



Otago Girls' High School

APPLICATION PROCEDURE

If you have decided to apply for a place at Otago Girls' High School, then:

1. Complete the 'Application for Enrolment' form and send it with copies of your most recent reports and examination results (translated into English please) to the school.
2. The school will then send you a provisional offer of a place.
3. Send the Tuition Fee (plus the Accommodation, Emergency Fund, Health and Travel Insurance etc). If you have arranged your own Health and Travel Insurance please forward copies of the insurance documents (translated into English please) when you send the fee. We will then post or fax you the receipt and send you an 'Offer of Place'; this also includes an accommodation guarantee.
4. Take the 'Offer of Place' and 'Receipt' to the nearest New Zealand Embassy or High Commission and they will advise you about the procedure you must follow to get a visa.
5. If you require accommodation please complete the Accommodation Form and send it with your fees. We will then arrange a home stay for you. NB; All Otago Girls' High School international students must live in an approved home stay or with a designated caregiver.
6. Please let us know your travel arrangements as soon as possible, especially your flight number and time of arrival in Dunedin. Before making your final flight arrangements please contact the school regarding the term start and finish dates. We will arrange to meet you at the airport and introduce you to your home stay family.

If you require further information write to:

The Principal

Otago Girls' High School

41 Tennyson Street

Dunedin

New Zealand

School Phone: +64-3-474-0496

School Fax: +64-3-474-1668

Web site: www.otagogirls.school.nz

Email: oghsadmin@otagogirls.school.nz



Otago Girls' High School

www.otagogirls.school.nz

APPLICATION FOR ENROLMENT

You must complete this form in English. Please print carefully.

A. Student Details

Family Name:First or Given Names:

Address:
.....

City:Country:

Email address:

Date of Birth:Country of Birth:

Passport No:Citizen of:

NZ Residency: yes / no Permit Number:

B. Parent

Mother's name:Occupation:

Father's name:Occupation:

Home Phone Number:Home Fax Number:

Business Address (Mother / Father):
.....
.....

Business Phone:Fax:

Email Address:

C. Other Family Members

.....
.....

D. Language Ability

Your first language:

Number of years you have been studying English:

Have you sat any International English Language test?

Give details:

Is your school curriculum taught in English?

All subjects No subjects Some subjects

E. Academic Record

1. Please send a copy of your school reports for the last two years showing subjects and grades (in English).

2. Please send a character reference from the principal of your present school. This should cover academic ability, personal character, behaviour, and competence in English.

F. Level of Study

Please list the subjects you would like to study at this school:

.....

.....

The school will take prior knowledge into account when finalizing course arrangements.

How long do you wish to study at Otago Girls' High School?

Do you wish to study further at a Polytechnic or University?

Name and location of institution

Degree Course?

G. Health

Please have a full medical examination before you leave home and bring the Doctor's certificate with you.

Do you have any medical problems? Yes / No

Write details -

H. Medical and Travel Insurance

The Ministry of Education advises that all international students must have Medical and Travel Insurance prior to their entry into New Zealand. The insurance must be from the date of your daughter’s departure from her home until her return. If you are arranging this insurance yourself, please forward a copy of the policy documents (translated into English) to the school when you forward the fees. We are also able to arrange this insurance for you from New Zealand, prior to your daughter’s departure.

Name of Insurance Provider -

Policy start date.....Policy finish date

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 <http://www.acc.co.nz>

I. Interests

Cultural:

Hobbies:

Sports:

J. Student Photograph

Please attach a recent photo with your name printed on the back.

K. Name and address of local counsellor/agent if applicable.

.....
.....
.....

Please keep a copy of this application for your records, and return a signed copy to the school as soon as possible.

Please notify the school immediately if there is any change in contact details, telephone numbers or residential address.

L. Parental Contract: (to be signed by parent or legal guardian)

- 1.I guarantee the good behaviour of the student in New Zealand
- 2.I accept that the school will arrange an academic course which will be in the best interests of the student.
- 3.I guarantee regular payments of fees and homestay (if arranged).
- 4.I guarantee that my daughter will have medical and travel insurance.

Signed:(Parent)(Student)

Date:

Relationship to student: Mother Father Other

M. Contract of Tuition : (to be signed by parent or legal guardian)

Between Otago Girls' High School (Provider) and

.....Parents of

Miss

Otago Girls' High School agrees to provide education according to the agreed educational plan for the period from. :

..... To

Parents who withdraw their child from the contract may negotiate a partial refund of fees in accordance with the refund policy.

Otago Girls' High School reserves the right to terminate tuition if the student persists in unauthorized absences from school or exhibits inappropriate behaviour at the homestay or during leisure time, ie; if the student breaks the good behaviour contract that she has signed.

Otago Girls' High School: Accommodation

Student's name:

Please answer the following questions:

Does your daughter have any specific food requirements (e.g. vegetarian)?
.....

Does your daughter have any medical allergies?
Please give details :

Many New Zealand homes have pets (cats, dogs, for example). Please indicate if your daughter has allergies to any indoor animals.
Please give details :

Does your daughter require any special religious observances?
.....

Would your daughter prefer a home stay with: (please circle your preference)

- | | |
|-----------------------|-------------------|
| no children? | younger children? |
| children her own age? | no preference |

Do you give permission for the home stay parent to approve short-term travel and sporting trips within New Zealand?Yes / No

Health

Does your daughter have a medical condition we should know about? Yes / No

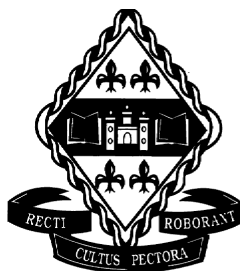
Please give details:

Medication used:

The use of both cigarettes and alcohol is regarded as unacceptable behaviour for young people under 18 years of age.

The use of illegal drugs is prohibited at all times.

Otago Girls' High School will endeavour to arrange a suitable host family, however we are unable to guarantee every request made.



Otago Girls' High School

41 Tennyson Street, Dunedin, New Zealand. Telephone (0064 3) 474 0496, Facsimile (0064 3) 474 1668

INTERNATIONAL STUDENT INFORMATION

Enrolment

We offer a flexible structure of intensive English and general curriculum programmes. Otago Girls' High School accepts enrolments at any time throughout the year. Applicants are asked to provide copies of recent school reports and information about work habits and attitudes to study. Information can be provided by character reference if required.

English for speakers of other languages

All international students are supported by the ESOL programme, with intensive English or full mainstream subjects. On arrival, an assessment of the English level is made and students are placed in courses accordingly. As students gain proficiency in English they move into more mainstream subjects. Some subject tutorials are available at lunchtime. Extra tuition in English and mainstream subjects can be arranged on a private basis. All students in the ESOL classes are required to do Speech New Zealand OCESOL (Oral Communication in English for Speakers of Other Languages) and City & Guilds International ESOL examinations. Some students choose to sit other international English language tests: IELTS, iBT TOEFL or TOEIC at the Otago University Language Centre.

Courses

An outline of courses can be found in the school prospectus. It is important to choose your courses carefully, if you want to go to University or return to school in your own country. The Dean of International Students regularly checks students' achievement and progression in subjects. Adjustments to courses are possible upon consultation. It is most beneficial for students who want to gain university entrance to do at least a two year course starting in Year 12. Intensive ESOL tuition is available to all students. As English ability improves, students join more mainstream classes.

Academic cost

This fee covers all tuition costs. It includes textbooks, photocopying, counselling services as well as classroom teaching. International students are able to take up to 20 hours a week of 'English as a Second Language' classes which are included in this fee.

Reporting to Parents

Reporting to parents/caregivers takes place four times a year through written reports and parent-teacher interviews. Parents/caregivers are able to ask about their daughter's progress at any time.

Orientation Programme

This programme is run by the full-time International Student Manager.

On arrival the student is picked up from the local airport and introduced to the new homestay family. The International Student Manager will talk to the student about the first day at school and how to get to and from school.

On the first day at school the International Student Manager, the student and homestay parent(s) will meet with the Principal to discuss subject choices. At the conclusion of the meeting the International Student Manager will take the student shopping for the uniform and also assist with opening a bank account. The student will also get help with purchasing stationery and obtaining a student ID card. The International Student Manager will introduce the student to the ESOL class, and to her form teacher. As part of the Orientation Programme the form teacher will have arranged for a kiwi buddy and a buddy from the same country as the student if possible.

Accommodation

Otago Girls' High School is able to offer home stay accommodation opportunities. Students are met at Dunedin airport, transported to their accommodation and introduced to their host family. A 24 hour support telephone line is provided.

The school's International Student Manager has responsibility for ensuring that girls are happy. International students are popular with Dunedin families who work hard to make girls feel part of the family.

All home stay families are carefully checked by Otago Girls' High School and vetted by the New Zealand Police for suitability. Only approved homes are offered to international students. Girls are provided with their own room which they are expected to look after. Every effort is made to recognise accustomed dietary preferences while introducing the girls to New Zealand food and eating habits.

Stationery

Students are expected to provide their own school stationery. Each class teacher advises students what stationery is required for that class.

Uniform

All students at Otago Girls High School must wear school uniform. The Otago Girls' High School Prospectus outlines the uniform in detail. The summer uniform includes a blue summer blouse, blue skirt and blazer; and the winter uniform includes a kilt, jersey, blazer and tie. A regulation school bag must be bought in Dunedin. Girls may wish to bring a plain navy waterproof jacket, white shirt-type blouses, white socks and black lace up, flat soled shoes with them. Assistance will be given by the school International Student Manager for international students to purchase their uniform upon arrival in Dunedin.

Emergency Fund

You are required to provide an emergency fund for your daughter of \$600. This is payable to the school at the same time as the payment of the school tuition fee. This fund can be used in the event of an emergency, and if not required will be refunded in full to you at the end of your daughter's schooling at Otago Girls' High School. The emergency fund is to make sure that your daughter will not be placed in financial difficulty while she is in Dunedin.

Private Music and Speech Lessons

Music tuition in orchestral instruments is available at Otago Girls' High School in school time. The cost for this is covered by the academic fee, but if you need to hire an instrument there is a small cost. However, private lessons in piano, orchestral instruments, and speech are available with highly qualified tutors. These private lessons are an additional cost. Lessons are weekly for half an hour or one hour as desired and take place outside school time.

Outdoor Education

Leadership and outdoor education opportunities are available and are popular with New Zealand students. Different camps are available throughout the year and these are organised on a form level basis.

The annual four day ski camp takes place in August in school time. Daily ski classes of 1 ½ hours are provided by fully trained ski instructors. There is an additional cost involved for these trips.

School Formal

Senior students have a formal dance each year.

National Examination Fees

Fees for national examinations are an additional cost. The payment for this examination should be paid at the same time as the tuition fee. National qualifications are available at Years 11, 12 and 13.

Code

Otago Girls' High School 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 at www.minedu.govt.nz/educationSectors/InternationalEducation/.

If you have concerns about Otago Girls' High School, the first thing you must do is contact the Principal, the International Student Manager, or another person who has been identified to you as someone you can approach about complaints.

If your concerns are not resolved by the internal grievance procedures, you can contact the International Education Appeal Authority (IEAA)

Medical and Travel Insurance

Eligibility for Health Services

Most 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

International students (including group students) must have appropriate and current Medical and Travel insurance while in New Zealand.

Medical and Travel insurance must be arranged prior to your daughter's entry into New Zealand. The insurance must be from the date of your daughter's departure from her home until her return. If you are arranging this insurance yourself, please forward a copy of the policy documents (translated into English) to the school when you forward the fees. We are also able to arrange this insurance for you from New Zealand.

Accident Insurance

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but your daughter may still be liable for all other medical and related costs.

Further information can be viewed on the ACC website at

<http://www.acc.co.nz>.

Immigration

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through Immigration New Zealand, and can be viewed on their website at <http://www.immigration.govt.nz>

Obtaining a Student Visa

After applying for admission to Otago Girls' High School, to get a Student Visa to study in New Zealand you will need to approach the New Zealand Embassy or Consulate.

New Zealand Immigration Authorities require -

1. A statement from the Principal offering a place at Otago Girls' High School.
2. A receipt for payment of a year's tuition fees.

Each country has additional local requirements which must be met before the authorities will allow a visa to be issued. The New Zealand Embassy or Consulate in your country will advise you what other documentation is necessary.

Please fax the school a copy of the student visa/permit as soon as you get it.

Looking After Your Daughter

Otago Girls' High School takes its responsibility to look after its international students very seriously.

Otago Girls' High School has a full time student counsellor to provide advice and guidance for students where required and is available for consultation at any time during the school week. The Dean of International Students has responsibility for the progress and happiness of all our international students and she maintains a close and caring oversight. The school also has a full-time International Student Manager who supervises home stay and runs the orientation programme and she is available to the students daily.

The Principal is available for consultation by students and parents and maintains contact with parents to ensure a fulfilling educational experience.

Home Stay

We expect students:

1. To follow the household rules
2. To be at home for meals
3. To be at home in the evening during the school week.
4. To stay in their home stay for at least one year. Settling in can take time and changes will only be made with the approval of the principal and parents.

Guidelines of behaviour

The following guidelines are established with your daughter's interests in mind and agreement to these is a requirement of acceptance at the school.

School rules - all school rules, as set out in the Prospectus, will be obeyed.

Liquor - the use of alcohol is unacceptable behaviour in young persons under 18 years of age.

Drugs - use of drugs is prohibited.

Smoking - this is an increasingly unacceptable habit in New Zealand homes and is discouraged.

Motor Vehicles - students are not permitted to drive a motor vehicle. Hitch-hiking is also forbidden. Serious and expensive legal problems arise if students are involved in an accident. Students are not permitted to travel in cars driven by young people under the age of 25, unless permission has been given by the school or the home stay parent.

Telephone

Overseas calls can be very expensive. Please provide your daughter with a phone card for international calls or arrange for her to call you collect.

Internet

Your daughter is welcome to bring her laptop to her home stay. Any line installation costs must be paid by the student.

Travel

Please notify the home stay and the school if at any time your daughter has your permission to leave New Zealand. Our international students are expected to return home over the long December - January vacation.

Please notify the home stay parent and the school, if your daughter is to return home during the term breaks. If students wish to travel out of Dunedin at any time they must fill in the travel request form which must be approved by the Principal.

Student Contract

Each student will be asked to sign a contract agreeing to obey all school rules and to behave in an acceptable way both at school and in home stay.

If students do not meet school or home stay requirements then the Principal or Board of Trustees may send them home after consultation with you, as parents. In this case no tuition fees will be refunded.

Contact

If you have questions or problems about any of these matters please contact the Dean of International students or the International Student Manager in the first instance and NOT the home stay parents. The International Student Manager is in regular contact with the home stay parents and will discuss your concerns with them.

If you are not satisfied that your concerns have been resolved, especially about pastoral care, you should contact the International Student Manager, or the Principal, Otago Girls' High School (Telephone: +64-3-474-0496, or Fax: +64-3-474-1668) or The International Education Appeal Authority, C/- Ministry of Education, P O Box 1666, Wellington, New Zealand.

Otago Girls' High School

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International Student Invoice

To the parents of -

Tuition for a full year	\$13,200.00
Homestay 46 weeks (\$225.00 per week)	\$10,350.00
Home stay placement fee	\$350.00
City and Guilds International ESOL examination	
Speech NZ Oral examination	\$160.00
NCEA Fees – one year	\$385.00
Emergency Fund (Refundable on departure)	\$600.00
Uniform (Summer and Winter)	\$900.00
Health and Travel Insurance	\$460.00*

Total Payable

NZ\$26,405.00

** If you are arranging your own Health and Travel Insurance please provide copies of the documents (translated into English) when you pay this invoice.*

Please note: Tuition fee includes NZ Government Tax.
There may be further costs for stationery, school camps, field-work and external examination fees when or if these are required.

Payment may be made by way of Bank Transfer to:	National Bank of New Zealand Dunedin Account: "Otago Girls' High School" 060 901 0119973 00 Swift Code : ANBNZ22
Or by Bank Draft to:	Otago Girls' High School 41 Tennyson Street, Dunedin

Fees Refund Conditions for International Students

School Fees

1. If you withdraw from your course of study before the course completion date you may be eligible for a refund of school fees.
2. 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.
3. If your application is made before the start of your course, your fees will be refunded in full less an administration charge of \$300 to cover costs incurred by the school.
4. If your application is made after the start of your course, but before the second half of your course, your fees will be refunded less:
 - An administration charge of \$300
 - Costs to the school already incurred for tuition
 - Components of the fee already committed for the duration of the course, including appropriate proportions of salaries of teachers and support staff (if applicable)
 - Costs already incurred for the use of facilities and resources
 - The proportion of the Government Levy the school is required to pay
 - Any other costs already incurred
5. If your application is made after the second half of your course, you will not receive a refund except in exceptional circumstances.
6. The Board of Trustees will make no refund to a student who is expelled from the school.

Homestay Fees (based on all homestay fees paid in advance)

1. If you move out of your homestay before the end of your contract the portion of your homestay fees not already used will be returned to you. The Homestay Placement Fee of \$350 cannot be refunded.
2. To have your homestay fees returned, you must write to the Board of Trustees giving two weeks' notice, or pay two weeks' fees in lieu of notice.
3. If you cancel your homestay contract before you move into the homestay, your fees will be refunded in full, less the Homestay Placement Fee of \$350.

NB: No refunds will be made:

- Where students are asked to leave the School because of misbehaviour, poor attendance, or violation of the rules regarding motor vehicles.
- Where students wish to transfer to another school for whatever reason.
- Where students return home for any reason other than the student's serious illness or death or serious illness of a close member of the family.
- Where students acquire permanent residence after having enrolled at the school.