



700 Main North Road
Belfast, Christchurch 8051
Phone: 03 323-8849
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Website: www.belfastschool.co.nz

International Students Prospectus 2018

Belfast School welcomes International students to our school. We are a signatory to The Code of Practice for International students. We must adhere to this document. It can be located at the following web site: <http://www.nzqa.govt.nz> (Search for Education Code of Practice).

Belfast School enrolls a small number of International students and also provides short term English language programmes for groups of overseas students. We offer:

- Full year courses of study in a New Zealand classroom
- Short term English language courses specifically designed to meet your needs
- Group programmes combining specialist English language
- We employ a School based Teacher of “English as a Second Language” - Mrs Sonia Koschinski, who is responsible for the education and wellbeing of our International students

We provide:

- Quality programmes on a New Zealand school campus
- Excellent pastoral care and support
- First language support
- Specialist ESOL Teacher

We can:

- Provide a total programme to meet your academic and personal needs
- Help you experience the New Zealand way of life
- Introduce you to the culture, geography, scenery and excitement that only New Zealand can offer
- Help you develop your English language in a setting of fun and security

Fees

- School tuition fees for 2018 year - \$10,000 plus \$450.00 MOE Levy and \$100.00 Administration fee = \$10,550.
- All fees are calculated in complete weeks and any part of a week is counted as a full week.
- Extra fees are incurred for: Camps, Swimming, School trips, Technology, leisure education and other outdoor activities.

- You are welcome to pay School fees by internet banking. The details you require are listed below:

Account Name:	Belfast School
Bank:	ASB Bank - Papanui
Account number is:	12 3149 0286872 00
Reference:	Family name/School Fees

- When you have made a payment via the internet can you please email to the address below the amount paid, the date you transferred, and what the count is for e.g. School Fees, International fees etc.

Fee Protection Policy

- You must pay in full in advance for the period of study you request.

Fee Refund Policy

- If notice of cancellation is received in writing four weeks before the start of the course, full tuition fees will be refunded, less the MOE Levy of \$450.00 and Administration fee of \$100.00.
- Refunds/partial refunds of fees paid will be made only in exceptional circumstances at the discretion of the Principal. A written application to the Principal setting out the reasons for requesting a refund/partial refund is required.
- Where student status changes to Permanent Residency during the course of a school year, unspent fees will be refunded as from the start of the following term.
- **No refunds** will be made to students who are asked to leave Belfast School because of misbehaviour or poor attendance.
- **No refunds** will be made to students who wish to transfer to another School, either in New Zealand or overseas.

Medical and Travel Insurance Policy

Students must take out their own insurance against accident or illness. Medical costs can be very expensive in New Zealand. It is also advisable to insure against theft, loss or damage to personal property.

Belfast School shall not be liable for any loss or damage to property or persons however sustained except where such liability is imposed by New Zealand law.

The school requires that the Medical and Travel Insurance policy the student holds must be a New Zealand based, unlimited comprehensive International student policy (e.g. Southern Cross or Unicare).

The insurance must have:

1. Unlimited Medical Expenses
2. Unlimited Evacuation and Repatriation
3. Cancellation and Changes \$50,000
4. Personal Accident \$50,000
5. Personal Liability \$2,500,000
6. Money and Travel Documents \$1,000
7. Optional: Baggage and Personal Items \$25,000

Accommodation Policy

- The School must be notified of any changes to accommodation or International student status.
- The School must be notified of any changes of address, contact phone numbers and Caregiver.
- For all International students aged 10 years and under, enrolments are subject to a parent living and continuing to live with the student. Should the student be found not living with a parent the School is required to notify the Immigration Service and the student's permit may be revoked.

For further enquiries please email us at: principal@belfast.school.nz

We look forward to meeting with you and your child/children.

Kind regards

A handwritten signature in cursive script, appearing to read 'Sue Elley', written in black ink.

Sue Elley
Principal