Selection, Testing and Placement

Selection will be made by the Director of International Students. Offers are based on an assessment of the extent to which Rangitoto College can meet the needs of the prospective student. In accordance with our core values, the College may at times need to limit the number of students we accept from each nationality to ensure diversity.

The College may test International Students on arrival at the College to help determine placement. The College may also require testing in a student's own home country before selection.

The College may ask a student to undertake intensive language tuition at another institution for a period of time if it is ascertained the student does not have a sufficient level of English to cope with the coursework at Rangitoto College.

The College reserves the right to cancel an Offer of Place and refund fees hereunder in the event the level of English and/or prior learning in the subject area is not verified in testing at enrolment. Failure to disclose relevant information or the provision of false information may result in termination of enrolment.

The College will issue an Offer of Place to a selected student but the level of study offered is an indicator only. Generally students are placed with their age group level. However, the College has the right to place the student in appropriate subjects and year levels; selection and placement are conditional upon the College being able to meet the needs of the student. Students entering the College as International Students must have the intellectual and emotional capacity to cope with study in New Zealand.

Arrival and Orientation

New students must give the school their flight arrival details so we can arrange their free airport pickup. Students are met at the airport by either a member of the international staff or our shuttle driver and taken to their host family's house.

We recommend students arrive three days before school starts to give them time to settle in to their new home.

The College will provide a comprehensive orientation programme to help students adjust to College life. All students must attend orientation during the first one or two days of school. Refusal to participate in an orientation will lead to cancellation of enrolment.

Quality Assurance (Education Review Office comments)

Rangitoto College is a high performing secondary college. Students achieve very well academically and benefit from the focus the school places on the wellbeing of young people. The curriculum offers many enriching educational opportunities and experiences. Learning is tailored to the chosen pathway for each individual student.
http://www.rangitoto.school.nz/our-school/ero-report

Enrolment Conditions

Upon enrolment at the College, the student will abide by the same behaviour and absence conditions as apply to domestic students. Enrolment as an International Student at the College shall be terminated:

a) At any time by agreement between the parties; or
b) By Rangitoto College if the student fails to pay fees in advance, or fails to abide by the same conditions as for domestic students, or fails to abide by the conditions of the International Student Enrolment Application Form; or
c) 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, and can be viewed on their website at https://www.immigration.govt.nz/.

Absences

Under the Code of Practice an International Student is required to attend 100% each school year. The Education Act does not allow for holidays in school time, shopping or looking after other members of the family. The school attempts to meet any reasonable requests from parents or caregivers for leave, but senior students need to be aware of the restrictions associated with internal assessment. The full support of parents and caregivers in these matters is an important factor in preventing truancy.

Driving Policy

Rangitoto College does not allow international students to purchase, own or drive a motor vehicle while studying in New Zealand. This is due to consideration of health & safety and the complexities of financial and legal matters surrounding owning and driving a car. Approval to drive must be obtained from the Principal. Approval will only be granted on a case by case basis and cannot be assumed. Approval will only be granted under special circumstances.

Work Rights

Rangitoto College will give written permission for part-time work (a maximum of 10 hours per week) for year 12 and 13 students only. Students need to submit letters of approval from a birth parent and the school with their student visa application. It is possible to apply for work rights later but immigration charges a fee to process a Variation of Conditions. Students who work part-time need to show they are making and maintaining excellent academic progress, have excellent attendance and have made satisfactory transport arrangements to and from work. Rangitoto staff may visit the work-place.

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 senior management of Rangitoto College and Risk Analysis Management forms completed. As part of this process, we must obtain signed permission from the parents of each international student before they can participate in a school trip. Parental consent for all school trips is given by signing the International Student Enrolment Application Form.

Internet Access

Students are provided with Internet access (with parental consent) as part of the enrolment process. The Internet is only to be used for educational purposes. 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. Internet use and sites visited are monitored closely.

Living in a Homestay

All homestays are carefully selected and monitored 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 $50 per week extra to cover this.

Homestay payment is payable in advance to Rangitoto College (a minimum of 2 terms is required). Rangitoto College can only guarantee accommodation for visa purposes for the number of weeks homestay fees have been paid for.

The homestay fees invoiced may be an estimate cost only. Exact costs will be determined when final departure date is confirmed. If students change homestay, a fee of $150.00 may be charged.

Living with Parents

Students living with parents must still be monitored by the College. Birth certificates and copies of passports and visas are required to verify parent status.

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. If a parent leaves a student unsupervised in New Zealand, that student will lose their place at the College and New Zealand Immigration will be informed.

If students are living with a parent, then the parent has full responsibility for the pastoral care of the student outside tuition hours, and may be called up to the school at short notice on school matters. Parents must follow all the policies of the College at all times.

Living with a Designated Caregiver (DCG)

The parents must include all details of the DCG on the International Student Enrolment Application Form. The College will decide if the caregiver will be verified as a Designated Caregiver and will ask for a police vet, further supporting information and/or evidence of nature of the close relationship or friendship.

The home of the proposed DCG will be visited and assessed the same as for a homestay caregiver. The home will be visited subsequently to substantiate and verify the DCG's living situation.

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. This will probably necessitate a new DCG being appointed for the period, as per all DCG regulations.

The DCG arrangement cannot change until Rangitoto College is informed, and agrees to the change. The parents take full responsibility and accept the decisions made by their DCG about the day-to-day requirements of the student and understand that Rangitoto College will endeavour to provide care and welfare for the student while studying at the College. Should there be any concerns regarding the welfare of the student, Rangitoto College may refer the student to the relevant welfare authorities or any other appropriate agency in New Zealand.

Police Vetting

Police vetting will be required of all caregivers (DCG or Homestay) and all residents of a household aged 18 or over excluding International Students (excluding parents).

Communication with the College

The College welcomes direct communication from parents via phone, email, letter or visits. The College will communicate with parents via letters, newsletters and the website. Teachers are available on Parents' Evenings held throughout the year and agents are welcome to attend.

There is a dedicated International Office in the College, where students can come for advice during the school day. In an emergency situation, students can call our emergency phone (0800 563 263), which is always with a staff member from the international office.

The College appreciates having up to date information for all students so we ask students to inform the international office when addresses, email addresses or telephone numbers change.

Parent Portal

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

Support Services at the College

Many staff members provide support and help for International Students. Counsellors and Careers Counsellors help students with personal and career issues, choices and applications. The International Department has six full-time staff members, two International Deans and two first language counsellors for Chinese and Korean.

If at any time it is believed that an International Student is at risk the matter will be referred immediately to the Guidance Department, where all appropriate policies and procedures will be followed.

Complaints and Concerns

It is normal for students and parents to experience a range of problems and difficulties when studying abroad. Any problem should first be taken to the International Deans or to Guidance staff. Serious problems should be taken to the Director, Lynda Lidgard (email lynda@rangiworld.co.nz).

The College adheres to the New Zealand Code of Practice http://www.nzqa.govt.nz/providers-partners/caring-for-international-students/. An appeal authority operates through NZQA and any complaints and/or disputes will be dealt with under the new Code of Practice and/or the International Student Contract Dispute Resolution Scheme.

Students are advised of this at orientation and a "Where to Complain to" chart is provided in their orientation packs. More information about this service can be found at http://www2nzqa.govt.nz/about-us/contact-us/complaint/education-provider/

Change of Status

If students change from International to Domestic status, all normal conditions of enrolment must be met, including living permanently in zone. To make the change from International to Domestic status, students will need to complete a domestic enrolment application which is either available from the main school reception or online, and provide supporting documentation.

A student with domestic status who loses that status must apply immediately for an International Student place and follow all normal procedures. Failure to do so will mean the New Zealand Immigration Service will be informed, and the student may have no place at the College.

Accident Compensation Corporation

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but students 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 appropriate and current medical and travel insurance while studying in New Zealand. This is a requirement under The Code of Practice for the Pastoral Care of International Students. Most International students are not entitled to publicly funded health services while in New Zealand. If students receive medical treatment during their visit, they 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.

It is easiest if students purchase insurance through the College as we can help them submit a claim if needed. If Rangitoto College books a student's insurance, we will organise cover for 5 days before the course starts until 5 days after the course finishes. It is the student's responsibility to let us know when they apply if they require a different insurance period.

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. This must be done after they receive their certificate of insurance.

Purchasing Insurance Abroad

If international students wish to purchase their own insurance elsewhere, the College needs to be provided with a copy of the insurance certificate and policy wordings in English so we may determine whether the insurance provides sufficient cover for the student's medical, travel and potential repatriation needs. If, prior to enrolment, it is decided that a student does not have adequate insurance, the student will be required to take out additional cover to meet the standards set down by the College.

It is imperative that sums insured for these benefits should be set at an appropriately high figure – ideally, this figure should be unlimited although the College will allow figures that it deems to be sufficiently high. In order to "future proof" policies, sums insured of one million dollars plus are recommended. Below is the suggested minimum content for appropriate insurance policies according to the Code of Practice for Pastoral Care of International Students. The policy should:

a) Commence the minute the student leaves home for the airport on their way to New Zealand.
b) Apply while in transit.
c) Apply while the student is in New Zealand.
d) Cover the student for any trips to other countries during the period of study.
e) Cover the student for any holidays back to their home country during the period of study.

Repatriation represents the costs of getting the student home. The benefit works two ways:

a) If the student becomes seriously ill or injured and needs to be accompanied home (either alive or deceased) with medical professionals, these costs are met by the insurance.
b) If members of the student's immediate* family living overseas become critically ill or die, the policy will fly the student home, and then back to New Zealand to complete their studies. (*immediate family is the mother, father, brother or sister).
f) Ideally, the policy should have "unlimited cover" as very large sums can be incurred in these situations. Insurance policies for International students should be obtained from companies with a credit rating no lower than A from Standard and Poors, or B+ from AM Best.

Travel and Holidays

Parents are welcome to visit their child while they are studying in New Zealand.

International students are encouraged to travel within New Zealand during weekends and term holidays, however, we do not recommend a return to the home country in the two-week term breaks.

International students are not allowed to travel independently while they are studying at Rangitoto College. It is a condition of enrolment that students can only travel:

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

International students must ensure they are in NZ in time for the start of the each term and are not permitted to leave school before the end of term.

All holiday/travel arrangements must be approved by the International Department and permission must be given by parents. All Code regulations must be met. Forms are available from the International Office.

If students return home during the Christmas holidays, a Homestay Holding Fee of $10 applies.

Payment of international student fees

Rangitoto College requires the non-refundable Administration Fee to be paid upfront within 30 days of receiving the Offer of Place.
The placement is not guaranteed until the Administration Fee has been paid. Any remaining fees will be due as per the standard schedule noted below:

Standard Payment Schedule

- Term 1 Enrolments: Full payment of all fees due by the end of September (the year before Term 1 starts)
- Term 2 Enrolments: Full payment of all fees due by the end of January
- Term 3 Enrolments: Full payment of all fees due by the end of April