



## SCHEDULE OF FEES 2020

Information for full fee paying international students

### 1. FEES FOR FULL FEE-PAYING INTERNATIONAL STUDENTS (inclusive of GST)

Day Girls (Years 7 to 13)	NZ\$19,545.00 NZ\$ 4,886.25	Tuition for the year Tuition per term
Day Pupils (Years 0 to 6)	NZ\$17,500.00 NZ\$4375.00	Tuition for the year Tuition per term
Boarding Fee	NZ\$16,920.00 NZ\$ 4230.00	Boarding fee for the year Boarding fee per term
Boarders	NZ\$36,465.00 NZ\$ 9116.25	Tuition and Board for the year Tuition and Board per term
Homestay	NZ\$12,600.00 NZ\$ 300.00 NZ\$ 100.00	Homestay cost for 45 weeks per year Placement fee (a one-off payment) Holiday storage fee (one-off payment for storage of belongings over the summer break if required)

*Note: There are four terms per year.*

### 2. FAMILY FEES DISCOUNT

For the second and third student in the family attending the College concurrently, discounts are available.

For the second child	5% per term on the tuition and boarding fees
For the third child	10% per term on the tuition and boarding fees

### 3. ADMINISTRATION FEE - compulsory

The Administration fee at Columba College for full fee-paying International students is NZ\$750.00. This fee is non-refundable.

### 4. INCIDENTALS DEPOSIT – compulsory

This one-off security deposit of NZ\$500.00 is refundable when a student leaves the College provided all monthly accounts have been settled in full. It is paid by all International students.

## **5. DISBURSEMENTS FEE – compulsory**

The Disbursements Fee of NZ\$2,500.00 is charged annually for International students. This money is held for the student by the College and is operated like a credit account for items such as:

- School or boarding-house outings
- Smaller uniform items purchased through the School
- Workbooks and classroom supplies
- Printing

An itemised account is issued monthly which indicates the items charged to the student and which are debited against the student's credit account. A handling fee of 15% is added to most items to assist with administration costs.

## **6. ANNUAL VOLUNTARY DONATION - optional - NZ\$1,200.00**

## **7. FEES PROTECTION**

Columba College wishes to ensure that international student fees paid in advance are protected and can be made available in accordance with the school's refund policy. Fee protection should be read in conjunction with the Education (Pastoral Care of International Students) Code of Practice 2016. The school will ensure that its fee protection mechanisms and accounting procedures provide the following safeguards:

- The school will ensure that funds from international students paid in advance are accounted for in such a way that individual student balances are clearly identified and monitored
- The school will ensure that generally accepted accounting procedures are applied to international student fees paid in advance
- The school will ensure that only those staff with appropriate authority will have access to international student funds paid in advance
- The school will ensure that all International fees paid in advance shall be paid into the school's operating account or other account authorized by the Principal
- The school will transfer fees paid in advance to revenues at appropriate intervals during the period of enrolment for each student
- The school will ensure that it has sufficient funds available to meet any remaining international student fees paid in advance liability at any time.
- The school will ensure that the operation of this fee protection policy is audited as part of the school's audit procedures.
- The school will review procedures relating to this part of the policy as part the annual self-review. The school will collect and record appropriate evidence of the review.
- The staff member in charge of international education will report directly to the school Principal on the operation of the school's fees protection policy.

## **8. FEE REFUND**

Columba College will consider all requests for a refund of international student fees. Requests should be made in writing to the school as soon as possible after the circumstances leading to a request.

- A request for a refund should provide the following information to the school (**form available**):
- The name of the student
- The circumstances of the request
- The amount of refund requested
- The name of the person requesting the refund
- The name of the person who paid the fees
- The bank account details to receive any eligible refund
- Any relevant supporting documentation such as receipts or invoices

## NON-REFUNDABLE FEES

The school is unable to refund some fees. The following fees relate to expenses that the school may have paid or will incur as a result of receiving an application for enrolment and cannot be refunded:

**ADMINISTRATION FEE:** Administration fees meet the cost of processing an international student application. Administration fees exist whether an application is accepted or not or whether a student remains enrolled after an application is accepted.

**INSURANCE:** Once insurance is purchased, the school is unable to refund insurance premiums paid on behalf of a student. Students and families may apply directly to an insurance company for a refund of premiums paid.

**HOMESTAY PLACEMENT FEE:** Homestay placement fees meet the cost of processing a request for homestay accommodation by the student. Costs incurred for arranging homestay accommodation for international students prior to the refund request, cannot be refunded.

**USED HOMESTAY FEES:** Homestay fees paid for time the student has already spent in a homestay cannot be refunded. Used homestay fees may also include a notice period of two weeks.

**PORTION OF UNUSED TUITION FEES:** The school may retain a portion of unused tuition fees. Amounts retained will relate to costs that have been incurred or committed by the school and may vary depending on the time of year the request is received.

**OUTSTANDING ACTIVITY FEES:** Any activity or other fees incurred by a student during enrolment and owed to the school at the time of withdrawal, will be deducted from any eligible refund.

### REQUESTS FOR A REFUND FOR FAILURE TO OBTAIN A STUDY VISA:

If an international student fails to obtain an appropriate study visa, a refund of international student tuition fees will be provided less an Administration Fee of \$500.

### REQUESTS FOR A REFUND FOR VOLUNTARY WITHDRAWAL:

#### WITHDRAWAL PRIOR TO ENROLMENT

If an international student voluntarily withdraws prior to the start date of their enrolment, a refund of international student fees will be provided less any relevant non-refundable fees set out in this policy.

#### WITHDRAWAL AFTER ENROLMENT

If an international student withdraws after the start date of their enrolment, reasonable written notice of withdrawal is required by the school. Unless otherwise agreed by the school, a refund will be provided less **a minimum of ten weeks tuition fee and other any relevant non-refundable fees** as outlined in this policy.

### REQUESTS FOR A REFUND FOR FAILURE TO PROVIDE A COURSE, CESSATION AS A SIGNATORY OR CESSATION TO BE A PROVIDER:

If the school fails to provide the agreed course of education or is no longer a signatory to the Code or no longer operates as an international education provider, the school will negotiate with the student or their family to either:

- Refund the unused portion of international student tuition fees or other fees paid for services not delivered or
- Transfer the amount of any eligible refund to another provider or
- Make other arrangements agreed to by the student or their family and the school.

### OTHER CIRCUMSTANCES WHERE A REFUND REQUEST MAY BE CONSIDERED:

#### WHERE A STUDENT'S ENROLMENT IS BROUGHT TO AN END BY THE SCHOOL

In the event a student's enrolment is ended by the school for a breach of the Contract of Enrolment, the school will consider a request for a refund less:

- Any non-refundable fees set out in this policy
- Ten weeks tuition fee
- Any other reasonable costs that the school has incurred in ending the student's enrolment

#### WHERE A STUDENT CHANGES TO A DOMESTIC STUDENT DURING THE PERIOD OF ENROLMENT

If an international student changes to a domestic student after the start date of their enrolment, reasonable written notice of the change is required by the school. Unless otherwise agreed by the school, no tuition fees will be refunded nor any other relevant non-refundable fees as outlined in this policy. Students will need to apply to the school for a position as a domestic student.

#### WHERE A STUDENT VOLUNTARILY REQUESTS TO TRANSFER TO ANOTHER SIGNATORY

If an international student requests to transfer to another signatory after the start date of their enrolment, reasonable written notice of the transfer is required by the school. Unless otherwise agreed by the school, a refund will be provided less a minimum of ten weeks tuition fee and any other relevant non-refundable fees as outlined in this policy.

#### REFUND OF OTHER FEES

##### REQUESTS FOR A REFUND OF HOMESTAY FEES

If for any reason, an international student withdraws after the start date of their enrolment, any unused homestay fees will be refunded, less any relevant non-refundable fees set out in this policy.

Where a student moves from a school homestay and requests a refund of any unused homestay fees, these will be refunded less any non-refundable fees set out in this policy.

##### REQUESTS FOR A REFUND OF FEES UNUSED AT THE END OF ENROLMENT

Except by written request from parents, prepaid fees unused at the end of enrolment amounting to less than NZD\$200 will be refunded to the student in cash. Sums greater than NZD\$200 will be refunded into a nominated bank account – less transaction fees.

##### OUTSTANDING ACTIVITY FEES OR OTHER FEES

Any activity or other fees incurred by a student during enrolment and owed to the school at the time of withdrawal, will be deducted from any eligible refund.

##### REFUNDS TO BE MADE TO THE COUNTRY OF RECEIPT

Unless otherwise agreed in writing, all eligible refunds of fees over NZD\$200 received from outside of New Zealand will be refunded to a nominated bank account in the source country.

##### RIGHTS OF FAMILIES AFTER A DECISION REGARDING A REFUND HAS BEEN MADE

A decision by the school relating to a request for a refund of international student fees will be provided to the student or family in writing and will set out the following information:

- Factors considered when making the refund decision
- The total amount to be refunded
- Details of non-refundable fees

Students and families have the right to submit a grievance to the Code Administrator or Disputes Resolution Scheme in the event they are dissatisfied with a refund decision made by the school.

The school will review the conditions relating to this part of the policy as part the annual self-review. The school will collect and record appropriate evidence of the review.

The staff member in charge of international education will report directly to the school Principal on the operation of the school's policy for the refund of international student fees.

## **9. MEDICAL, TRAVEL AND PERSONAL EFFECTS INSURANCE**

### **ELIGIBILITY FOR HEALTH SERVICES**

Most International students are not entitled to publicly funded health services while in New Zealand. If the student receives medical treatment during her/his visit, she/he 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 [moh.govt.nz](http://moh.govt.nz).

### **ACCIDENT INSURANCE**

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 [acc.co.nz](http://acc.co.nz).

### **MEDICAL AND TRAVEL INSURANCE**

International students (including group students) must have appropriate and current medical and travel insurance while in New Zealand.

The College will make arrangements to ensure all students have a comprehensive insurance cover designed especially for International students. The cost will be charged with the school fees. If a parent has taken out private insurance cover, the cost of the College's policy will be credited to the student's account on receipt of a copy (in English) of the private insurance policy. Note: The College does not have a direct interest in or derive benefit from the insurance company or its agent/s.

## **10. TRAVEL**

### **COSTS TAXI**

#### **SERVICE**

All students who have a taxi account have an account number, a taxi card and a taxi payment agreement signed by the parents.

#### **AIRPORT SHUTTLE SERVICE**

All students are expected to take a shuttle to and from the airport. This cost will be charged to their school account. The exceptions being their first arrival time when they will be met by the International Director and if they are travelling as an unaccompanied minor.

## **11. UNIFORM – compulsory**

Purchase of the regulation school uniform. New uniform costs are approximately NZ\$1,500.00, second-hand uniform costs through the College's Uniform Exchange are approximately NZ\$700.00.

## **12. LAPTOP – compulsory**

Purchase of the school-specified student laptop for Years 7 to 13 students. Information about the online purchasing arrangement is available from the School

## **13. STATIONERY – compulsory**

Stationery (depending on Year level and subjects) approximately NZ\$150.00. The majority of text-books are provided by the College.

## **14. PRIVATE SPEECH AND MUSIC TUITION**

Private Speech and Music tuition is available at the College. Further information about the instruments taught, Speech and Drama programmes and the Tutors is available on request. The cost of such tuition starts at \$40 per half hour and is paid direct to the Tutor.

## **15. ACCOMMODATION**

This section outlines factors that will be considered when managing accommodation for international students enrolled at the school. This section should be read in conjunction with the Education (Pastoral Care of International Students) Code of Practice 2016 and the Education Act 1989, as Columba College undertakes to comply with the accommodation provisions set out in Education (Pastoral Care of International Students) Code of Practice 2016 (The Code).

Columba College wishes:

1. To provide a suitable living environment conducive to study and a safe and supportive home life
2. To involve residential caregivers in the welfare of the student
3. To assist the student to successfully integrate into New Zealand life
4. To ensuring the student is well cared for and supported by the school

### **APPROVED ACCOMMODATION**

All international students must live with parents or residential caregivers that have been approved by the school. The following categories of residential care may be approved by the school:

- Designated caregiver
- Homestay
- Licensed hostel
- School hostel
- Approved temporary accommodation

The school will not approve accommodation for students over 18 years of age not living with parents other than with a residential caregiver. It will not approve independent flatting.

### **USE OF ACCOMMODATION AGENTS**

The school may make use of accommodation agents to organise and manage student accommodation. In the event that an accommodation agent is used, the school will enter into a written contract with the agent and will ensure that the accommodation services provided by the agent meets the requirements of the Code.

### **RESIDENTIAL CAREGIVERS**

#### **ONSITE ASSESSMENT**

Residential care accommodation for international students will undergo an on-site assessment to determine that the accommodation is of an acceptable standard, is not a boarding establishment and the residential caregiver provides a safe physical and emotional living environment.

#### **ONGOING MONITORING**

All residential care accommodation for international students will be monitored on a regular basis including visits to the accommodation and student interviews to ensure that the accommodation continues to meet required standards.

#### **RESOLVING DIFFICULTIES**

Where difficulties arise in residential care, the school will liaise with residential caregivers, contracted agents, students and parents as appropriate to resolve such difficulties.

## SAFETY CHECKING

Safety checks, including Police vetting as appropriate, will be carried out for residential caregivers. Other adults aged 18 years and over living in the accommodation will undergo an appropriate safety check.

## DESIGNATED CAREGIVERS

- The school will have written Designated Caregiver Agreements with all designated caregivers
- The monitoring of students living in designated care will be managed in accordance with this policy and the Designated Caregiver Agreement

## HOMESTAY

- The school will have written Residential Caregiver Agreements with all homestays
- The school will have written Homestay Accommodation Agreements with all students and their families
- The monitoring of students living in homestays will be managed in accordance with this policy and the Homestay Accommodation Agreement
- Homestay fees paid to the school will be held by the school on behalf of students and paid to host families in regular payments. Remaining homestay fees at the end of enrolment will be refunded according to the schools' refund policy.

## LICENSED HOSTEL

- The school will have written Residential Caregiver Agreements with licensed hostels
- The school will have written Hostel Accommodation Agreements with all students (or their legal guardian) living in a licensed hostel
- The monitoring of students living in a licensed hostel will be managed in accordance with this policy and the Hostel Accommodation Agreement

## SCHOOL HOSTEL

- The school will have written Residential Caregiver Agreements with school hostels
- The school will have written Hostel Accommodation Agreements with all students (or their legal guardian) living in a school hostel
- The monitoring of students living in a school hostel will be managed in accordance with this policy and the Hostel Accommodation Agreement

## TEMPORARY ACCOMMODATION

The school will assess the suitability of the accommodation considering the age and gender of the students

The school will ensure adequate supervision is in place for all students

The school will ensure all pastoral needs of the students are met including meals and laundry

The school will ensure that supervisors in temporary accommodation undergo an appropriate safety check

The school will monitor and manage risks to students

The school will review the conditions relating to this part of the policy as part the annual self-review. The school will collect and record appropriate evidence of the review. The staff member in charge of international education will report directly to the school Principal on the operation of the school's policy for accommodation for international students.

## **16. 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://immigration.govt.nz>

It is recommended that the Student Visa is obtained prior to the student leaving her/his home country. No student is permitted to commence study at a New Zealand school until a Student Visa is obtained. A Visitor's Visa does not allow a student to commence her/his studies.

## **17. NZ CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS**

Columba College has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students. Copies of the Code are available from the New Zealand Ministry of Education website at [www.minedu.govt.nz/international](http://www.minedu.govt.nz/international).