

# 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.*

- Students and parents or legal guardians must accept and abide by rules and expectations regarding behaviour and conduct that apply to all students. Unacceptable behaviour may result in the termination of tuition. Parents will be given a Rules and Expectations Handbook prior to enrolment.
- Students must observe the laws of New Zealand.
- Students must observe the conditions of their visa. If a student breaks the terms of the visa the school will report the fact to the New Zealand Immigration Service, which may result in the student having to leave New Zealand.
- All applicants must be able to demonstrate a minimum capability in spoken and written English to be enrolled.
- The College reserves the right to change a student's year level if the course requirements or English language level is too demanding. The College may recommend that the student takes an English language course before coming to study at Scots College.
- If a student is not living in Wellington with a parent or Legal Guardian during the time the student attends the College, the College will provide guardianship services. A guardianship fee will apply.
- The student will attend the School on all occasions when it is open unless prevented by illness or other urgent cause.
- Tuition fees will be paid in full before enrolment or before enrolment is renewed, whichever applies.
- Homestay fees will be paid in full before enrolment or before enrolment is renewed whichever applies.
- All additional costs as outlined in the Fees and Disbursements, will be paid promptly, as required.
- The conditions of the Fee Refund Policy will be accepted.
- The College will arrange for medical and travel insurance for the duration of the student's enrolment.
- All disputes will be dealt with in New Zealand law.
- The School's complaints procedure for International students will be used to deal with grievances.
- Parents must inform the School of their address, telephone number, fax number and e-mail address, whichever applies. The student and/or parents will advise the College of any change in contact details of the student or parents.
- The parents will provide academic reports and testimonials, medical and other information that is relevant to the wellbeing and course placement of the student.
- Students must be willing to sign the student tuition contractual agreement and abide by the College rules as they apply to International Students