



# Marlborough Boys' College

Te Kāreti taitama o Wairau

## INTERNATIONAL STUDENT INFORMATION PACKAGE 2021

### APPLICATIONS PROCESS

Welcome and thank you for choosing to study at Marlborough Boys' College.

Mr Jeremy Marshall – Principal/International Director

**Step 1: Request Enrolment form:** [international@mbc.school.nz](mailto:international@mbc.school.nz)

**Complete the Enrolment forms:**

- Application for Enrolment

**Provide:**

- A recent school Report
- Any other relevant certificates, national examination results, character references
- A letter in English introducing yourself written only by you
- **Return to Marlborough Boy's College, 5 Stephenson Street, Blenheim 7201, New Zealand or email:** [Fiona.Mark@mbc.school.nz](mailto:Fiona.Mark@mbc.school.nz)
- **Or Email:** [international@mbc.school.nz](mailto:international@mbc.school.nz)

**Step 2: If your application is successful you will receive by email:**

- A Provisional Offer of Place
- An Invoice for Fees with detail of payment procedures

**Step 3: When we have received your fees, you will be forwarded:**

- A Receipt of payment of fees
- An Offer of Place which includes a Guarantee of Accommodation – this information will be necessary for you to obtain a student visa

**Step 4: Apply for a student visa online from your nearest New Zealand Embassy or Consulate/High Commission.** 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/new-zealand-visas/apply-for-a-visa>

**Step 5: Inform the College when your visa has been approved and of your arrival date and flight details by email prior to arrival.**

**INFORMATION ON FEES** Please note that the fees are annual and quoted in NZ dollars

	<b>Normal</b>
<b>Academic Tuition Fee</b>	<b>\$12,900</b>
<b>Accommodation Fees</b>	
Homestay \$260.00 per week for 46 weeks (excluding Summer Vacation) Unused portion refunded	<b>\$11,960</b>
<b>TOTAL</b>	<b>\$24,860</b>
<b>Other compulsory Fees</b>	
Administration Fee	\$500
Government Levy \$11 pw	\$429
Pastoral fee	\$1000
Insurance with Uni-Care Full Medical & Travel Insurance for full year	\$537
<b>Fees where money not spent will be refunded</b>	
Uniform	\$500
Stationery	\$100
Activity Fee –trips, Formal, specialist subject costs, outdoor education eg School camps	\$1000
<b>Possible fees</b>	
NCEA Registration fee (Year 11, 12 and 13 students only)	\$384
Bank Fee per transaction applies if paying by International Money Transfer	\$25
Student visa per transaction (applies if processed by MBC)	\$300
<b>Tuition Fees by term (2021)</b>	
Term One (11 Weeks)	\$3548
Term Two (10 weeks)	\$3225
Term Three (10 weeks)	\$3225
Term Four (9 weeks)	\$2903

- ◆ Fees are based on the number of terms/weeks studying at Marlborough Boys' College in the year applied for. Full payment of the course tuition fee and New Zealand Government Levy is required upon acceptance of enrolment.
- ◆ If you enrol at Marlborough Boys' College for a shorter period of time fees will be on a pro-rata basis.

## **WHAT DO YOUR TUITION FEES INCLUDE?**

- ◆ College Activity Fee
- ◆ Orientation Programme
- ◆ Tuition, all classroom teaching
- ◆ The use of text-books, which remain the property of the College
- ◆ Subject Fees, **excluding** Tourism, Technology, Hospitality and Catering, Outdoor Education and Year 12 and 13 Art and Photography courses
- ◆ Marlborough Boys' College English Language Support Programme
- ◆ Assistance from the International Administrator/Homestay Co-ordinator, who will deal with any personal or homestay problems and assistance from the School Deans and Programme Co-ordinator with academic performance and monitors progress.
- ◆ Use of college facilities
- ◆ College-based music programmes, **excluding** the costs of being associated with being a member of the choirs and/or bands, instrumental or vocal tuition lessons
- ◆ The Government Levy per week based on a 39 week year
- ◆ GST
- ◆ Student Identification Card

## **WHAT DO YOUR ACCOMMODATION AND PASTORAL FEES COVER?**

- ◆ Homestay arranged by the school at a cost of NZ\$255.00 per week, (the Homestay fee will be invoiced for the dates the student is enrolling at Marlborough Boys' College).
- ◆ Seven-day-a-week accommodation including Linen and Laundry
- ◆ Three meals a day - breakfast, lunch, dinner
- ◆ Support from the Homestay Coordinator, who will deal with any homestay issues
- ◆ Being met at Marlborough Airport by a representative of Marlborough Boy's College. (if you require an airport transfer from your International to domestic flight in New Zealand, please let us know).
- ◆ Assistance with visa applications and renewals
- ◆ The International Students' co-curricular programme
- ◆ Student support
- ◆ Orientation programme to assist with adjustment to a New Zealand School and Homestay in the first week of school.

## **WHAT IS NOT INCLUDED IN YOUR TUITION AND ACCOMMODATION / PASTORAL FEES?**

These vary from student to student and may include:

- ◆ Cost of visa renewal and medical costs associated with applying for a student visa
- ◆ Examination fees (NCEA, IELTS, TOFEL)
- ◆ Stationery
- ◆ Insurance
- ◆ School Uniform
- ◆ Personal funds
- ◆ Education outside the classroom costs, e.g. Outdoor Education, fieldtrips
- ◆ Class expenses such as the cost of trips, Art Materials, Photography Materials, Technology Materials, and costs associated with the Tourism, Technology, Hospitality and Catering, and Outdoor Education courses.
- ◆ Domestic and International transport costs
- ◆ Private lessons in piano, orchestral instruments and speech
- ◆ The costs associated with being a member of the choirs and/or bands, instrumental or vocal tuition lessons
- ◆ School Formal.
- ◆ New Zealand Qualification Authority (NZQA) fees. These are \$383.30. Full year students are encouraged to complete the NCEA assessments and get NZQA qualifications. A student completing these has a much more meaningful academic programme.

## **INCIDENTAL FUND**

The Student is responsible for additional curriculum costs, extra-curricular costs (sport, music etc..), uniform, examination fees, personal and recreational costs.

## **WITHDRAWAL REQUIREMENTS**

International Students who wish to withdraw from Marlborough Boys' College must:

1. Provide written approval from their parents or via their agent.
2. Complete the school's leaving form.
3. Give two weeks' notice on vacating their homestay.

## **HOMESTAY FEES**

1. The homestay contract with the College is for the academic year including school holidays (two weeks each in April, July and September). The end of the academic year is the day after the Junior Prize-giving for Year 9 and 10 students. Senior students will have a special programme, until the beginning of December, if they are not sitting exams. The homestay fee is \$255 per week.
2. The College recommends that all students return home to their parents/caregiver for the Christmas Break. If you stay in New Zealand, under our care for the Christmas Break, there will be an extra charge of \$20:00 per week, in recognition of the extra cost incurred by home stay parents.
3. If the student is going away, the full payment will be made for the first three days, then \$10 per day thereafter until the student returns. If the homestay host wishes to go away, the full homestay fee will be paid to the student's temporary homestay hosts.
4. If you move out of homestay before the end of the contract, the portion of the homestay fees not already used will be refunded to you. To have the homestay fees returned, you must write to the Board of Trustees giving two weeks' notice or pay two weeks' fees in lieu of notice.
5. If you cancel the homestay contract before you move into the homestay, the accommodation fees will be refunded in full.

## **REFUNDS**

If you withdraw from your course of study before the course completion date you may be eligible for a refund of school fees. An application for refund of fees must be made in writing. You must write to the Board of Trustees by the parent or legal guardian stating clearly the reason for withdrawal of the student and should set out the special circumstances of the claim explaining why you have withdrawn from the course and your reasons for seeking a refund. In the case of illness, a medical certificate or letter from a medical practitioner must be produced in support of the request for a refund.

## **TO BE ELIGIBLE FOR A REFUND:**

- To be eligible for a refund, the Board of Trustees will take into consideration the special circumstances of the withdrawing student. You must also complete the official leaving process and attach the leaving certificate.
- In every case, the school undertakes to look fairly at applications for a refund of fees/part-fees.

### **If the application is made before the start of the course:**

- Fees will be refunded in full, less a termination fee of NZ\$500.00. This includes if a student is not granted a student permit to attend Marlborough Boys' College.

### **If the application is made after the start of the course (ie. In Terms 1 or 2), but before the second half of the course (ie. Terms 3 and 4):**

#### **FEES WILL BE REFUNDED LESS:**

- A termination fee of NZ\$500.00
- Costs to the school already incurred for tuition
- Specialist fees (if applicable)
- Costs already incurred for the use of facilities and resources
- Any other costs already incurred
- Commission already paid to agent
- Payments made to the New Zealand Government

**IF THE APPLICATION IS MADE AFTER THE SECOND HALF OF A COURSE:**

- There will be no refund, except under exceptional circumstances (See compassionate refunds below).

**COMPASSIONATE REFUNDS:**

- In exceptional circumstances, refunds may be granted on compassionate grounds (ie. death of a close family member, serious illness, accident). All such refunds will be at the discretion of the Principal and the Board of Trustees.

**IF THE INTERNATIONAL STUDENT GAINS RESIDENCY DURING THEIR COURSE:**

No further fees are to be paid. Documentation of residency must be provided within 14 days of it being granted in writing.

- If applying for residency or work permit, notification must be made at time of application

**THE BOARD OF TRUSTEES WILL MAKE NO REFUND:**

- When a student is required to leave the school for the violation of the contract with the school or has broken a New Zealand law.
- Where a student because of misbehaviour, has been stood down, has poor attendance.
- Where a student returns home for any reason other than serious illness, accident or death of a close family member.
- If the enrolment application is found to be inaccurate in any way and the contract is terminated.
- If a student wants to transfer to another school or educational institution.

**HOMESTAY FEES:**

If a student moves out of their homestay before the end of their Contract:

- All other unused homestay fees will be refunded, provided the homestay has been given two weeks' notice that the student is leaving.
- If the student does not give two weeks' notice, then a two weeks' homestay fee will be deducted from any refund.

**PAYMENT OF REFUNDS:**

- All refunds will be paid either to the parents of the student or to an agent with written authority from the parents. No refunds will be given directly to the student.
- Marlborough Boys' College has a fee protection policy to safeguard fees paid by international students.

NB. The New Zealand Immigration Service will be notified if any student ceases to attend Marlborough Boys' College for whatever reason.

**MEDICAL AND TRAVEL INSURANCE (This is compulsory)**

Marlborough Boys' College strongly recommend that you allow us to arrange suitable cover under Uni-Care International Travel Insurance. The policy includes dental and optical cover, insurance for your possessions, and insurance for loss of any air tickets or deposits you have made. We require that you have insurance that will cover the cost of medical treatment in New Zealand for the duration of your stay in New Zealand and to cover your travel to and from New Zealand. We will organise this insurance for students on receipt of the payment of fees.

In the case of overseas policy providers, this insurance scheme must have a fee protection cover. Students must provide Marlborough Boys' College with the policy details in English for verification. Where the policy does not meet the requirements of the Code of Practice, the College will notify you immediately to enable the organisation of appropriate insurance prior to the student leaving their home country.

**Fees Protection Policy** – The Board of Trustees undertakes to hold enough funds in reserve, and these will be available to refund the unspent portion of fees if the course is cancelled.

Most students are not entitled to publicly-funded health services while in New Zealand unless they are:

- A resident or citizen of Australia; or
- A national of the United Kingdom in New Zealand; or
- The holder of a temporary permit that is valid for two years or more.

## **IMMIGRATION REQUIREMENTS:**

Where a student has been accepted to study at Marlborough Boys College, and upon receipt of fees, an Offer of Place Form will be sent to enable a Student Visa to be obtained. Full details of visa and permit requirements are available through the NZ Immigration Service – <http://www.immigration.govt.nz>

## **MARLBOROUGH BOYS' COLLEGE EXPECTATIONS**

When considering an enrolment it is very important that families read the following information contained in the Prospectus:

- Goals of Marlborough Boys' College
- Guidelines of behaviour
- Homework
- School hours and attendance
- Smoking, alcohol and illegal substances
- Marlborough Boys' College uniform
- International Student Homestay guidelines

Students should arrive in New Zealand before the beginning of the school year and leave for their home country at the completion of their course. Short stay options are available.

Students over the age of 16 may learn to drive with an approved driving instructor if their parents, host parents and the Principal agrees. If a student wishes to purchase a car for their own private use, the student must have attended Marlborough Boys' College for more than two years, obtain their full New Zealand driver's licence, complete a defensive driving course and the written permission of their parents, host parents and the Principal. Students must comply with New Zealand law.

Both Parents and prospective students must be clear as to Marlborough Boys' College's expectations before signing the enrolment form.

## **FAILURE TO MEET EXPECTATIONS**

When an International Student fails to meet these expectations a number of steps will be taken to help correct the problems. This will involve our Director talking to the student, College and homestay parents. Parents will be kept fully informed of any situations causing concern and should feel free to contact the College staff at any time.

If, after a series of warnings, a student's behaviour or attitude is still unacceptable they will follow the exclusion and suspension procedures as outlined in the Education Act. In addition, where a decision is made to remove a student from the school's homestay arrangements and this necessitates a return home, the following procedures will be followed -

- The agent and parents of the international student will be notified of the matters causing concern.
- A decision will be made as to whether the student should be given permission to enrol with an alternative provider in New Zealand.
- The Principal's decision can be referred to the Board of Trustees where the student has been suspended or removed from the homestay.
- The student has the right to attend the hearing and to be represented as provided for in the 1989 Education Act.

## **GENERAL**

Mr Jeremy Marshall is the Principal/International Director and has responsibility for oversight of the International Programme. The key people, however, are Jarrod Dunn Assistant Principal/International Student Support and Ms Fiona Mark (International Administrator/Pastoral Care/Homestay Co-ordinator).

Marlborough Boys' College has agreed to observe and be bound by the "The Education (Pastoral Care of International Students) Code of Practice 2016" published by the Ministry of Education. Copies of the code are available on request from this institution or from the New Zealand Qualification Authority (NZQA) at <http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/>

If you have any further enquires please feel free to contact us by letter, telephone, or email [international@mbc.school.nz](mailto:international@mbc.school.nz) or visit our website <http://www.mbc.school.nz>

Further information is available in the Marlborough Boys' College Prospectus [MBC Prospectus](#)

## **INTERESTS**

Each year Marlborough Boys' and Girls' Colleges celebrates the cultures of the countries that our International Students come from.

# **Marlborough Boys' College**

## **Te Kāreti taitama o Wairau**

### **Postal:**

International Department  
Marlborough Boys' College  
5 Stephenson Street  
Blenheim 7201  
New Zealand

### **Email:**

[international@mbc.school.nz](mailto:international@mbc.school.nz)

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