

HUTT VALLEY HIGH SCHOOL

International Enrolment Application



How to Enrol at Hutt Valley High School

Thank you for your interest in Hutt Valley High School. Before this application is completed parents should read:

1. The New Zealand Code of Practice (see page 6)
2. Hutt Valley High School fees and refunds policy (page 7)
3. Conditions of Enrolment (page 8)

In order to help us accept your enrolment, please send us:

1. The completed application form.
2. A copy of your last school report.

When we receive the information and if we have a place available, we will send you an 'Offer of Place' and a Fees Invoice.

After the fees have been paid, we will send a 'Letter of Acceptance' and a receipt. These are needed for the student visa application. You must inform HVHS of your arrival details (time, place, flight number). More information can be found at the HVHS International Student Website: www.hvhs.school.nz

How to pay:

Direct credit to: Bank of New Zealand,
High Street, Lower Hutt, New Zealand
Hutt Valley High School Board
Account number: 020528 0030654 00
Bank statement details: Student's name

International Students' Application Form

Student Details

Family name: _____ First name/s: _____
English name (if any): _____ Date of Birth: ____/____/____
day month year
Gender: male / female
Nationality: _____ First language: _____
Address in home country: _____

E-mail: _____
Home telephone: _____ Fax: _____
Passport number: _____ Country of issue: _____
Passport issued on: _____ Expires: _____

Parent/Legal Guardian details:

Father's name: _____
Home telephone: _____ Fax: _____
Business telephone: _____ Fax: _____
Cell phone number: _____
E-mail: _____
Mother's name: _____
Home telephone: _____ Fax: _____
Business telephone: _____ Fax: _____
Cell phone number: _____
E-mail: _____

Agent / Education Consultancy Details:

Name of company: _____
Consultant: _____
Address: _____
Telephone: _____ Fax: _____
E-mail: _____

Education details:

How many years of high school have you completed? _____

Name of present school: _____ Class / Level: _____

Subjects you study in your home country: _____

How many years have you studied English? _____

Where did you study English? _____

Start date and course:

When do you want to start Hutt Valley High School? _____

Course required:

Length of course: 1 term 2 terms 3 terms Full Year More

Subjects you would like to study at HVHS: _____

What are your plans for future study? _____

Accommodation details:

Do you need a homestay? Yes / No

What are your interests / sports / hobbies? _____

Are you allergic to pets? Yes / No (if yes give details) _____

Medical Information:

Do you have medical insurance? Yes / No Policy number: _____

Do you want HVHS to arrange medical insurance for you? Yes / No

Name & address of insurance company: _____

Start date: _____ Expiry date: _____

Do you suffer from any illness the school should know about? Yes / No

If **YES** please provide details including medication: _____

Student agreement:

I have read and understood the information concerning Hutt Valley High School (pages 5-8). I agree to abide by the school rules and New Zealand Law at all times.

Signed by student: _____ Date: _____

Parental Agreement:

I / We accept the Offer of a Place at Hutt Valley High School on behalf of

_____ (student's name).

I / We agree that our child shall be subject to the rules and discipline of Hutt Valley High School.

I / We allow Hutt Valley High School to take any necessary disciplinary action if our child breaks the NZ Law or Hutt Valley High School rules.

I / We allow Hutt Valley High School to take any necessary disciplinary action if our child breaks the Homestay Contract.

I / We or legal guardians of the student authorise staff of the school to: receive information from any person, authority or corporate body concerning the student including but not limited to, medical, educational and welfare information; provide consents in respect of any activity carried out and authorized by the school; provide necessary consents on behalf of the student in the event of a medical emergency where it is not reasonably practical or timely to contact the parents.

I / We have read, understood and agree to the terms and conditions of the refund policy.

Names/s: _____

Signature/s: _____

Date: _____

I / We are the: Mother & Father Mother Father Other person

If **other person** please state relationship to student: _____

I / We confirm that the information included in this application is correct.

Name/s: _____

Signature/s: _____

Date: _____

Relationship to student: Mother and / or father Guardian Other person

If **other person** please state relationship to student: _____

Please attach passport photograph here (or attach jpeg photo to your email)

Complete and return the application to:

Director of International Students
Hutt Valley High School
Woburn Road
Private Bag 31-909
Lower Hutt
NEW ZEALAND

Tel/Fax: 64 4 570 3552

Welcome to Hutt Valley High School, Lower Hutt, New Zealand Important Information for Students and Parents

Hutt Valley High School is a, state co-educational school of 1750 students. It is a leading progressive Secondary School and aims for students to succeed in a caring and secure environment. The school is situated in Lower Hutt, 10 minutes from Wellington City. We limit our international student numbers to 40 each year. This ensures that our students get the best opportunities possible.

Wellington is New Zealand's capital and is in the centre of New Zealand. The beautiful harbour is surrounded by hills with many walking paths. It is a small cosmopolitan city with many cultural and sporting events and two world class universities.



New Zealand is situated in the South Pacific. It has a multi-cultural population of just over 4 million. It is a clean, green country with wonderful scenic lakes, rivers, mountains and beaches. The New Zealand people are well known for being very open, friendly and welcoming.

Website: www.hvhs.school.nz

Academic Programme

Hutt Valley High School sets and maintains high academic standards. The staff are well qualified and professional. While academic studies are emphasized, a wide range of sports and arts including music, drama and cultural activities are also offered.

When students arrive, they are individually assessed and the school reserves the right to place them in courses which best suit their needs and goals.

Hutt Valley High School offers NCEA qualifications at Years 11, 12 & 13. These qualifications are recognized internationally. We also assist students to gain the qualifications necessary for entry into New Zealand and overseas universities. ESOL support is available to all our international students if required. Preparation for English examinations such as IELTS and TOEFL is also available.

School Reports

Students receive an academic report each term (4 times a year). The family, the homestay family and the agents receive a copy. The agents will interpret the report for the family if necessary. It is important that parents notify us of any change in address so we can keep in touch.

Pastoral Care and Support Services

Hutt Valley High School aims to make students feel as comfortable and secure as possible while they are away from home. We want to ensure that they reach their academic goals and enjoy their life in New Zealand.

- We have a full time International Student Manager who is available to students.
- Each student is welcomed and given our full orientation programme.
- Each student's reason for studying in New Zealand and career plans are recorded.
- Students are encouraged to participate in school activities.

Code of Practice

The New Zealand Ministry of Education has developed the Code of Practice for the Pastoral Care of International Students. Hutt Valley High School has agreed to observe and be bound by the Code. Copies of the Code are available from the New Zealand Ministry of Education website at www.minedu.govt.nz

Fees

Tuition

Tuition fees for one year are NZ\$13,000 including tax (GST) plus NZ\$600 administration.

Homestay Accommodation

HVHS homestay accommodation is NZ\$225 per week. Homestay includes a fully furnished room, all meals and laundry. As the school is responsible for your welfare during your time in New Zealand you must live in school approved homestay accommodation.

Homestay accommodation is arranged with New Zealand families living close to the school. Support is available at all times and our International Manager closely supervises care in homestay. All our homestay families are police checked in accordance with the NZ Code of Practice. We hope you will enjoy being part of a New Zealand family.

Additional Costs

This may include:

Stationery (\$50-100), national examination fees (\$375), school trips or camps (\$10 - \$275)
The international student trip to OPC is fully subsidised by the school, transport and gear hire is \$180.

Insurance

Travel and medical insurance is **compulsory** and can be arranged by the school. The approximate cost is NZ\$500 per year.

Uniform

The approximate cost of a school uniform is \$300. Some secondhand uniforms may be available at a reduced cost. Boys and girls wear black leather shoes.

Optional Holiday and Adventure Tours

The school can arrange adventure tours to New Zealand's most popular destinations during school holidays. Tour prices range from NZD\$350 for 3 days to NZS\$1500 for 10 days. Many students take this opportunity to see more of New Zealand.

Refund Policy for International Students

We will make every effort to ensure that the student's stay at Hutt Valley High School is successful and rewarding. If a decision is made to withdraw from the school it must be in full consultation with parents and agents.

To be eligible for a refund, an application must be made in writing to the Principal by the parent or legal guardian clearly stating the reason for the withdrawal of the student.

- If the withdrawal is made before the student arrives in New Zealand full tuition fees are refunded less \$600 administration fee.
- No refund will be made if the student is asked to leave school because of poor attendance, violation of the school rules or the rules of the NZ Government.
- No refund will be made if the student transfers to another school.
- No refund will be made if the student returns home for any reason other than serious illness or death or serious illness of a family member. (Medical evidence must be provided)
- No refund will be made if they continually breach the Homestay Contract.
- No refund will be made if the student leaves or gain permanent residency after the mid-point of his/her contract.

This policy is based on Section 4B(7) of the Education Amendment (No. 4) Act 1991. Refer to www.govt.nz

Student Activities

All our international students are encouraged to join a sport or cultural activity. This is a great way to make new friends. See the website for sports and cultural activities: www.hvhs.school.nz

All our international students are offered the chance to attend the New Zealand Outdoor Pursuits Centre (OPC) in Tongariro National Park.

School Calendar

Please see the school website: www.hvhs.school.nz

School Time Schedule

Monday – Friday. School begins at 8.45am and finishes at 3.15pm.

English for Speakers of other Languages (ESOL)

When international students first arrive at Hutt Valley High School they are referred to the ESOL Department for an English assessment. If English lessons are required, students may have up to 10 spells a week in the ESOL classroom for extra English at no extra cost.

The ESOL department is staffed by highly qualified English language teachers.

Conditions of Enrolment

Accommodation

You must live in approved homestay condition.

School rules

You must follow all school rules and the rules of the New Zealand Government. Each student will be asked to sign the Homestay Contract.

English Language Proficiency

On arrival you will be given an English Language Proficiency Test. Your first class placement will be based on the results of this test. Your English Support programme will be arranged according to your level of English Proficiency.

Motor Vehicles

Special permission from the Principal and a New Zealand driving licence must be obtained if the student wishes to drive a car to school. We will also need written permission from the parents.

Uniform Rules

You must wear the regulation uniform.

Health Services

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

Health & Travel Insurance

It is compulsory to have insurance.

Insurance can be arranged by the school through Uni-Care Educational Travel Insurance.

www.uni-care.org

Your policy will cover:

- Travel to and from New Zealand
- Medical treatment while you are in New Zealand

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

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 www.immigration.govt.nz

Working in New Zealand

Full time Year 12 and 13 students may apply to work up to 20 hours per week during the school term or full time over the summer holidays.