

INTERNATIONAL STUDENT APPLICATION REQUIREMENTS

Enrolment Procedures for International Students

1. The International Student completes the enrolment form and supplies details relating to school record and English language ability.
2. An offer of place, subject to payment of fees, homestay and insurance, is provided to the student together with an invoice for fees.
3. Once the above payment is made, a Letter of Acceptance, with receipt of payments and all necessary information relating to Sacred Heart College is issued.

International Students Entry Criteria

- Sacred Heart College accepts students at Year 9-13 level (Forms 3-7)
- The school seeks to recruit students who have sufficient English language skills. However, English language assistance is available.
- It is important that students have a genuine desire to learn and they must have a good record of attendance at their previous school.
- Parents and students must be willing to sign the tuition agreement and abide by the school's rules as they apply to international students.
- 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.
- All previous medical conditions must be disclosed.

Refund Conditions

1. To be eligible for a refund an application must be made in writing to the Principal by the parent or legal guardian stating clearly the reason for withdrawal of the student.
2. If the withdrawal is made prior to the student coming to New Zealand a full refund shall be made less the administration fees.
3. There will be no refund if a request to withdraw is made after the student has reached the mid-point of her programme of study in New Zealand except in the following circumstances – serious illness of the student or of her close family.

In determining any refund the Principal will take into consideration the special circumstances of the withdrawing student and ...

- The costs to the school in providing tuition
- Costs incurred in employing staff and providing facilities
- Payments made to the New Zealand Government
- Any other costs incurred.

No refund will be made to any student who ...

- Transfers to another school or educational institution
- Is asked to leave because of misbehaviour, poor attendance or violation of the contract with the school.

English Language Proficiency Requirements

1. Sacred Heart College provides tuition of curriculum subjects in English
2. Students need to have a sufficient level of English language skills to be able to learn effectively in class
3. Upon arrival the student will be tested and:
 - i. If her English language skills are adequate she will be placed in a course at a level appropriate to her skills
 - ii. If her language skills are not adequate she will be required to attend a language school for a minimum period of 10 weeks before starting formally at Sacred Heart College. .

Fees Protection Policy

Rationale

The school is required to ensure that all students' fees are protected in the event that the school is unable to continue to offer tuition to international students or in the event that a student is required to return home or is transferred to another institution.

Guidelines

All students attending Sacred Heart College are required to take insurance with Unicare, or another such insurer which guarantees under Section 1B Additional Expenses, 1. Loss of Deposits © cover for students due to "the unforeseen insolvency, regulatory closure or withdrawal of accreditation of any education provider". This policy provides an extensive travel and medical cover.