

# CODE OF PRACTICE, HEALTH, INSURANCE & IMMIGRATION

## CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

Scots 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 the College or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz/goto/international> or you can refer to Appendix 1 “Summary Code of Practice for the Pastoral Care of International Students” at the end of this booklet.

## IMMIGRATION

An international student is a student possessing a New Zealand Student Visa or Student Permit but who is the resident of another country, is from a different cultural and linguistic background to that of a New Zealander, and is in New Zealand for study purposes. 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>

## HEALTH

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>.

## INSURANCE

All International students must have a NZ based comprehensive travel, medical and personal insurance policy in place prior to departing from home and for the duration of their stay in 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 <http://www.acc.co.nz>.

**Medical and Travel Insurance:** International students must have a current New Zealand based comprehensive medical, travel and personal insurance policy in place prior to departing from home and for the duration of their stay in New Zealand.

The College will arrange this for you.

# CONDITIONS OF ENROLMENT/ACCEPTANCE

Scots College welcomes applications from students from overseas.

International students participate in mainstream classes with the College providing additional English language tuition if required.

Each International Student receives a comprehensive plan for their study. This outlines everything involved in an English speaking, mainstream education at Scots College.

Once an International Student commences with Scots College, a carefully planned programme is put in place to ensure he receives pastoral care.

The Directors of International Students manage all major concerns relating to the students and the Headmaster maintains an overview at all times.

## AGE AND ENTRY LEVEL

Scots College accepts International students from Year 6, if living in Wellington with a parent and Year 7 – 13.

The College prefers students to enter at Year 9 for the Secondary School although older students will also be considered.

## ENGLISH LANGUAGE

All students need to meet a minimum level in spoken and written English. This will require an IELTS grade or equivalent appropriate to the student's age being submitted before final acceptance can occur.

The acceptance of an application is provisional on the English Language level and academic achievement being suitable for the courses that Scots College offers. If the course requirements or English Language level for the year requested by the parents proves to be too demanding, the College reserves the right to change the year level.

If a student does not have sufficient command of the English language to manage the mainstream classroom programme, it will be necessary for him to undertake a period of intensive language study at an English Language School recommended by the College, at the parent's expense, before entry to Scots College can take place. The College is able to make all necessary arrangements.

The College is not able to offer intensive language courses but does provide support through ESOL classes (English for Speakers of Other Languages).

To maintain ESOL standards students will be required to sit an IELTS test or equivalent, at the end of each year and students must reach an approved grade before being exempt from attending ESOL classes. The cost of ESOL classes is included in the tuition fee.

It is important that students have a genuine desire to learn and that they must have a good behavioural and attendance record at their previous school.

## **GUARDIANSHIP**

If a student's Parents or Legal Guardian are not living in Wellington during the time the student attends the College, the College will provide guardianship services.

## **ALLOWANCE AND FUNDS**

The College will hold funds in trust on behalf of the student and the parents and will control all monies.

## **PASTORAL CARE AND SUPERVISION**

A programme is put in place to ensure that International Students receive comprehensive pastoral care. As with all students, they are placed in a House or Group and the House Dean monitors academic and personal development and reports to parents.

The College oversees all aspects of the student's life.

The Boarding House Matron with the Director of Boarding and Boarding House staff maintain a close interest in our overseas students who are boarders. The Directors of International Students deal with all major concerns relating to the students and the Headmaster keeps a careful overview.

## **BOARDING**

Wherever possible International Students will be accommodated in the College Boarding House.

Scots College has 5 day and 7 day boarding. Homestay accommodation is arranged and supervised by the Director of International Students. A student has the opportunity to experience living with a New Zealand family during boarding exeats, weekends and holidays.

In certain circumstances International Students may live in a homestay that is pre-arranged and supervised. At all times, whether at school or in homestays, students are required to abide by the standards and rules of the College.

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

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