



Sacred Heart College

AUCKLAND

International Student Enrolment Guidelines and Policy

**NOTE: This handbook forms part of the International Student
Application Form and Enrolment Agreement**

GENERAL INFORMATION

Education Code of Practice 2021 and DRS

Sacred Heart College is a signatory and has agreed to observe and be bound by the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.

<https://www.enz.govt.nz/assets/Education-PastoralCare-of-Tertiary-and-International-Learners-Code-ofPractice-2021.pdf>.

DRS (Dispute Resolution Scheme) provides a free, faster and more effective process for International Students to resolve contractual and financial disputes with education providers. FairWay has been appointed by the Minister for Tertiary Education, Skills and Employment for administering the Dispute Resolution Scheme. Please go to <http://www.istudent.org.nz> to find out about the complaints process.

Quality Assurance Results

The Education Review Office reviews schools that are signatories to the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021. The latest findings on the College's provision for International Students are:

"Sacred Heart College (Auckland) is a signatory to the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 established under section 534 of the Education and Training Act 2020. The school has attested that it complies with all aspects of the Code and has completed an annual self-review of its implementation of the Code. At the time of this review there were 50 international students attending the school, and no exchange students.

The school has thorough policies and processes in place for monitoring and responding to international students' wellbeing, academic progress and achievement. Effective internal evaluation in the international department informs ongoing improvement of processes, practices and systems to enhance students' experiences. International students are well supported to integrate into the school's community. Students spoken to by ERO appreciate the opportunity to participate in a range of leadership and co-curricular activities at school and in the community."

The Special Character

Sacred Heart College is a Catholic school of the Marist and Champagnat tradition. Its spiritual or religious life is central to everything that happens at the College. International students, as all students in the College whether they are of the Catholic faith or not, participate fully in all religious observances through maintaining a quiet, dignified and respectful manner. All students at Sacred Heart College study Religious Education. For international students who

have English as a second language, the subject of Religious Education is taught by the English Language Learners Department, an opportunity for them to improve English language proficiency within the context of a curriculum subject.

Selection, Testing and Placement

Selection will be made by the Director of International Students. Students will be recruited from as wide range of countries as possible so that many cultures are represented at the College.

Preference is given to students from Catholic background. However, places are available to students of other religious traditions.

The College accepts International Students at Years 7-13. Students are accepted at Year 7 and 8, subject to place availability, are strongly encouraged to have a parent or designated caregiver living with them full time in Auckland.

The College seeks to recruit students who have certain English language proficiency, sound academic background, and proven work ethic and attitude. The College may require testimonials to be provided to demonstrate that the student has a genuine desire to learn, and a good record of attendance at his previous school.

The College may require an interview with a student to decide on whether entry criteria are met. This is also the case for applications for the College Hostel. Interview is conducted by way of meeting in person, or video conference. The College may also require the student to take a Pre-entry English test before selection.

The College reserves the right to place the student in appropriate courses based on the student's age, academic record and English competency.

The College reserves the right to cancel an Offer of Place and refund fees in the situation where the level of English and/or prior school report is not verified before and on the student's arrival. Failure to disclose relevant information or the provision of false information may also result in termination of Enrolment Agreement.

Enrolment Conditions and Termination of Enrolment Agreement

Upon enrolment at the College, the student will abide by the same Code of Conduct applied to domestic students, including but not limited to attendance, uniform, appearance, behaviours inside and outside school hours including in the homestay and the College Hostel. The College may take appropriate disciplinary action in response to serious misconduct or behaviour of the student including stand-down, suspension, exclusion of the student, and or terminating the Enrolment Agreement.

The renewal of the Enrolment Agreement for each subsequent year of international students is not automatic

and is based on the academic progression, attendance, and behaviour of the student both in and out of school among other factors, as determined by the College.

Enrolment as an International Student shall be terminated:

- At any time by agreement between the College and student and his parents.
- By Sacred Heart College if the student fails to pay fees in advance or fails to abide by the terms and conditions outlined in the International Student Application Form and Enrolment Agreement.
- By Sacred Heart College if the student fails to provide accurate and genuine information required in his application for enrolment or mislead the College in any ways on its decision of enrolment.
- If the student ceases to hold, or ceases to be eligible to hold, a valid student visa issued by the New Zealand Immigration service. 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 www.immigration.govt.nz
- By Sacred Heart College if the student undertakes serious misconduct alleged to have occurred inside the school hours and or has continuous disobedience at a time when the school is responsible for the student which result school's disciplinary measures against students including stand down, suspension, exclusion.
- By Sacred Heart College if the student undertakes serious misconduct alleged to have occurred outside the school hours that either breaches New Zealand law or is a harmful or dangerous example to other students.
- By Sacred Heart College if the student is unable to continue attending the College if his boarding/ homestay contract was terminated due to serious misconduct/behaviour, and neither the College nor the student parent/guardian can find an alternative accommodation for the student.
- Where appropriate, the College will follow the process set out in the Discipline Action and Procedures for Serious Misconduct and Behaviours (refer to Appendix at the end part of this document) when exercising its disciplinary powers as stated in the Enrolment Agreement, but nothing in the Enrolment Agreement shall limit the power of the College to immediately terminate the Enrolment Agreement for serious misconduct or to require the student not to attend the College pending disciplinary action if the College concludes that this step is necessary for the purpose of protecting the safety of other students, person, and the student.

Orientation

The College will provide a comprehensive and age-appropriate orientation programme to help international students adjust to the College life. The programme includes

familiarisation with campus and facilities, introduction to school system and resource, along with subject choices, uniform purchase/hire, English language and Math diagnostic assessments. The programme covers all relevant College policies, health and safety matters, available support services and facilities, names and contact details of International Students support staff, grievance procedures, and termination of enrolment etc.

International students are required to attend the Orientation programme on the date advised. Attendance at the orientation programme is compulsory.

Attendance

International Student is required by Immigration New Zealand to have a full attendance in their academic year to meet its requirement for a student visa. The Education Act does not allow for holidays in school time, shopping or looking after other members of the family. The College attempts to meet any reasonable requests from parents or caregivers for leave, but senior students need to be aware of the restrictions associated with NCEA assessment. The full support of parents and caregivers in these matters is an important factor in preventing truancy and in keeping young men out of trouble.

The College has fully trained nurses in attendance at the Health Centre between 8.45am and 3.15pm to address the sickness during the school day. The nurse can give permission for students to go home at any time and will normally contact parents/ caregivers when this occurs. If hospital attention is necessary, the Health Centre staff can inform the parents and care-givers.

Travel and Holidays

The College does not encourage a return to the home country in the short holiday breaks. Parents of international students are welcome to visit their child while studying in New Zealand. International students are encouraged to travel within New Zealand in holiday time only if they are:

- with their host families.
- with school organized groups.
- on trips and activities organized by their agents or by approved student travel companies
- with their parents.

International Students are not permitted to leave school before the end of term to travel home and must ensure they are back in New Zealand in time for the start of the new term. Exceptions are only given with valid reason on application. All holiday/travel arrangements must be approved by the College. Students must advise the International Department staff of any holiday arrangements two weeks in advance, have parental permission form completed and signed with full contact details for the adult in charge for the whole period.

Transport

Sacred Heart College offers many dedicated school bus routes from all across Auckland. Auckland Transport also operate bus services to and from the College. Information on times and routes is available on College's website.

Owning and/or driving a car

Sacred Heart College does not permit International Students to own or drive a car whilst studying at the College regardless of their age. This is to always ensure their safety. Permission may be granted in exceptional circumstances. Application needs to be made in writing to the Deputy Headmaster for Pastoral Care.

Part-time Work

Sacred Heart College gives written permission for part-time work for year 12 and 13 students only if this doesn't impact on their academic progress. Application needs to be made in writing to the Director of International Students. If approved by the College, a Variation of Conditions to a student visa will need to be applied for. Please refer to www.immigration.govt.nz for detailed requirements. Students will need to show they are making and maintaining excellent academic progress, have excellent attendance and have made satisfactory transport arrangements to and from work.

Student Support, Advice, and Services

The College offers comprehensive support to International Students including orientation programme, ongoing academic support and guidance, provision of information about legal rights, obligations, and possible risks, information and advice on pathways for further study. Guidance Counsellor and Careers Advisor are available for counselling and interviews. Several staff members who are fluent in a second language may be available to help students who need to speak to someone in their own language.

International Students at Risk or with Special Needs

The College requires that relevant information must be disclosed by parents/agents if an international student has special needs or at risk prior to the enrolment of the student; Failure to do so may result the enrolment is terminated by the College.

A student is regarded as at risk if the College has reasonable grounds to believe that there is a serious issue relating to the student's health, safety, or wellbeing, including (a) the student is unable to adequately protect himself against significant harm or exploitation; (b) the student is unable to adequately safeguard his personal welfare.

A student with special needs refers to circumstances where

a student who experiences a physical, sensory, cognitive, psychosocial, or behavioural difficulty, or a combination of these, and that difficulty or those difficulties affect his ability to participate, learn, and achieve, or requires the provision of adapted programmes, learning environments, specialised equipment or materials to support him to access the curriculum, participate, learn, and achieve.

Dealing with Grievances

International Students will be given the information and advised on the process of dealing with grievances. They can contact the Director of International Students or the Dean of International Students if they have complaints. If the complaint is not dealt with to the parents/student's satisfaction, the issue can be brought to the principal. They can also contact Dispute Resolution Scheme (DRS) for a free, faster and more effective process for students to resolve contractual and financial disputes with education providers.

Mobile Phone and Internet Access

The Ministry of Education regulations require that schools must ensure students do not use or access a mobile phone while they are attending school, including during lunch time and breaks. This includes students who are on a school course or visit outside the school grounds.

International Students are provided with internet access through parent consent as part of the enrolment process. The internet is only to be used for educational purposes and whilst the College has taken precautions to eliminate controversial material, it is not possible to restrict access to all such material and hence access remains the individual student's responsibility.

There will be consequences for breaches of these regulations and inappropriate use of internet.

Education Outside the Classroom

As part of the education system in New Zealand, students will often go on supervised class trips outside of school to places of interest for topics they are studying. Before a class trip can take place, permission must be granted by the College and EOTC forms completed. As part of this process, permission from the parents of each international student must be obtained and signed before they can participate in a school trip. Parental consent for all school trips is given by signing the International Student Application Form and Enrolment Agreement.

Communication with Parents

Sacred Heart College welcomes direct communication from parents via phone, email, letter or visits. All communications will be answered by a staff member of the International Department. The College will communicate with parents via letters and newsletters on a regular basis. The College website will also contain up to date information through

its Parent Portal. It is essential that the College maintains an accurate record of parent contact details. All application forms must have full details for contacting parents, guardians and designated caregivers. Please advise the staff at International Department of any changes in contact information. Any emergency situation will be dealt with promptly by the College during school hours. Emergencies outside school hours will be dealt with initially by the student's caregiver. The parents will be informed by the Director of International Students or the Principal.

Parent Portal

Parents can access student information (classes, absences, reports etc.) through the online Parent Portal. Parents need to email the International Department to be given a login and password. By signing the International Student Application Form and Enrolment Agreement, parents also give permission for their child's agent to receive their login details.

Change of Immigration Status

Sacred Heart College has an Enrolment Scheme and Preference of Enrolment to provide guidelines and criteria for enrolment of domestic students for entry into the College.

If international students change from International to Domestic status, the normal conditions of the Enrolment Scheme and Preference of Enrolment for domestic students must be met, and students will need to complete a domestic enrolment application from the main school reception or online and provide supporting documentation. Change of immigration status does not guarantee that the student will be enrolled as a domestic student.

Study and Living Costs

The School Board sets annual tuition fees for International Students. Please refer to the current International Student Fees and Refund Policy on the College's website for detailed fees information. The costs of attending Sacred Heart College as an International Student generally covers the course fee, living costs of staying either a homestay family or Sacred Heart College Hostel, as well as other school related costs on uniform, stationery and subjects, exams, medical and travel insurance.

Immigration New Zealand requires that an International Student needs certain amount of funds per year for accommodation and general living costs. International Students should also budget other costs such as public transportation, personal items, and leisure activities. For more information on the expenses living in Auckland as an International Student, check Immigration Zealand website <https://www.immigration.govt.nz>, or other New Zealand government website: www.studywithnewzealand.govt.nz

Health and Travel Insurance Requirements

International Students are not entitled to publicly funded health services while in New Zealand and may be liable for the full costs if receiving medical 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 <https://www.health.govt.nz>

The Accident Compensation Corporation (ACC) provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand. International Students may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <https://www.acc.co.nz>

International students must have appropriate and current medical and travel insurance while studying in New Zealand. This is a requirement under the Education (Pastoral Care of International Students) Code of Practice 2021. Insurance can be arranged through the College with the Studentsafe Medical & Travel Insurance. If students wish to purchase their insurance elsewhere, the College must be provided with a copy of the insurance certificate and policy wordings to determine whether the insurance provides sufficient cover for the student's medical, travel and potential repatriation needs. It should be noted that costs such as medical treatment in New Zealand and medical evacuation or repatriation can be very expensive. Sums insured for these benefits must be set at an appropriately high figure. Please refer to the Policy Wording/Schedule of Benefits of Studentsafe Medical & Travel Insurance Product Statement http://www.insurancesafenz.com/files/PDF/HAPSFILPW.4_1120.pdf which Sacred Heart College deems to be sufficient at current circumstances. If, prior to enrolment, it is decided by the College that a student does not have adequate insurance, the students will be required to take out additional cover to meet the standards set by the College. Pre-Existing Conditions are excluded under the student's policy unless they complete a medical assessment with the insurer and they have confirmed cover in writing.

ACCOMMODATION GUIDELINES

Living in a Homestay

All homestays are carefully selected and monitored by the College to ensure that appropriate standards are maintained. The College provides guidelines to the caregivers and the students and outline the divisions of responsibility between the College and the caregiver.

Breakfast, lunch, dinner and snacks are provided by the host family. Students with special dietary requirements or food allergies may be charged extra to cover this.

Homestay payment is payable in advance to Sacred Heart College to guarantee accommodation for visa purposes for the duration that homestay fees have been paid for.

Where a homestay is arranged privately or through a recruitment agent, prior approval must be obtained from the Director of International Students. In addition, an annual homestay compliance and monitoring fee is to be paid to the College, to ensure that the homestay meets the Code requirements. Please refer to the current fees schedule.

Living with Designated Caregivers (DCG)

Parents of an international student living with a designated caregiver are required to sign on the College's International Application Form and Enrolment Agreement that outlines the responsibilities of the designated caregiver, and that the DCG is a relative or a close friend and that the parents have selected the accommodation subject to the approval of the College.

The designated caregiver accommodation will be compliance checked and monitored, and an annual compliance and monitoring fee will be charged to ensure the accommodation and care provided meet the College and Code requirements. Police vetting may be required of the DCG, and all residents of the household aged 18 or above. At no time can a DCG leave the student unsupervised overnight or for any length of time without first informing the College and seeking approval for a temporary caregiver to take their place.

Living with Parents

International Students living with parents must be monitored by the College and the home of the parent may be visited to verify the living situation.

At no time can a parent leave the student unsupervised overnight or for any length of time without first informing the College and seeking approval for a temporary adult caregiver to take their place. The parent agrees to take full responsibility for the pastoral care of the student outside school hours and may be called up to the College at short

notice on academic or pastoral matters relating to their son. Parents must always follow all policies of the College. Birth certificates may be required to verify parent status and the College must have a copy of the parent's visa to show immigration status.

Living in the College Boarding Hostel

International students living in the Hostel are required to make payments for a full year in advance unless other arrangements are made prior to the consent of the Deputy Headmaster for Boarding (DHB).

Sacred Heart College guarantees that the College Hostel complies with all regulations governing hostels.

The DHB and the Director of International Students maintain regular liaison to ensure the boarding establishment continues to comply with the Code requirements and that the pastoral care needs of the international students are met.

The College Hostel remains open over Public Holidays and long weekends, but is closed during the school holidays. International Students will need to go to alternative accommodation for these periods such as living with their local caregivers, or a school approved/ organised homestay. If the caregiver arranges a holiday homestay for the student, the accommodation arrangement must be approved by the International Department, and a homestay compliance fee may be charged to ensure that the homestay meets the required standards.

Local Caregiver for International Boarding Students

International Students who are boarding at Sacred Heart College Hostel, regardless of their age at the time of enrolment, must have an Auckland based caregiver to provide extra support for the student.

A completed and signed caregiver agreement is a requirement for enrolment into the Hostel and must be completed before the commencement of the course. The Hostel expects the caregiver to take an active interest in the life of the student, to assist with transport to and from the airport and to medical appointments, and arrangements for the student's emergency accommodation such as during illness and disciplinary action. The International Department may be able to assist with the extra accommodation during the term holidays.

DISCIPLINARY ACTION

The Discipline Action and Procedures for Serious Misconduct and Behaviours

The Headmaster may take appropriate disciplinary action, whether or not the conduct or behaviour occurred while the student was under the supervision or control of the school, if satisfied on reasonable grounds that:

- the student's gross misconduct or continual disobedience is a harmful or dangerous example to other students at the school.
- because of the student's conduct or behaviour, it is likely that the student, or other students at the school, will be seriously harmed if the student is not stood-down or suspended or excluded as the case may require.
- the student's conduct or behaviour is in breach of the school rules (including the school's code of student conduct), the International Student Application Form and Enrolment Agreement, and one or more of the following applies:
 - the breach or breaches would constitute an ongoing risk to the student's education, health, safety, well-being or personal welfare for which the school is responsible under the Education (Pastoral Care of International Students) Code of Practice 2021.
 - the breach or breaches would constitute an ongoing risk to another person's education, health, safety, well-being or personal welfare.

All discipline action should help to produce a safe, pleasant learning environment. At any time, assistance is required regarding a student's behaviour or well-being, the Deputy Headmaster of Pastoral Care should be called upon.

When the College is considering a disciplinary action, it will endeavour to provide the student involved and his parents with 1) the summary of the situation, the proposed action, and an opportunity for the student and the parents to consider and respond to the situation or the proposed action. 2) an opportunity to have an independent support person to meet and discuss and present at any meeting relating to the disciplinary action; 3) access to translation service during any meeting or process if the College and/or the student involved considers it necessary; and 4) a copy of the College's Code of Conduct and Discipline policy.

Where appropriate, the College will consider any response received from the student involved and the parents. When the College makes a decision about the misconduct/behaviour it will advise the student and the parents, about its conclusion as to what happened and whether it considers undertaking a disciplinary action such as stand-down, suspension, and or the termination of Enrolment Contract.

The College will advise the student involved and the parents of its decision, in writing if possible. The action will not take

effect until the student involved and the parents have been advised of the decision.



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