



# additional information for international students

## The Code

New Zealand Graduate School of Education is proud to be a signatory of NZQA's *Code of Practice for the Pastoral Care of International Students*. NZGSE 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 are available on request from NZGSE or from this web page: [www.nzqa.govt.nz/studying-in-new-zealand/code-of-practice-for-the-pastoral-care-of-international-students/](http://www.nzqa.govt.nz/studying-in-new-zealand/code-of-practice-for-the-pastoral-care-of-international-students/)

## Fees

Fees are set at NZ\$28,500 for the primary teacher training programme, and NZ\$22,800 for the secondary teacher training programme. The official programme length is five terms or 15 months for the primary programme, and four terms or 12 months for the secondary programme. Fees must be paid in full for Student Visa purposes. As explained in the *Fees* sheet, international teacher interns who complete their programme in less than the official time will receive a proportional refund of fees. And international teacher interns who take longer than the official time to complete their programme will be charged additional fees at \$5,700 per term. Your fees are fully protected because they are kept in an independent trust fund administered by Public Trust. In the unlikely event that NZGSE ceases to operate while you are studying with us, your unused fees will be refunded to you by Public Trust.

## Other costs

1. Enrolment Fee: a one-off fee of \$150 is payable at enrolment.
2. Administration Fee: A fee of \$50 is charged each term to cover incidental costs.
3. You should allow \$500 per term to cover books, travel to schools, photocopying, printing and other activities.

## Orientation

As part of your orientation programme at the start of your programme, you will be provided with a copy of:

- The *Teacher Intern Programmes Handbook*
- Summary document of the *Code of Practice for the Pastoral Care of International Students*.

## Attendance

NZGSE's teacher training programmes are very intensive and they require your full commitment. A minimum of 80% attendance is required for Student Visa purposes. If an international teacher intern fails to meet this requirement, NZGSE will:

- Firstly, talk to and counsel the teacher intern and issue a verbal warning
- Issue a formal letter of warning if the attendance does not improve
- Terminate the teacher intern's enrolment if there is no improvement for an agreed period of time; and report to matter to the New Zealand Immigration Service (if appropriate).

## **Conditions of enrolment**

The conditions of enrolment at NZGSE are printed on the back of the pink application form.

## **Eligibility for health services**

Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you 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>.

## **Medical and travel insurance**

International students must have appropriate and current medical and travel insurance while studying in New Zealand. NZGSE must sight a copy of your medical and travel insurance documents.

## **Accident insurance**

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 <http://www.acc.co.nz>.

## **Immigration**

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>

## **Accommodation**

NZGSE will provide information on accommodation for applicants who request it. This will include the availability and characteristics of accommodation options; realistic estimates of costs; and any information on processes for securing accommodation. NZGSE does not assess the suitability of accommodation for applicants.

## **Disputes and complaints**

NZGSE operates a robust disputes procedure for resolving problems that may arise during the programme. Not only does it lead to rapid resolution of issues, but it helps model appropriate problem solving for interns in their future work as teachers. If you are not happy with the outcome of our disputes procedures, you may write to the International Education Appeal Authority (IEAA):

International Education Appeal Authority  
Tribunals Unit  
Level 1, 86 Customhouse Quay  
Private Bag 32001  
Featherston Street  
Wellington 6011.



# application for international students

I hereby apply for entry to the Graduate Diploma in Teaching (Primary) / Graduate Diploma in Teaching (Secondary) [delete one] beginning on 29 January 2018.

Surname: \_\_\_\_\_ First names: \_\_\_\_\_

Title: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Nationality: \_\_\_\_\_ Passport No: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Qualifications: Summarise your tertiary qualifications here and attach a verified copy of your academic transcript.

\_\_\_\_\_

Current Study: \_\_\_\_\_

What is your current job? \_\_\_\_\_

Attach a full description of your employment history.

Is English your first language?

If NO, attach information about your English competence.

\_\_\_\_\_

Have you applied, now or in the past, for any other programme of teacher training?

If YES, give details on an attached sheet.

\_\_\_\_\_

Have you ever been convicted in a court of any offence, or do you have any court cases pending?

If YES, give details on an attached sheet.

\_\_\_\_\_

Do you have any physical or mental condition that may impact on your ability to be a teacher?

If YES, give details on an attached sheet and explain how your condition is managed.

\_\_\_\_\_

Referees: Name two persons we can contact to confirm your suitability for this programme

Name	Address	Telephone	Mobile
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1. \_\_\_\_\_

2. \_\_\_\_\_

If you are applying for the secondary programme, what subjects you would like to teach in a secondary school?

\_\_\_\_\_

<b>PROGRAMME FEES</b>	NZ\$28,500 for the Graduate Diploma in Teaching (Primary) – 5 terms NZ\$22,800 for the Graduate Diploma in Teaching (Secondary) – 4 terms
<b>TOTAL PAYMENT DUE</b>	NZ\$ _____

I understand and accept the Conditions of Enrolment.

I certify that the above details and the attached information are correct.

Attach photo here

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# **New Zealand Graduate School of Education**

## **Conditions of Enrolment for International Students**

### **1 Enrolment**

- 1.1 When New Zealand Graduate School of Education (NZGSE) has decided to accept an application from an international student, NZGSE issues an initial Offer of Place of Study together with an invoice for the programme fees.
- 1.2 When the fees are paid, NZGSE issues a final Offer of Place of Study together with a receipt for the programme fees.
- 1.3 All enrolments at New Zealand Graduate School of Education (NZGSE) become legally binding when the offer of enrolment is accepted in writing.
- 1.4 NZGSE reserves the right to accept or decline any application.
- 1.5 Enrolment is deemed to have been completed when NZGSE receives and accepts full payment of fees.

### **2 Fees**

- 2.1 Fees are initially charged for the nominal period of training (four terms or 12 months for the secondary teacher training programme, and five terms or 15 months for the primary teacher training programme.) Fees must be paid in full for Student Visa purposes.
- 2.2 Fees include the New Zealand Government Goods and Services Tax (GST) which is charged at 15%.
- 2.3 If an international teacher intern [student] remains absent from the programme before it is finished, without formally withdrawing, no refund will be paid.
- 2.4 Fees cannot be transferred to another institution or to another person.
- 2.5 Non-payment of fees, or not having proof of payment, may result in withholding services by NZGSE.
- 2.6 If an international teacher intern does not complete the programme within the nominal training period, additional fees will be charged at the rate of NZ\$5700 per term.

### **3 Cancellations, Withdrawals and Refunds**

- 3.1 Teacher interns will be refunded all fees, except for 10% of the total fees, if they withdraw in the first ten working days of the programme.
- 3.2 If a teacher intern withdraws after the first ten days of the programme, refund of the unused portion of the programme fees will be granted based on the number of complete terms that the teacher interns will now not attend the programme.
- 3.3 Programme fees will be held in a trust account administered by Public Trust.
- 3.4 In the event of a programme being cancelled by NZGSE, all unused fees will be refunded by Public Trust directly to the affected teacher interns upon application by them.

### **4 School Rules**

- 4.1 NZGSE reserves the right to refuse entry to a programme to a teacher intern found to be suffering from a physical or mental disability that was not declared as part of the application.
- 4.2 NZGSE reserves the right to issue a warning to teacher interns in writing, or to terminate their enrolment, for serious breaches of discipline.
- 4.3 Teacher interns must obey New Zealand laws. Any teacher intern who is convicted of an offence may have their enrolment terminated.
- 4.4 Any international teacher intern whose enrolment is terminated for disciplinary reasons will not be refunded programme fees. If applicable, the New Zealand Immigration Service will be informed.

### **5 Liability**

- 5.1 NZGSE is not liable for any damage, loss or injury to teacher interns or their property, however caused, except where this liability is imposed by the laws of New Zealand.
- 5.2 Teacher interns are strongly advised to buy personal insurance to cover themselves against accident, illness, theft, loss or damage to personal property.
- 5.3 NZGSE reserves the right to alter the programme if deemed necessary.

### **6 Validity**

- 6.1 These conditions are valid from 1 August 2012, and shall remain valid until replaced by new terms and conditions.