

St. Oran's College

St. Oran's College is a small, integrated school for girls. Established in 1958 by the Wellington Presbytery of the Presbyterian church, the school opened in 1959. It is situated in lovely surroundings in Lower Hutt, only 15 minutes from New Zealand's capital city, Wellington.

Small classes (maximum 24 students) and qualified teaching staff help to ensure that students' needs are met.

A full range of co-curricular activities is offered. As well as sports and outdoor activities, students can participate in a variety of dramatic and musical events or learn to play a musical instrument.

St. Oran's College is a safe, friendly environment. The college's special character underpins all activities.

Specially selected home stay accommodation is arranged with local families.

St Oran's 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 of Practice are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz>

St Oran's College offers international students an opportunity to experience New Zealand culture and school life for up to one year.

In addition to English language and speech lessons, students study a range of subjects from the New Zealand school curriculum.

PLEASE NOTE: National qualification examinations will not be offered to international students who have enrolled after February 2005.

College Philosophy

The positive, motivated environment at St.Oran's College aims to instill in each pupil a confident, enthusiastic approach to academic studies and all other aspects of living. Our emphasis is on providing a first-class education and our organisation and structure allows for the maximum personal development of each girl. Within a caring atmosphere based upon Christian values, each girl is encouraged to develop effective study strategies, and with balanced use of her time and talents, to become a positive, tolerant, responsible member of the community.

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|-------------------------|---|--|
| Self Esteem | - | Each girl should leave this college with confidence in her own self-worth. |
| Academic Growth | - | Students are encouraged to extend their abilities to the full, gaining qualifications appropriate to their personal goals. Independent study habits are emphasized. |
| Social Awareness | - | We recognise the need to live and work in harmony, and with tolerance with people of different ages, backgrounds, interests and cultures. An understanding of the needs of others is encouraged. |
| Spiritual Growth | - | Christian values are fostered through Bible readings and prayers in assembly and weekly Christian Studies classes. Students are encouraged to apply these principles in their relationships with others. |
| Responsibility | | Students are given opportunities to develop an attitude of responsibility; in Year 12 & 13, students are able to take an active role in College leadership. |
| Life Skills | - | We encourage physical fitness, and healthy living. When a student leaves St. Oran's College she should have the ability and the desire to continue independent learning and the confidence to make a positive contribution to her community. |
| Recreation | - | We provide opportunities for students to become involved in music, drama, art and sporting activities. |
| Environment | - | Students are encouraged to appreciate and respect the environment. |

- Community** - We place importance on the involvement of the school in the community, realising the benefit both can gain from this contact. Special emphasis is given to linking with elderly folk in many ways, and annually the girls entertain senior citizens from local Presbyterian homes.

- Homework policy** - The development of effective study habits is an important aspect of academic life at St.Oran's College. For this reason, homework is set in most subjects each night.

- Homework includes** - Reading, preparation for new work, completion of work started in class, revision and practice exercises, preparation of projects or assignments, background research (e.g. current events), learning vocabulary or important facts and revising for class tests or examinations.

- Reports** - Reports are issued to all students three times a year.
 - Interim Reports: Issued in March/April.
 - Mid-Year Reports: Full reports are issued.
 - End of Year Reports: Full reports are issued to all students indicating progress and achievement for the whole year.

- Multi-Level Study** - Pupils are able to study subjects at a level other than their own year level.

Introduction to applying for entry to

St Oran's College for Girls, Lower Hutt, New Zealand

1. 1.1 General

We are guided in our documentation and procedures by the Code of Practice for the Pastoral Care of International Students issued by New Zealand's Ministry of Education (MOE).

1.2 New Zealand

New Zealand is a truly unique country. Its scenery sets it apart from the rest of the world while its people have a reputation for friendliness, strength and independence. Inspired by the natural beauty and ruggedness, New Zealand's people excel in many fields - sport, the arts, manufacturing and education.

New Zealand is situated 10,400 kilometres (6,462 miles) south west of North America, 1,7000 kilometres (1,056 miles) south of Australia. It consists of two major islands - the North Island and the South Island, as well as other smaller islands.

New Zealand is a Parliamentary democracy, offering a safe political environment for foreign students. It has a population of 4 million. The population comprises indigenous peoples (Maori, known as the "Tangata Whenua") and people of European, Pacific Island and Asian descent.

1.3 The College Year for 2008

Term 1	Monday 4 February –Friday 18 April
Term 2	Monday 5 May – Friday 4 July
Term 3	Monday 21 July – Friday 26 September
Term 4	Monday 13 October – Friday 12 December

It is best if students start study at the beginning of the school year. It may be possible to admit students later in the year but priority will be given to students who can start at the beginning of the first term.

2. **MAKING AN APPLICATION**

2.1 **General Requirements**

Students will be accepted at Years 11, 12 and 13. Students should be less than 19 years old at the time of entry.

St. Oran's reserves the right to assign students to the class that we feel would be most appropriate for their abilities.

2.2 **Making an Application**

Please follow the Application Procedure outlined in this prospectus. The Application for Enrolment form which is included with the International Prospectus should be completed and airmailed to:

The Executive Secretary,
St Oran's College,
PO Box 31-043
Lower Hutt,
New Zealand.

The application must be accompanied by all the documentation requested on the form, including certified copies of examination results and a letter of recommendation from the Principal of the student's current school. These should be in English, or accompanied by a translated copy. A handwritten letter, in English, from the student to the Principal of St Oran's College is also required.

There is no closing date for applications but applications should be received before **30 October** to ensure there is sufficient time to complete all formalities and obtain a visa before school commences the following year.

2.3 **Offer of a Place**

If the application is accepted, an "Offer of Placement" form will be sent to the applicant. The offer is accepted once the applicant has paid a full year's tuition fees. Please note that up until tuition fees are paid, St. Oran's College can withdraw from the agreement. There is a limit to the number of international students accepted each year.

2.4 **Conditions of Acceptance**

Entry level for international students at St Oran's College is Year 11, Year 12 or Year 13.

The school seeks to recruit students who have adequate English language skills for the courses they will pursue. It is important that international students entering the college show evidence of a solid grounding in English language.

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

Students must be willing to sign the tuition agreement and abide by the school's rules as they apply to international students. These are explained in this prospectus.

School reports and testimonials should accompany an application to study.

The school reserves the right to place the student in appropriate courses based on the student's competency in English.

It is compulsory for international students to have comprehensive medical insurance cover with a New Zealand-based insurance provider while studying in New Zealand. The College can arrange this on the student's behalf or the student can arrange insurance themselves through the following companies:

Uni-care (<http://www.uni-care.co.nz/>)

Southern Cross Benefits Ltd (<http://www.scti.co.nz>)

3. **ACCOMMODATION**

St. Oran's College is not a boarding establishment. The College arranges homestay accommodation for students. Our homestays are checked by our Homestay Co-ordinator and police vetting on potential homestay families is carried out. All our homestays offer individual bedrooms with single or double bed, dressing table and desk, With some homestays, students have their own bathroom facilities. Please note that a written guarantee of accommodation is required before a student visa can be issued.

4. **VISA REQUIREMENTS**

As a non-New Zealand resident you must complete immigration requirements for the issue of a student visa. 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> . The New Zealand Government office in your country will advise you of the requirements.

5. **HEALTH, WELFARE AND ACCIDENT BENEFITS**

5.1 **Health Benefits**

Most students are not entitled to publicly-funded health services while in New Zealand unless they are:

- A resident or citizen of Australia; or
- A national of the United Kingdom in New Zealand; or
- The holder of a temporary permit that is valid for two years or more.

If you do not belong to one of these special categories and you receive medical treatment during your visit, you will be liable for the full costs of that treatment. Medical insurance is therefore very important for international students (see 5.4 below). Full details of 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.

5.2 **Income Support**

You will not be eligible for income support assistance. A condition of your student visa is that you will be able to meet the full cost of education, accommodation and other living costs.

5.3 **Accident Compensation**

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

5.4 Insurance Cover

International students must have appropriate and current medical and travel insurance while studying in New Zealand. Uni-care and Southern Cross Benefits Ltd are New Zealand-based companies that specialise in offering insurance to foreign students and academic staff in New Zealand. If you wish the school to arrange insurance on your behalf, please indicate this on your Application for Enrolment form.

6. ARRANGEMENTS FOR STUDENT CARE

Students, whether or not they are accompanied by their parents, will be met at the airport on arrival and will be helped to adjust to life in a new country. Each student will be assigned another pupil to help to explain arrangements at school. One teacher has specific responsibility for providing help and counselling of students as required. Students will also be given an Orientation Handbook.

FEES and COSTS

1. TUITION FEES

The tuition fees for St. Oran's are \$12.000. Further information can be obtained by contacting us at info@storans.school.nz.

Fees will be **paid one year in advance** before the student will be accepted. Tuition fee does not cover I.E.L.T.S. exams, written work books, write-on homework books, sports, special school trips or cultural activities.

2. UNIFORM

Students are charged \$1000 for uniform. Any unused part of this amount is refunded at the end of the student's study at the College.

3. ACCOMMODATION

Costs are \$NZ200.00 per week for 2–3 meals per day during the week and three meals per day during the weekend.

Additionally, there is a charge of \$450 per year for administration of homestay arrangements.

4. LIVING EXPENSES

Extra living expenses to cover such items such as clothes, transport and food can be expected to be a minimum of \$50.00 per week.

5. MEDICAL INSURANCE

Medical and travel insurance costs approximately \$650 per year (this is subject to change).

Guidelines for all Students

St. Oran's College welcomes you. We believe that it is important for all students to develop an understanding and knowledge of other cultures.

We want you to enjoy living in New Zealand, but we also want you to return to your countries with academic qualifications and knowledge of the English language and the New Zealand culture that will help you in your future careers.

Please read these guidelines carefully. **St. Oran's College welcomes students who follow these guidelines.**

Attendance at School

The school expects students to attend all their classes on time. If a student's attendance is unsatisfactory she will be warned in writing and may be asked to leave.

Joining a club, learning a musical instrument or playing a sport

The school encourages international students to participate in at least one activity.

Work Attitude and Achievement

We believe that all students must work to their full potential. When the attitude and achievement of students does not show this, then guidance will be given to the student to assist them to achieve their goals and clarify the reasons for them being in New Zealand.

Additional Information

Orientation Handbook

All International Students will be taken through the school's orientation programme and be given an Orientation Handbook. This handbook will be completed with the assistance of a St Oran's staff member. The handbook will help to ensure that the student is aware of who to contact if they have a question.

Reports

Copies of reports are given to the girls and sent to parents' agents or schools, where appropriate. We expect them to forward these on to their parents. Homestay parents are encouraged to take an interest in their students' progress.

Holidays away

When a homestay student goes away for less than three days - to travel, visit family etc, no reduction in homestay payments will be made. If the international student is away for more than three days a room holding fee of half a week's payment will be made to the homestay parents in lieu of full payment.

Students are not allowed to hitchhike or accept rides in vehicles with other students under 19 years of age.

Attendance at school

Homestay parents/guardians/counselors are to inform the school on the day of absence if a student is unable to attend for any reason. On returning to school, students must bring a written note of explanation for the absence, signed by the homestay parent. If they have been absent for a three days or more they need a doctor's certificate.

Changing homes

Sometimes, for various reasons, it is necessary to change accommodation for the student. The school would prefer that there is two weeks' notice in advance from the host parent or student.

When the homestay family is away for the weekend or on a holiday, alternative accommodation can be arranged for the student, if required. The student is not allowed to remain in the home overnight during this time.

Emergency

If a student has an accident, Homestay parents are to contact the Homestay Co-ordinator. We will contact the student's family and assist with the problem as required.

Cars

Students are not permitted to own or drive a vehicle while attending St. Oran's College.

Money

The College appreciates homestay parents monitoring the amount of money that a student spends. We are happy to write to parents about this if spending seems extravagant.

St Oran's Education System

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

At St Oran's College, we accept international students into Years 11, 12 and 13. Year 13 is the final year of secondary school in New Zealand.

International students who are offered a place at our college are placed into a course of study which best fits their English competence and timetable requirements.

Subjects available to international students for study from Year 11 at St Oran's College include:

English

Mathematics: General > Calculus, Statistics

Science: General > Physics, Chemistry, Biology

Economics

Technology: Computing, Textile technology

Social sciences: History, Geography

Arts: Art > Painting, Design

Physical Education

Students are encouraged to participate in college sport and cultural events in addition to their study.

Attendance in class and meeting all assessment deadlines is very important for gaining achievement in all subjects.

School Policies

Withdrawal of international students from St Oran's College and attendance requirements

Withdrawal

International students who wish to withdraw from St Oran's College must:

- Provide written approval from their agent in lieu of parents signing the leaving form
- Complete the schools leaving form
- Give homestay parents four weeks notice if this involves terminating their homestay arrangements

Attendance requirements

1. The school treats international students as it does domestic students and the school's policies apply.
2. Tutor teachers and/or Teachers in Charge of year levels will contact the homestay parents in the event of an unexplained absence

3. Disciplinary procedures will be applied in the event of truancy or continuing truancy and the student's parents / and agents where applicable will be notified. These can involve:
 - Visits to the home by a school staff member in the case of students aged under 16 years of age.
 - Suspension procedures where truancy is deemed to be gross misconduct which is a harmful example to other students.
4. Parents and agents of international students who are failing to meet course requirements will be contacted promptly
5. If a student is withdrawn from the school or ceases to attend, the school will notify the N.Z. Immigration Service.

Exclusion of students from school

An international student, once enrolled at the school, has the same rights as a domestic student and cannot be excluded from school other than in accordance with the stand-down and suspension provisions of the Education Act.

The decision to suspend a student will be made by the Principal on the grounds of misconduct or continual disobedience.

In addition, where a decision is made to exclude a student from the school's homestay arrangements, and this necessitates a return home, the following procedures will be followed:

1. The agent and parents of the international student will be notified of the matters causing concern
2. A decision will be made as to whether the student should be given permission to enroll with an alternative provider in New Zealand
3. The Principal's decision can be referred to the Board of Trustees where the student has been suspended or removed from the homestay.
4. The student has the right to attend the hearing and to be represented as provided for in the 1989 Education Act
5. If a student is excluded or expelled from school, the school will notify the New Zealand Immigration Service.

Refund of Student Fees

The refund policy for fees of overseas students will be based on Section 4(97) of the Education (No. 4) Amendment Act 1991. The Principal will act as the agent of the Board of Trustees in establishing the circumstances and the level of the fees to be refunded within the spirit of this policy.

Where at any time a foreign student withdraws from a subject, course or programme at a state school, the Board may refund to the person who paid (in respect of the student's enrolment in the subject, course or programme) the amount of the fees paid (or the sum of any instalments paid in respect of those fees) any amount it thinks appropriate not exceeding the extent (if any) by which the amount paid exceeds the sum of the following amounts.

- The Board's best estimate of the cost to the Board (including the appropriate proportion of the Board's administrative and other general costs and the appropriate proportion of any initial or start-up costs of the subject, course or programme) of providing tuition in the subject, course or programme for one student up to that time
- An amount that is, in the Board's opinion, an appropriate reflection of the use made by one student receiving tuition in the subject, course or programme of the Board's capital facilities
- The appropriate proportion of the amount (if any) prescribed under section 4D of this Act for a student receiving tuition at a state school in the subject, course or programme
- All other fees (if any) prescribed by the Board

In order to be eligible for any refund the student must apply in writing to the Principal setting out the special circumstances of the claim.

In arriving at their decision, the Principal will take into consideration the special circumstances of the withdrawing student and consider:

- Costs already incurred by the College
- The salaries of the teachers and support staff and any other components of the fee already committed for the duration of the course
- An amount which covers use of the facilities and resources to date of withdrawal
- Any refund of the foreign student's fee from the government

Except in exceptional circumstances, no refund is payable to a student who withdraws in the second half of the course. In the case of a full year student, the second half of the course commences on the first school day in July after the holiday break.

Complaints policy

Purpose: to provide a procedure to follow when dealing with complaints associated with St Oran's College, which is fair to all parties.

Guidelines:

All oral complainants to be encouraged to submit their complaints in writing to the Principal or the Board

Every written complaint received by the Board or the Principal will be acknowledged within one working day

All complainants will be notified of progress or outcome within one week

All written complaints received will be recorded in a Complaints File to be reviewed by the Chairperson of the Board of Trustees

In dealing with all complaints, good rapid communication is essential

Fee Protection Policy

Purposes:

1. To outline the school's fee protection policy.
2. To ensure that in the event that the school is unable to continue to run a course or programme, the unspent portion of the fees is available to be returned to the student.

3. To ensure that international student fees are accounted for separately, and in such a way that individual student contributions can be protected and monitored.
4. To ensure that the school is able to provide a refund to any student in accordance with legal obligations, in the event that the course or programme was misrepresented to the student, unsuitable for the student's purposes as made known to the school, or the student is otherwise entitled to a refund under New Zealand law.

Guidelines:

1. International Fees will be paid into, and separately itemized in, the school's account, and held in the prepayments ledger. International student fees will be drawn down and paid in arrears at the end of each school term.
2. International student fees will be audited on an annual basis.
3. Sufficient funds will be available for draw down to enable the refund of the entire amount of any student's fees if they have not commenced their course/ programme, or sufficient funds will be available to refund part of any course programme that is not continued and should this be necessary to meet financial risks and / or in accordance with Purpose 2 or 4 above.

The Board of Trustees fee protection policy will ensure that there are sound fiscal control mechanisms in place to protect student's investments.

Application procedure

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

- Provide evidence of academic achievement and good character. Please provide the information in English, or have it accompanied by a translated copy. Please send:
 - a school report with some information about her academic progress.
 - examination results from her present school.
 - a letter from her present school Principal which describes the student's attitude and character.
 - a hand-written letter from the student to the Principal of St Oran's College which introduces herself and explains why she wishes to study at St Oran's College.
- Read and sign the Tuition Agreement, provided with this document. You can request a copy of the Tuition Agreement that has been translated into simplified Chinese by contacting the school.
- Send us:
 - completed Application for Enrolment form
 - evidence of academic achievement
 - signed Tuition Agreement

After we have received your information, we will write to, or fax, you to let you know whether we can offer the student a place at St. Oran's College. This is the Offer of Place. We will ask you to send \$11,500 (subject to change without notice) for school fees for the year. Details of the College's bank account will be provided at this time.

- When we have received your fees we will send you a letter. 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 also tell you any dates or other information that you need to know.

Enrolment arrangements

- We help the students to find a programme that they can succeed in. Some subjects that students choose before coming to New Zealand may not be suitable.
- St. Oran's 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 cancelled if this does not happen.
- Accommodation (Home Stays). We will find families for students to live with. We have a Home Stay Co-ordinator who finds suitable homes for our students. She also looks after the students during their stay. We charge \$190 (subject to change) per week for accommodation. We do our best to support our students but cannot be responsible for living arrangements.
- We do not fully refund fees when students decide to leave the school or when they are asked to leave because of their behaviour or unsatisfactory attendance. Please read the Fees Refund Policy in this prospectus.

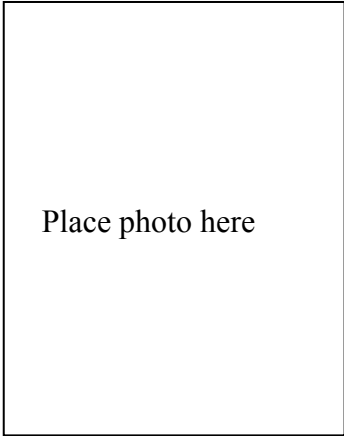


St Oran's College

Homestay Student Profile

To be completed by Student and/or Agent

Please print:



Last name		First name/s		
Street			Postal Code	
City		Country	Citizenship	
Area Code/Phone and Fax Number		Place of Birth	Date of Birth	
Height	Weight (kg)	Eye Colour	Hair Colour	Sex FEMALE
E-mail address		Religion		

Father or Legal Guardian

Last name		First name		
Street		City	Country & Post Code	
Area Code/Phone Number		Fax Number		

Mother or Legal Guardian

Last name		First name		
Street		City	Country & Post Code	
Area Code/Phone Number		Fax Number		

Brothers and Sisters

Name	Age	Sex M/F	School / Occupation

Nearest relative or friend to contact if parent or legal guardian is not available (2 please)

Name	Area Code/Phone Number	Relationship
Name	Area Code/Phone Number	Relationship
List hobbies, interests, including sports you participate in, in order of importance to you.		
Do you sing or play a musical instrument? If so state which.		
What are your household responsibilities?		
Indicate any part-time jobs or work experience you may have had.		
Do you have relatives living in your host country, if so where?		
Indicate the foreign languages you speak and/or have studied.		
Language	Years of Study	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
How do you feel about learning about a new and different language and culture?		

Medical

Indicate with an **X** if you have had any of the following illnesses

	Yes	No		Yes	No		Yes	No
Asthma.....			Eczema.....			Rheumatic Fever.....		
Cancer/Tumours.....			Hepatitis.....			Rubella.....		
Chickenpox.....			Measles.....			Scarlet Fever.....		
Convulsive Disorder.			Migraine Headaches.			Thyroid Disease.....		
Diabetes.....			Mumps.....			Ulcer.....		
Dyslexia.....			Nervous/Mental/Disturbance			Urological Problems.		
Eating Disorder.....			Whooping-Cough.....			Physical Handicaps.		
Are there any health conditions i.e. allergies, we have to take into consideration by any normal host family? If yes please explain.								
If you will be required to take any prescription medications during your stay, please specify which medications and for what condition.								
Do you have any special Dietary requirements e.g. Vegetarian								



St Oran's College Tuition Agreement

This agreement will be signed on behalf of the student by the parents or legal guardians of the student.

This agreement is between:

St Oran's College

and

(name of student)

1. The school shall provide tuition to the student in accordance with the New Zealand Ministry of Education Guidelines and the Code of Practice for the Pastoral Care of International Students in return for a tuition fee of NZ\$ _____
2. The student shall comply with the rules and policies of the school and the laws of New Zealand.
3. The parents 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.
 - Receive financial information relating to the student including bank account details, debt and/or income of the student.
 - Provide consents in respect of the activity carried out and authorised 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 parents.
4. The parents irrevocably authorise the Principal or her representatives to advise homestay families of all matters concerning the student and to receive information from the homestay family, matters regarding the student.
5. The parents and the student agree that the student shall remain in homestay accommodation for the length of her enrolment at St Oran's College.
6. The parents agree to provide a true and valid account of all academic, medical or other information that the school may request.
7. The school uses its best endeavours to protect the wellbeing of the student but will not be responsible for harm or damage caused to, or by, the student.
8. It is acknowledged that all relevant sections of The Education Act of 1989 and the Code of Practice for the Pastoral Care of International Students will be adhered to by the school at all times. Any decision to exclude a student will be taken under the terms of the Act and in so doing the terms of the contract between the school and the

parents expires. The parents have no claim for damages or for any compensation if this agreement is terminated in these circumstances. The school's Refunds Policy will apply.

9. The parents acknowledge that they have read and understood the school Refunds Policy, the compulsory requirement of insurance, the immigration regulations, the school grievance procedures and the academic entrance procedures provided in the Prospectus for International Students.
10. This contract will take effect in New Zealand and will be governed by New Zealand law.
11. All personal information gathered about the student will be held in the student file. The student and her parents have the right to access this file under the Privacy Act 1993.

Parent/legal guardian signature: _____ Date: _____

St Oran's College _____

Copies of this agreement have been translated into simplified Chinese and can be requested from the school.
