



ONSLOW COLLEGE



WELCOME

Thank you for considering Onslow College for your child's international secondary education.

Onslow College offers:

- A co-educational secondary environment.
- A high standard of homestay care.
- Excellent preparation for University.
- A distinctive and successful academic record. Most students go on to University.
- On going English language support from specialist teachers.
- Well resourced facilities.
- Local and national recognition.
- A safe and supportive environment.
- A large choice of subjects and extra curricular activities.
- A non-uniform school.

We will work hard to help your child be happy and successful at our school.

Onslow 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 at "<http://www.minedu.govt.nz>".

How to Enrol at Onslow College

Thank you for your interest in our school. This is what you need to do:

- We need a lot of information about the student before we can accept her/him.

Please send the following (by post/fax or email):

1. A school report with information about her/his progress/grades over the past 2 years. Please include examination results from their present school.
2. A letter from their present principal about the student's attitude and character.
3. A signed copy of our Tuition Contract and Refund Policy
4. Application Form.
5. If needed, a completed Application for Accommodation Form and a signed Homestay Accommodation Contract.

After we have received your information, we will write, or fax you, to let you know whether we can offer the student a place at Onslow College. An offer letter and invoice will be sent to you. The tuition fee for year 2012 **NZ\$14,000 per annum**. This fee will remain the same for the duration of the student's time at Onslow. This includes your individual subject costs, some internet costs but not exam fees, overnight field trips, music lessons or sports fees e.g. badminton

Please send the fees to ASB Bank, Lambton Quay, Wellington. SWIFT CODE "ASBBNZ2A"

Account Number: 12 3174 0265002 00

Account Name: Onslow College, Wellington, New Zealand

- When we have received your fees we will send you a letter and receipt for the Visa Officer of the nearest New Zealand Embassy or High Commission. This letter will say that we are accepting the student at our school. You need to have this letter to get a student visa. It will tell you dates and other information that you need to know.
- We help the students to find a programme that they can succeed in. All students are placed in their appropriate level. However, some subjects that students choose before coming to New Zealand may not be suitable. In New Zealand students can study individual subjects at different levels. We look at their English Language assessment and academic background before a final decision is made. The number of students in the class is also a consideration.
- Onslow College expects all students to work hard, finish their work, behave well and go to their classes. Students are required by the Department of Immigration in New Zealand to attend regularly. Their Student Visa can be revoked if this does not happen.
- **Accommodation (Homestays).** Onslow College runs a homestay programme for International Students. We have a Homestay Manager who finds suitable homes for our students. The homestay Manager supports and often monitors the students and their host families. The host families are assessed regularly. We require a homestay support fee of **NZ\$750.00 per annum** for this service. Students pay their homestay fees to the school. We require the fees at least six months in advance. The school is responsible for the transferring the homestay fee to the host family. The homestay fee is **NZ\$230.00 per week** which is passed onto the homestay caregiver. The school provides an information booklet about living in a New Zealand homestay. Please contact us if you require a copy. Please complete the "Application for Accommodation Form" if you require us to find a homestay for the student.
- Students who are 19 years of age and have attended Onslow College for a minimum of one year can go flatting. The school requires the flat to be close by. Each student has a interview with the Principal before he/she is permitted to flat. The accommodation is assessed by the school.
- If a student is living with a family member or close family friend locally, the family member is responsible for the welfare of the student. A "Indemnity Contract for Designated Caregiver" is required to be signed by the parents giving permission for the student to live with this designated caregiver.
- The school provides the students with the opportunity to participate in basic abseiling, river water rafting and high ropes activity during the orientation programme at the beginning of the year. Other adventure

sports will require specific permission from parents eg: Bungy jumping , horse riding, kayaking, sailing, sky diving, parachuting, jet boating, helicopter flights etc.

- We do *not* fully refund fees when students decide to leave the school during the year. When students are asked to leave because of their behaviour or unsatisfactory attendance they receive no refund. **Please read the Fees Refund Policy for details.**
- **GUARDIANSHIP:** All students under 18 are required to have a legal guardian in New Zealand. This can be arranged by the school or by the family. The school may also require individuals 18 - 19 years old to have a guardian when necessary. The cost of guardianship is paid by the student's family directly to the guardian.
- **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>.
- **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 <http://www.moh.govt.nz>
- **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
- Under the Code of Practice for the Pastoral Care of International Students, all international students must have appropriate and current medical and travel insurance while studying in New Zealand.

Kerry Finnigan - Director of International Students
BA, Dip Tchg, Dip TESL



International Students Fee Refunds Policy

The fees paid for International Student's tuition are used to employ teachers and provide resources and facilities for these students. It is therefore not possible to fully refund fees. The withdrawal of one or two students does not substantially lower the cost to the school.

The refunds policy set by the Onslow College Board of Trustees is:

1. The Board of Trustees will make a refund:
 - a. If an application for a refund is made before the commencement of the course, 95% of the tuition fees will be refunded.
 - b. If an application for a refund is made after the first day of attendance but within one term of starting the course, 50% of the tuition fees will be refunded.
 - c. If due to circumstances beyond our control and the school is unable to provide an academic course for the student eg. a civil defence emergency, the refund amount will be decided by the Board of Trustees.
2. The Board of Trustee will make **no refund**:
 - a. When a student is required to leave the school for a breach of the rules and conditions of enrolment at the school or has broken a New Zealand law.
 - b. Where a student has been excluded or expelled under Section 14 of the Education Act 1989.
 - c. Where a student returns home for any reason other than serious illness, accident or death of a close family member.
 - d. If the enrolment application is found to be inaccurate in any way and the contract is terminated.
 - e. If the student withdraws after the first term of the course.
3. Homestay accommodation fees will be refunded as follows:
 - a. The balance of the Homestay Accommodation fees which are held on behalf of the student will be refunded. Two weeks notice of leaving a homestay is required. If a student leaves within this period then he/she must pay for the two week period.
 - b. If a student or their family cancel the homestay contract before moving into the homestay, the homestay accommodation fees will be refunded in full but **not** the homestay support fees.
4. International students who gain permanent residence will be refunded tuition fees from the date that they gain residency.
5. All refunds will be paid to either the parents of the student or to an agent who has written authority from parents. Refunds will be given directly to students only with written authority from their parents.

N.B.

 - The Board of Trustees guarantees the fees of all International fee-paying students in the event that the International programme cannot continue.
 - All refunds are at the discretion of the Principal and require supporting evidence.

Onslow College General Information

School: All textbooks are provided by the school but you must buy your own stationery and pay for text books if you lose them. The course fees for specific subjects are covered by the tuition fee. However extra costs for activities such as Physical Education, Geography field trips must be paid separately.

The school day is from 8.45am to 3.10pm. There are 5 teaching lessons of about 1 hour each day. Year 13 students usually have 5 unsupervised study lessons per week. The school library is open at lunch time so that each student can use it for study and research. Students also have access to the computer labs. Each student has their own computer account to access the internet.

Attendance: All Students are expected to be at school during school hours and any absence must be explained by a letter from the homestay parent, guardian or doctor. It is compulsory to attend form time. The school does not welcome students who do not attend classes. If a student is not attending their classes, warning letters are sent to their parents and caregivers. If there is no improvement, the student may be expelled from the school. In this case, a student visa is likely to be revoked by the Department of Immigration.

Identity Cards : Students new to the school are issued with identity cards. This card provides identification on buses and trains.

Reports: You receive an academic school report twice a year. A summary of this report is sent to your parent or guardian in your home country. It is translated into your first language. As well an interim report is sent to your host family in April and the grades of your practice exam results in September. Your parents or guardian may be contacted at any time by the school, without reference to you, if there is concern about your attendance, behaviour or academic progress. We welcome enquiries from parents about student's academic progress.

Discipline: All members of the school community are expected to respect each other, the environment and the school. Physical violence, verbal abuse and sexual harassment are unacceptable. You may be asked to leave the school if your conduct breaks this rule. You may also be asked to leave for possession of alcohol or drugs on the school campus. Smoking is not permitted in the school environment.

In New Zealand weapons of any kind are not allowed on the school grounds. This includes all knives.

Clothing: Wellington has a temperate climate. The temperature is seldom above 25⁰C in the summer and can drop to 5⁰C in the winter. Clothing is expensive in New Zealand, so it is a good idea to bring all you need with you. There is no school uniform at Onslow College.

Transport: There are bus and train services to school. Most students live 5 - 20 minutes away. A student train pass is approximately \$50 a month. International Students under 19 years of age are not allowed to drive or own a car.

On Arrival : On your first day at Onslow College you must bring:

- Your passport.
- Any reports from previous schools.
- Pen/pencil.
- Your New Zealand address and phone number.
- Your home country address and phone number in English.

You will see the Director of International Students and fill in the school enrolment form. Then you will be given an English Language assessment. This is to help the school place you in appropriate subjects at the right level. You may also be given some subjects tests especially in Mathematics and Science. You will discuss your subject choices with the Director. Once a course has been decided you will be given a timetable.

N.B. If you arrive during the year, this may mean that you cannot be admitted to classes on the first day.

The New Zealand Education System

Students begin their secondary education when they are 12 or 13 years old. They are known as Year 9 students.

Year 9:

All Year 9 students take the core subjects of English, Social Studies, Science, Mathematics and Physical Education for the whole year.

Year 9 students also take 4 option subjects for the 6 months each so that they can experience these subjects and decide which they will continue with in year 10.

Year 10:

The Year 10 course is similar to Year 9 except that you can continue some options at a higher level, e.g. Music, Japanese, German, Art. These subjects are often the subjects which you will take for further study in the senior high school.

Students needing extra English Language support are withdrawn from subjects individually or in small groups, to receive intensive instruction to help them achieve well in their other subjects. Also ESOL is an option which all beginner learners of English must take.

PROGRESS FROM YEAR 9 TO YEAR 10 AND FROM YEAR 10 TO YEAR 11 IS AUTOMATIC. THERE ARE NO QUALIFYING EXAMINATIONS AT YEAR 9 OR YEAR 10.

Year 11:

You must select 6 subjects for the year. You should take care that you select at least 4 subjects which can carry on to Year 12 or Year 13 if you are wishing to continue to University.

Year 12:

Usually, you must pass a subject at Year 11 level before you can take it at Year 12 level. Entry requirements are published in the Senior Curriculum Handbook. However you may be able to take new subjects at Year 12. You may take 5 or 6 subjects at Year 12 level and it is recommended that you also take one School Plus subject*.

If you are thinking of going to an Institute of Technology, you should select subjects which will be helpful for your course. If you are considering University you should select subjects which you can carry through to Year 13 which you think you can get good marks in.

* - For subject details refer to the Curriculum Book.

Year 13:

You need to achieve entry requirement in order to take a subject at level 3. These requirements are published in the Senior Curriculum Handbook. You should take up to 5 subjects at Year 13 level if you are intending to go to University.

Your attendance in class is very important in gaining passes in Year 11, 12 and 13.

National Certificates of Educational Achievement (NCEA)

The main secondary school qualifications in New Zealand are the National Certificates of Educational Achievement, which are awarded at three levels: level 1, 2 and 3. Students usually begin studying for their level 1 NCEA in year 11 (third year at secondary school) and continue to the higher levels through years 12 and 13. Some students study at more than one level, depending on their abilities in different subjects.

Students are assessed against 'standards'. Each subject is made up of a group of standards, each of which defines what a student must know or be able to do for a particular topic or area of study. For example, level 1 English is divided into a number of standards. The diagram below shows a selection of these. Other subjects are divided into standards in the same way.

Code	Assessed	Mathematics - Level 3	Ver	Credit Value	Result	Credits Achieved	Ext. Prov	Context Code
90635	External	Differentiate functions and use derivatives to solve problems (3.1)	2	6	A	6		
90636	External	Integrate functions and use integrals to solve problems (3.2)	2	6	A	6		
90637	Internal	Solve problems and equations involving trigonometric functions (3.3)	2	4	A	4		
90638	External	Manipulate real and complex numbers, and solve equations (3.4)	2	5	E	5		
90639	External	Sketch graphs of conic sections and write equations related to conic sections (3.5)	3	3	E	3		

N - Not achieved

A - Achieved

M - Achieved with Merit

E - Achieved with Excellence

ABS - Absent

SNA - Standard Not Attempted

RNA - Result Not Yet Available

The benefit of this standards-based system is that schools can select a mix of standards for their students, to meet their particular needs and interests. Because of this, the mix of standards and what's taught may vary from school to school. For most standards, successful students are awarded 'achieved', 'merit', or 'excellence', depending on how well they performed, with 'achieved' meeting the standard and 'excellence' being the highest possible grade/category. Depending on the standard, assessment is either internal (completed as part of the school year) or external (through end-of-year national examinations or portfolio submissions).

National Certificates of Educational Achievement are accepted internationally. NCEA level 3 is broadly comparable with GCE Advanced, US High School Diplomas and Australian Higher School Certificate. These in turn are national qualifications that are recognised and accepted around the world.



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English for Speakers of Other Languages (ESOL) Provision

If the student's English level is low he/she may be sent to a local English language school. **Onslow does not provide full time Intensive English for International Students with beginner to late beginner levels of English.** The ESOL department runs language classes for students with different levels of English. Students can receive up to 12 hours of English support per week. ESOL teachers and Teacher Assistants also support students in their mainstream subjects.

- ESOL staff also provide support for regular classroom teachers by training them in techniques for helping ESOL students in their classrooms.
- Students who enrol at Years 11 and 12 with an elementary or pre-intermediate level of English will be enrolled in a Curriculum Based Language support course. This course provides extra language and curriculum support in sciences and Mathematics. The aim of the course is to assist the students with the subject specific vocabulary, assessments and class work on these subjects. These classes are taught by subject teachers who have some training in teaching English for academic purposes.
- At Year 11 and 12, many ESOL Students follow a 2 year NCEA level 1 English Course. This course aims to achieve the NCEA level 1 literacy requirements.
- At Year 13 level, the ESOL Department provides an Academic English Course. This is run in addition to five academic subjects. Students studying NCEA Level 3 are expected to attend this course each week, unless their English level is very high. The course aims to assist the students pass the NCEA Level 2 literacy requirements for entry to University. It includes an academic vocabulary programme. The course outlines are available on request from the ESOL Department.



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Homestay Accommodation Programme

Onslow College runs a homestay programme for International Students. The homestay coordinator supports and often monitors the students and their host families. We require a homestay support fee to cover this. Students pay their homestay fees to the school. We require the fees six months in advance. The school is responsible for the transferring the homestay fee to the host family.

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The school provides an information booklet about living in a New Zealand homestay. Please contact us if you require a copy.



Orientation Programme

The Director of International Students runs an orientation programme for all the new students on their arrival. Each student receives a copy of the orientation information which includes the following information:

- Introduction to Wellington City and amenities near the school
- Orientation to local systems: travel and shopping.
- Familiarisation with New Zealand laws, culture and learning
- School rules, procedures, counseling, support systems
- Organising the photograph for the Student ID
- English competency testing
- Academic planning and class placements, Issuing of a timetable
- Living environment and what students should expect from their accommodation.
- Routine activities of daily living.
- Surrounding rural or urban environment.
- Banking information and how to open a bank account.
- Information about cultural, recreational, and sporting activities.
- Transport arrangements
- Student rights: how to make a complaint and how to access support.
- Management of finances.
- Acceptable behaviour.
- Health and Medical treatment.
- “Keeping safe” information.
- 24-hour contact name and number for use in case of emergency.
- Management of emergency situations, including emergency numbers.

This programme will take slightly different forms depending on whether there is a group of students starting together or an individual student arriving during the term.



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Internal Grievance

If there is a problem, the student should first see the Director of International Students. If the Director is unable to resolve the problem then the matter is referred to the Principal. If the Principal makes a decision that the parent feel is unfair or unreasonable they can approach the Board of Trustees who will meet and report back to the parents.

The Board of Trustees base all their decision on the Policies of the school and the Ministry of Education. If the parents are unhappy with the decision of the Board of Trustees they can appeal to the International Education Appeal Authority (IEAA) which is operated by the Ministry of Education. If the IEAA find the school acted badly they will be disciplined and may lose their approval for enrolling international students.

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.

The student can write to the IEAA at :

International Education Appeal Authority
Private Bag 32001
Panama Street
Wellington
Phone (04) 462 6660 Fax (04) 462 6686

Email: ieaa@justice.govt.nz

The Code is available online from www.minedu.govt.nz/goto/international.

CODE OF PRACTICE

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

The Code sets standards for educational 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 under the age of 18 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.

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>

The Code also establishes the IEAA and the Review Panel to receive and adjudicate on student complaints.



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**Onslow College Price List 2012/2013
(All fees are stated in New Zealand dollars)**

<u>Full academic year - two semesters</u>	2012	2013
Tuition fee	\$ 14,000	14,000
Homestay cost per week is	\$ 230	240
Homestay Support fee	\$ 750	950
Insurance *	\$ 529	529
Optional trips, sports and events	up to \$ 300	300
National examination fees - optional	up to \$ 400	400
 <u>One semester (2 terms)</u>		
Tuition fee	\$ 7,500	7,500
Homestay cost per week is	\$ 230	240
Homestay Support fee	\$ 750	950
Insurance *	\$ 290	290
Optional trips, sports and events	\$ 300	300
 <u>Three Terms</u> - Tuition Fee		
	\$ 11,000	11,000
 <u>One Term</u> - Tuition Fee		
	\$ 4,000	4,000
 (Other fees on application)		

For details of medical insurance policies please visit www.uni-care.org.nz or www.internationalstudent.co.nz

International students **must** have appropriate and current medical and travel insurance while studying in New Zealand. Onslow College will arrange medical insurance on your arrival if you have not done so.

NCEA Examinations Fees:

Students of Year 11, 12 and 13 who are sitting the New Zealand national examination (NCEA) in November need to pay fees every year. The costs are \$150 for fewer than 48 credits (2 subjects) or \$400 for more than 48 credits (three or more subjects). Students may also choose to sit New Zealand Scholarship exams. These cost \$100 per subject. Students are invoiced for these exams in April and must pay by August.

2012 TERM DATES

Term 1: Tuesday 31 January to Thursday 5 April

Term 2: Monday 23 April to Friday 29 June

Term 3: Monday 16 July to Friday 28 September

Term 4: Monday 15 October to Friday 7 December