmes at any time, if it is in the student's interests to do so.
5. The student will attend the school on all occasions when it is open unless prevented by illness or other urgent cause.
5. Tuition may be terminated if the student fails to comply with the school rules or breaches the conditions of their visa.
6. Tuition fees will be paid in full before enrolment, or before enrolment is renewed (whichever applies). All additional costs (as outlined in the school prospectus) will be paid promptly, as required.

7. The conditions of the Fee Refund Policy will be accepted.
8. All students are required to have travel and medical insurance for the duration of their period of enrolment. The school can arrange insurance unless students choose to make their own arrangements, in which case proof must be provided that the insurance purchased is adequate. The school will keep a record of the policy number and expiry date.
9. All international students must live in one of the following types of accommodation:
 - i. With their parents.
 - ii. With a designated caregiver chosen by their parents.
 - iii. All accommodation offered by designated caregivers must be approved by the school, as required by the Code of Practice for the Pastoral Care of International Students. An indemnity form must be signed by parents giving the designated caregiver authority.
 - iv. With a school-approved homestay family.
10. The school's complaints procedure for international students will be used to deal with grievances (refer Page 12) and the Disciplinary Policy (Schedule Two) of St Bernard's College International Student Application Form and Contract of Enrolment.
11. The student and/or parents will provide academic, medical and other information that is relevant to the wellbeing and course placement of the student.

Visa

To obtain a student's visa you must have:

- An offer of placement from the College
- A receipt from the College for payment
- A guarantee of accommodation
- Evidence that a student can obtain sufficient funds to support himself during the year.



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

www.immigration.govt.nz

Insurance

An International student is required by Immigration NZ to have acceptable insurance cover as a condition of their Visa. This can be arranged by the College.

HOMESTAY INFORMATION



St Bernard's College requires that all international students live in one of the following types of accommodation;

1. Living with a parent
2. Living with a relative or family friend (Designated Caregiver)
3. Living in a home stay provided by St Bernard's College

All accommodation and designated caregivers must be approved by the school. This is required by the Code of Practise for the Pastoral Care of International Students.

If a student is living with a Designated Caregiver, an Indemnity Form must be signed by their parents stating that the Designated Caregivers are relatives or close friends of the student's family. This form is included in Part Four of International Student Application/ Contract of Enrolment documents

St Bernard's College host families are organised by the International Student Programme Manager. All accommodation is inspected, families are interviewed and all adults in each family are police vetted. The students and families are supported and closely monitored by the International Student Programme Manager.

Detailed information regarding Homestays is available in the International Student Accommodation Agreements contained in Parts Three and Four of the International Student Application/ Contract of Enrolment documents.

CHARGES

CHARGES 2023 - \$NZD



	Full Year	Short Term			
	Incl GST	Per Week	Per Term	Per Semester	3 Terms
Tuition	\$16,500.00	\$412.50	\$4,125.00	\$8,250.00	\$12,375.00
Homestay	\$14,260.00	\$310.00			
Enrolment and Pastoral Care Fee	\$1000 (\$100.00 min)	\$500	\$500	\$500	\$750
NZ Government Levy (Approximate)	\$500.00				
ADW Catholic Attendance Dues (Secondary- 4 Terms 2022 figures)	\$1040				
ADW Catholic Attendance Dues (Primary -4 Terms 2022 figures)	\$510				
Extracurricular –Sport, Performing Art and Culture	POA				
Uniform (required for stays greater than 1 Term)* (Approx)	\$450				
Airport drop off/pick up (each way)	\$80				
Medical and travel insurance if not provided* (Approx)	\$1000	\$55 (Minimum)	\$250.00		

ADDITIONAL CHARGES

These vary according to the individual programme selected by the student and are not covered in the tuition fee.

These may include:

- Stationery per year
Approximately **\$ 100.00**
- Non-programmable scientific calculator for mathematics/physics etc
\$ 50.00
- Trips out of the College,
Approximately **\$ 100.00**
- Entry charges to external examinations if applicable
 - NCEA Level 1 **\$ 384.00**
 - NCEA Level 2 **\$ 384.00**
 - NCEA Level 3 **\$ 384.00**

REFUNDS



Refunds are governed by the Refund Policy (Schedule Three) of the St Bernard's College International Student Application and Contract of Enrolment document.

INSURANCE

Medical and Travel Insurance

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

St Bernard's College can arrange insurance for you if required. If private travel insurance is arranged written proof of cover will be required on arrival at college.

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

www.acc.co.nz

Eligibility for Health Services

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

www.moh.govt.nz

SCHOOL RULES AND CODE OF CONDUCT



The Code of Conduct is governed by the Code of Conduct (Schedule One) of St. Bernard's College International Student Application and Contract of Enrolment document.

These Rules apply whenever students are in school uniform or on an official school activity.

Normal school hours start at 8.40 am and conclude at 3.00 pm.

Behaviour in or out of class

1. Students walk to class in an orderly manner without obstructing corridors.
2. Outside the classroom, if it is locked, students line up against the wall keeping clear of the doorway.
3. On entering the class students go to their seat, make ready their books and be fully prepared for the lesson to begin.
4. Misbehaviour that disrupts teaching and learning may result in offenders being withdrawn from class and parents being informed.

Emergency Evacuation Procedure

All instructions for emergency evacuations must be carefully observed. Interfering with the alarms may result in injury and is a very serious offence.

Out of Bounds Areas

- Behind the Gymnasium.
- Area along the western boundary from Marina Grove to behind the canteen.
- Area along eastern boundary on the Waterloo roadside.
- Waterloo Road frontage.
- Anderson Grove.
- Marina Grove.

Visitors

All visitors must report to the Main Office. Visitors (including students from other schools or past students) may be invited on to the College property with prior arrangement with the Principal or the Director of Pastoral Care.

COMPLAINT PROCEDURES



These are the procedures to follow:

Problems with subjects or teachers

Make an appointment to see the International Student Programme Manager. The Manager will be able to liaise with subject teachers/Dean to resolve any issues; the student could ask to see the International Student Programme Director.

Problems with school friends

See the International Student Programme Manager for advice, or the school Guidance Counsellor. Appointments are made at the Guidance Office.

Homestay problems

See the International Student Programme Manager.

If the student is still not satisfied, they or their parents can contact the Principal.

If the student or parents/caregivers still feel that the problem has not been resolved, please contact iStudent Complaints at: <http://www.istudent.org.nz> or complaints@istudent.org.nz

If there is a problem, we encourage the student to ask for help and support as soon as possible.

If the student is not confident of their English ability to speak/understand the process, we do have access to staff and other language speakers who will be happy to support them.

CONTACT INTERNATIONAL DEPARTMENT



Manager International Students

Anna-Marie Dickinson

Phone 560 9250

adicknison@sbc.school.nz

Director International Students

Dominic Outtrim

Phone 560 9255

douttrim@sbc.school.nz



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<https://www.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html>