

## GENERAL INFORMATION

**Wellington Girls' College** welcomes international students -

who want to study at high school in New Zealand  
who want to gain a tertiary entrance qualification  
who want to improve their English in a school

**Wellington Girls' College** offers international students  
an excellent academic education  
small group English language teaching and  
support  
supervised homestay accommodation



### A Message from the Principal

Choosing an international education for your daughter is an exciting and important decision.

Selecting the right school is crucial if your daughter is to have a successful and happy time.

Wellington Girls' College was founded in 1883 and is a highly respected government girls' secondary school. It is close to the centre of the capital city, only a few minute's walk from the main shopping area and local transport centre. Our students have the opportunity to excel in academic, cultural and sporting activities in a friendly environment where respect for traditional values is enhanced by modern technology and teaching methods.

If you think this school may meet the educational needs of your daughter, we will be pleased to consider an application or discuss the matter further. All the contact details are in this pack.

A handwritten signature in black ink that reads "Julia Davidson".

**Julia Davidson - Principal**

### SOME IMPORTANT INFORMATION

The roll is 1,450 students, with 70 - 80 full time international student places available each year.

Students are taught by a staff of 102 qualified, government registered teachers in facilities that include new computer suites, WIFI, modern science laboratories, a library and two gymnasias. Class sizes vary but range from a maximum of 30 for juniors to 20 to 25 for seniors.

The school's quality assurance report from the Education Review Office (ERO) can be found here <https://www.ero.govt.nz/institution/272/wellington-girls-college>

The School Year in New Zealand begins in late January. There are four terms in an academic year. National examinations are held from early-November to early December.

International students are accepted in January with a limited number accepted in April and a larger group in July.

Students wear the College uniform in Years 9-12. Year 13 students do **not** wear uniform.

International students are offered special English classes and help with their other subjects.

The College arranges and supervises Homestay. There is no dormitory.

## CONDITIONS OF ACCEPTANCE

When you apply for a place at Wellington Girls' College we must consider:

- Your age, students under 14 are accepted if they are here with a parent or on case by case basis.
- Is there a place at the level for which you are applying?
- Is your academic record good enough for you to study at this level?
- Is your level of English good enough to study at this level and study the type of subjects you want to choose?
- What is your future academic plan?

Each student's application is evaluated carefully. We may request a skype interview with you before accepting your application.

If the application is declined, the Director of International Students will explain why.

If you are offered a place, the HOD English Language will assess your language level and perhaps some other subjects **when you arrive at school.**

The HOD English Language will then decide what level you can study at in each subject and how much extra English language help you will need.

## PLACEMENTS

### Form Class

You will be placed in a form class (wananga) according to your age.

### Subject Levels

You will be placed in subject classes considering:  
the level you reached in your previous school  
how well you can cope in English at this time

- You may be allowed to try a subject at a senior level for a short time to see if you can cope.
- You may be able to join in a subject class later in the year after you have studied English.
- If you do not understand why the HOD English Language has made any placement you can talk about it with her and we can arrange for an interpreter if you do not understand.

## IMPORTANT

**Applications for direct entry to Year 13 are NOT accepted.**

**To be considered for entry directly to Year 12, a student should have at least 5.5 in IELTS and a good academic record.**

**A course of at least three years is recommended for students wishing to qualify to enter university.**

## **HOW TO APPLY FOR A PLACE AT WGC**

Wellington Girls' College has now changed to online enrolment. Please go the link **APPLY NOW** - <https://wgc.enrol.school.nz/> and work your way through the Enrolment Form, Contract and Homestay or Designated Caregiver application.

No paper applications will be accepted.

You will be asked to send a copy of your passport page and most recent school reports when you apply.

If you need any more information before applying, please go to the Contact Us part of the website and speak to Hali Balfourt or Mandy Chen.

Once we receive your application, we will decide whether we can accept you.

We will then email you a conditional Offer of Place and an invoice.

To get your student visa, you will have to pay the fees.

We will then send you a Certificate of Payment and an Offer of Place, so you can get your student visa.

**International Students must have a current student visa or student permit to attend high school in New Zealand for a course of study of more than three months.**

**PLEASE ADVISE THE COLLEGE OF THE DATE AND TIME OF YOUR ARRIVAL**

## INTERNATIONAL STUDENT FEES AND COSTS 2026

**Administration Fee:** Non Refundable

**NZ\$300**

### Tuition Fee

For international students commencing in the academic year 2021

**NZ\$19,000**

The tuition fee covers

- all government taxes
- all classroom tuition costs
- the loan of textbooks for the year
- school internet connection

### Examination Fees

Students wishing to gain national qualifications, ie. CAAs from level Year 10 or NCEA at Levels 2 and 3, pay the fee the New Zealand Government sets for international students:

**NZ\$384**

### Extra Costs

Some subjects have an extra material cost eg. Art, Photography, Textiles. Students will be advised of this before they are placed in such a class.

Many subjects have special homework books that the students write in and keep for revision. Students will be asked to pay for these.

Students are encouraged to take part in sport, music and drama. They may be asked to pay some extra costs for these activities if they wish to participate.

### Homestay Fees

For 2026: 46 weeks @ \$360

NZ \$16,560

Placement and Support Fee

NZ \$1200

### Insurance

All international students **must** have appropriate health insurance.

The school can help to organise this.

The approximate cost for 12 months (2026) will be:

**NZ\$700**

### Uniform

Girls in years 9, 10, 11 and 12 are required to wear uniform.

This is available through the College Uniform Shop and will cost *approximately*:

**NZ\$500**

Second hand uniforms may be available and cheaper – approximate cost

**NZ\$300**

*Year 13 students do not wear uniform.*

### FEES PROTECTION

Wellington Girls' College requires all international students to have appropriate medical and travel insurance. The policy arranged through the school has a Fees Protection provision. If an existing personal policy does not give this cover the Board of Trustees of Wellington Girls' College guarantees the fees of all International Fee-Paying Students in the event that the International Programme cannot continue.

## **REFUND POLICY**

### PURPOSE:

This refund policy outlines how the school will manage a request for a refund of international students fees.

### REQUESTS FOR A REFUND OF INTERNATIONAL STUDENT FEES

The school 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. All refunds will be settled under the terms of this policy unless otherwise agreed by the school.

A request for a refund should provide the following information to the school:

- 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, including bank address and swift code where relevant
- 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.

#### 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 any administration fee that has been paid. Evidence must be provided to the school of Immigration New Zealand declining to grant a visa.

#### REQUESTS FOR A REFUND FOR ENROLMENT OF ONE TERM OR LESS:

Where a student is enrolled for one term or less and withdraws early, either before or after the start date of enrolment, other than where they have failed to obtain an appropriate visa and have provided evidence of this, there will be no refund of tuition fees or other relevant non-refundable fees.

Where the school terminates the enrolment of a student enrolled for one term or less, there will be no refund of tuition fees, or other relevant non-refundable fees.

#### REQUESTS FOR A REFUND FOR VOLUNTARY WITHDRAWAL (ENROLMENTS OF MORE THAN ONE TERM):

- If the Student voluntarily withdraws **21 days or more before the start date of enrolment**, a refund will be provided less any non-refundable fees as outlined in this policy. The 21 days will be counted from the day after the School receives written notice of the Student's intention to withdraw from enrolment.
- If the Student voluntarily withdraws **less than 21 days before the start date of enrolment**, other than where they have failed to obtain an appropriate visa and have provided evidence of this, a refund will be provided less a minimum of 10 weeks' tuition fees and any other relevant non-refundable fees as outlined in this policy. The 21 days will be counted from the day after the School receives written notice of the Student's intention to withdraw from enrolment.
- If a Student voluntarily withdraws after enrolment has commenced, a minimum of 10 tuition weeks' notice is required. The notice period will begin the day after the School receives written notice of the Student's intention to withdraw from

enrolment and the student may continue to attend school during the notice period.

REQUESTS FOR A REFUND WHERE THE SCHOOL FAILS TO PROVIDE A COURSE, CEASES AS A SIGNATORY OR CEASES 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.
- For the avoidance of doubt, this clause does not apply where the format of the education provided by the School changes (for example delivery by remote learning), but where the School continues to offer education for international students.

OTHER CIRCUMSTANCES WHERE A REFUND REQUEST MAY BE CONSIDERED:

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

1. **In the event the Student's enrolment is ended by the School for a breach of the contract of enrolment or as a consequence of a Welfare Issue, then the School will consider a request for a refund less:**
  - a. Any non-refundable fees set out in this policy;
  - b. A minimum of ten weeks tuition fees from the date of termination; and
  - c. 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

1. If a Student changes to a domestic student after enrolment has commenced, a minimum of 10 tuition weeks' notice is required. The notice period will begin the day after the School receives written notice that the Student has obtained a visa permitting them to change to domestic-student status.

WHERE A STUDENT VOLUNTARILY REQUESTS TO TRANSFER TO ANOTHER SIGNATORY

1. If a Student requests to transfer to another signatory after the commencement of their enrolment, a minimum of 10 tuition weeks of prior notice is required.

The notice period will begin the day after the School receives written notice that the Student requests to transfer to another signatory.

### REFUND OF OTHER FEES

#### REQUESTS FOR A REFUND OF HOMESTAY FEES

If for any reason, an international student withdraws after their stay in a School Homestay, 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 a Student or their Parent, prepaid fees unused at the end of enrolment amounting to less than NZD\$25.00 will be refunded to the student in cash. Sums greater than NZD\$25.00 will be refunded into a nominated bank account.

#### 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 received of NZD\$1,000 or more 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

In the event the Student or the Parent is dissatisfied with a refund decision made by the School or is dissatisfied with the process the School followed when making the refund decision, they have the right to have the refund decision reviewed by the International Student Disputes Resolution Scheme or to make a complaint to the Code Administrator

### REVIEW AND REPORTING

#### REVIEW:

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

#### REPORTING:

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.

This policy has been approved by the Board of Trustees:                      Approval                      Date:  
4/8/2022

## **ACCOMMODATION POLICY FOR INTERNATIONAL STUDENTS**

- All students must live in accommodation approved by the College.
- Approval will NOT be given to living independently.

The College believes that students must have a safe place to stay where a responsible adult can ensure that they have the nutrition, care and support that they need to settle successfully into a new culture and educational system.

### **Accommodation Options**

- living with a parent
- living with a **caregiver**, arranged by the student's family.

Please notify the College if you intend to arrange homestay for your daughter. Under the Education (Pastoral Care of International Students) Code, all designated caregivers chosen by parents are now required to undergo a full safety check. This includes a New Zealand police vet, reference checks, confirmation of identity and regular home visits from the school.

- taking part in the **Wellington Girls' College Homestay Programme**.

Wellington Girls' College can find students' homestay accommodation, which will be a fully furnished room with a study desk, and all meals and laundry facilities included.

All homestays are checked and approved by the College. The families have been vetted by the New Zealand Police. The Director of International Students will support both the homestay families and the students to promote a happy positive relationship.

A homestay is a good way for an international student to have a real New Zealand experience and improve her English in a supportive environment. Students will be expected to accept and abide by the reasonable rules of behaviour set by the College and the homestay family.

Inappropriate behaviour in the homestay may be grounds for withdrawing a student's Offer of Place at the College. [Refer to the International Student Investigation Policy]

**Please fill in the Application Form and Accommodation Agreement as part of the Online Enrolment Form**

**Contact Ms Maria Walker, the Director of International Students, with any queries about accommodation.**

**Investigation Policy**

1. The following is the School's current policy for dealing with Disciplinary Actions and Welfare Issues. This is not intended to restrict the School's general power of discipline and this policy may be changed from time to time at the discretion of the School.

Overview

2. Except in serious situations where immediate termination of the Agreement is necessary, or where the breach does not warrant any formal response other than a warning, the School will endeavour, where appropriate, to follow a two-stage investigation process (the Investigation Process).

1. In Stage One, the School will investigate and determine the facts of the situation being considered (the Situation) and will reach a conclusion on what happened and whether there is a Welfare Issue or an incident that requires Disciplinary Action or the termination of the Agreement.

1. During Stage One of the Investigation Process, the Student will have an opportunity to provide a response to any subject matter being investigated or to any allegation made concerning the Situation.

2. In Stage Two, if the School has determined some response is required, the School will consider the appropriate outcome for the Situation, up to and including termination of the Agreement.

3. The Student will have an opportunity to provide a response to the situation and any proposed outcome that the School is considering taking (the Proposed Action).

4. This policy does not limit the School's power to take appropriate disciplinary action urgently and without following the Investigation Process if this is necessary having regard to the seriousness of the Situation. Such a determination may be made at any point during the Investigation Process.

5. This policy also does not limit the School's power to suspend the student for the duration of the Investigation process where suspension is considered necessary for the safety or education of any person.

#### General Policy

6. When the School is conducting an investigation involving the Student it will endeavour to provide the Student with the following:

- (a) a written summary of the Situation (as it understands it) or the Proposed Action;
- (b) an opportunity to respond to the Situation or the Proposed Action, either in person or in writing or both, at the choice of the Student;
- (c) an opportunity to consider the Allegation or the Proposed Action for a reasonable period of time (having regard to the seriousness of the Situation or the Proposed Action) before giving a response;
- (d) an opportunity to contact his or her Parent before giving a response, unless the delay caused by contacting that person is unreasonable having regard to the seriousness of the Situation or Proposed Action;
- (d) an opportunity to have an independent support person of her choice present at any meeting relating to the Investigation process;
- (e) an opportunity to meet with that support person in private at any stage during the Investigation process;
- (f) an opportunity to have a translator present (or otherwise facilitate the student participating in the Investigation Process in his or her own language) during any meeting or process if the School or the Student considers that a language barrier means that a translator is required; and
- (g) a copy of this policy setting out the rights which the Student has when engaging in the Investigation process.

#### Stage One: Incident Investigation

7. When the School learns of any incident or any other thing that may be a breach of the Agreement or might otherwise warrant a Disciplinary Action or which may constitute a Welfare Issue, the School will notify the Student of the Situation and will provide the Student with an opportunity to give a response.

8. Where appropriate, having regard to the seriousness of the Situation, the Student will have the opportunity to respond either in person or in writing or both, at the choice of the Student. The School will receive this response and give it genuine consideration before making a decision about the Situation.

9. When the School makes a decision about the Situation it will advise the Student and parent, in writing if possible, about its conclusion

as to what happened and whether it considers that it requires some kind of formal response – whether Disciplinary Action, Termination or other intervention.

#### Stage Two: Outcome Discussion

10. If the School determines that a formal response is required, it will advise the Student and parent of the possible actions that it will consider taking in response to the Situation and will provide the Student and parents with an opportunity to give a response.

11. Where appropriate, having regard to the seriousness of the Situation, the Student and parent will have the opportunity to respond either in person or in writing or both, at the choice of the Student. The School will receive this response and give it genuine consideration before making a decision about the action to be taken.

12. When the School makes a decision about the action that it will take in response to the Situation it will advise the Student and parents of its decision, in writing if possible. The action will not take effect, and no actions will be taken to put it into place, until the Student and parents have been advised of the decision.

This policy has been approved by the Board of Trustees  
Date 4/8/2022

Approval

### **CODE OF PRACTICE**

#### **CODE:**

Wellington Girls' College has agreed to observe and be bound by The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code) published by the NZ Qualifications Authority. Copies of the Code are available on request from this institution or from NZQA.

Wellington Girls' College is part of the Disputes Resolution Scheme. If the school can't solve a problem for international students, parents and students can use this service – it is free. <https://www.istudent.org.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>.

#### **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>

### **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>

### **MEDICAL AND TRAVEL INSURANCE**

International students must have appropriate and current medical travel insurance while studying in New Zealand. Details of the policies used by most Wellington Girls' College students are available at Uni-Care or Southern Cross

<http://www.uni-care.org/our-policies/nz-student-plan.aspx>

<https://www.scti.co.nz/our-products/international-student/insurance/>

Wellington Girls' College can help to organise this insurance.