



**AVONDALE
COLLEGE**

INTERNATIONAL STUDENT HANDBOOK 2017



Avondale College International Department

Telephone: +64 9 820 1712

| Email: intl@avcol.school.nz

| Website: www.avcol.school.nz



The information in this booklet will help you settle into life in New Zealand and to get the most out of your time here. The International Department staff are here to help you with any problems or questions you may have.

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Avondale College has its own on site International Department where staff are always available to help you.
The office is open to students from 8:00AM to 4:30PM weekdays, including the school holidays.



CHRIS KLAASSEN - DIRECTOR

Contact Details

Telephone: 09 820 1712
Mobile: 021 671 156
Email: zkcl@avcol.school.nz

Contact Chris for:

- Marketing & Agent Applications
- Avondale College Policies
- Seminars and School Visits



CLARE LEON-BROWN - MANAGER

Contact Details

Telephone: 09 828 7024 extn 552
Mobile: 021 225 2700
Email: zbrc@avcol.school.nz

Contact Clare for:

- Marketing
- Enrolments
- Student Welfare



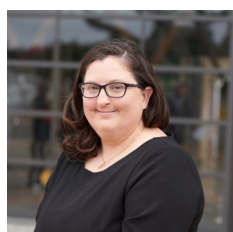
ASHIANA HUSSEIN - ADMINISTRATOR

Contact Details

Telephone: 09 828 7024 extn 549
Email: zhus@avcol.school.nz

Contact Ashiana for:

- Fees
- Insurance
- Visas



NICOLE GRACE - ACADEMIC ADMINISTRATOR

Contact Details

Telephone: 09 828 7024 extn 551
Mobile: 021 967 706
Email: zgrn@avcol.school.nz

Contact Nicole for:

- Academic Advice
- Timetabling
- Attendance



AMANDA BROPHY - HOMESTAY COORDINATOR

Contact Details

Telephone: 09 828 7024 extn 566
Mobile: 021 724 121
Email: zbra@avcol.school.nz

Contact Amanda for:

- Homestay Issues
- Homestay Applications
- Pastoral Care Issues

TONI RICHARDSON - HOMESTAY COORDINATOR

Contact Details

Telephone: 09 828 7024 extn 550
Mobile: 021 417 337
Email: zrct@avcol.school.nz

Contact Toni for:

- Homestay Issues
- Homestay Hosting
- Trips & Travel Forms

MAITE ELGUETA CLAVELLE - ADMINISTRATION ASSISTANT

Contact Details

Telephone: 09 828 7024 extn 594
Email: zelm@avcol.school.nz

Contact Maite for:

- Trips & Travel Forms
- Student Leavers Forms
- General Enquiries



SCHOOL MAP





MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
First Bell 8:50 Home Room 8:55 - 9:05	First Bell 8:50 Home Room 8:55 - 9:10	First Bell 8:50 Home Room 8:55 - 9:10	First Bell 8:50 Home Room 8:55 - 9:10	First Bell 8:50 Home Room 8:55 - 9:10
Period One 9:10 - 10:00	Period One 9:15 - 10:10	Period One 9:15 - 10:10	Period One 9:15 - 10:10	Period One 9:15 - 10:10
Period Two 10:05 - 10:55	Period Two 10:15 - 11:10	Period Two 10:15 - 11:10	Period Two 10:15 - 11:10	Period Two 10:15 - 11:10
Interval 10:55 - 11:15 Warning 11:10	Interval 11:10 - 11:35 Warning 11:30	Interval 11:10 - 11:35 Warning 11:30	Interval 11:10 - 11:35 Warning 11:30	Interval 11:10 - 11:35 Warning 11:30
Years 9, 11 & 13 Assembly 11:15 - 12:00 Period 3 12:00 - 12:45 Years 10 & 12 Period 3 11:15 - 12:00 Assembly 12:00 - 12:45	Period Three 11:35 - 12:30	Period Three 11:35 - 12:30	Period Three 11:35 - 12:30	Period Three 11:35 - 12:30
Lunch 12:45 - 1:35 Warning 1:30	Lunch 12:30 - 1:20 Warning 1:15	Lunch 12:30 - 1:20 Warning 1:15	Lunch 12:30 - 1:20 Warning 1:15	Lunch 12:30 - 1:20 Warning 1:15
Period Four 1:35 - 2:25	Period Four 1:20 - 2:15	Period Four 1:20 - 2:15	Period Four 1:20 - 2:15	Period Four 1:20 - 2:15
Period Five 2:30 - 3:20	Period Five 2:20 - 3:15	Period Five 2:20 - 3:15	Period Five 2:20 - 3:15	Period Five 2:20 - 3:15

WET DAY ORGANISATION

Interval (A wet interval does not automatically mean a wet lunch. Wait for further instructions for lunch time.)

- Three bells ring for a wet interval
- Pupils stay in Period Two rooms

Lunch

- Three bells ring for a wet lunch
- Canteen sells food as usual



Official uniform must be worn when attending the College for any purpose, travelling to and from the College and attending school functions away from the school (e.g. sports tours, social and cultural visits).

The school uniform should be worn correctly and is not to be altered in any way.

- Girls skirts are to be worn to knee length, no shorter.
- Boys school socks are to be worn up, held to just below the knee with garters.
- All shirts are to be tucked in, the only exception being the senior girls blouses.
- There are to be no visible signs that you are wearing makeup.
- You may only wear clear nail polish.
- Boys are to be clean shaven at all times.
- The only jewellery girls may wear is a plain stud in each ear and a watch.
- The only jewellery boys may wear is one plain stud in either ear and a watch.

Students are not to be in the streets or in the main shopping areas in a mixture of uniform. They should be in complete uniform or mufti, not a mixture.



The school is very proud of their uniform and any incorrect items worn will be confiscated and given back to you upon your departure. Avondale College will not accept responsibility for lost confiscated items of jewellery or clothing - so we highly recommend that you do not wear them!

The College Shop is open Monday to Friday from 8:15AM to 1:30PM, selling the Avondale College uniform for boys and girls, including socks, tights and garters. The College uniform is only available from the College Shop. They also sell a limited range of stationery. EFTPOS facilities are available (AMEX NOT ACCEPTED). For further information contact Selina Wolloner on 09 820 1734.

Your school shoes are the only item of uniform that you cannot purchase from the College Shop. Below are photos of the correct school shoes. You may not wear any other kinds of shoes to school. If you are unsure about which shoes to purchase, or where to purchase them from, please ask someone at the international department.

Correct School Shoes





A school as large as Avondale College can operate smoothly and happily only with the co-operation of all students. In order to promote this co-operation there are certain expectations of student behaviour that must be met. This code is based on respect for self, respect for others and respect for property.

RESPECT FOR SELF

- School uniform will be worn fully, neatly and correctly at all times within and out of school.
- No student will smoke at school, or anywhere while in school uniform. These restrictions also apply to the possession of smoking materials.**
- No student will have in their possession, or consume alcohol, drugs, mind altering substances (on any school activity, at school, whilst in school uniform or at their homestay or designated caregiver or while on the programme in New Zealand). It is a serious breach of the school code for any such substances to be possessed by any student.**
- Students will attend classes and be on time. Late students must obtain a pass from the teacher or Dean who has detained them.

RESPECT FOR OTHERS

- Bullying of any kind will not be tolerated.
- Foul language, name calling and any other forms of verbal abuse are banned.
- Radios, i-Pods and MP3 players are not permitted at school.
- Dangerous goods and materials e.g. knives, laser lights, fireworks are not permitted at school.

RESPECT FOR PROPERTY

- No student will steal or damage any other persons property.
- Vandalism and graffiti are considered to be anti-social acts and are in breach of the school code.
- There will be no misuse of school property, for example of the internet and/or school computers.

GENERAL GUIDELINES THAT SHOULD BE NOTED

- Students cannot leave campus at any time during the school day, unless they have signed out at the attendance officers station. You cannot sign out of school or leave campus without a valid reason.
- If a student arrives late to school, they must sign in at the attendance officers station, before attending class.
- Accidental (or other) damage must be promptly reported to a teacher. Cost of damage will be assessed and students will be expected to pay for damage caused.
- Prefects have authority to enforce our Behaviour Code and have the full backing of the school in the performance of their many duties.
- Money or valuables that have to be brought to school, must be left in the school office for safekeeping. The College can accept no responsibility for money or valuables brought to school.
- For breaches of the College code, students may be placed on detention in which case they remain at the school under teacher supervision until 4:30PM.
- School rules apply from the time a student leaves home until they return home.
- International students are not permitted to drive a motor vehicle whilst attending Avondale College without the written permission of their parents and the Principal.

Students are bound by this behaviour code when in school uniform, or when under the Colleges control. At all times students should remember that the good name of Avondale College is in their hands and that their behaviour should be sensible and courteous.

**** ANY INFRINGEMENT OF THESE PROVISIONS COULD RESULT IN THE STUDENT BEING EXCLUDED FROM THE INTERNATIONAL PROGRAMME WITH NO REFUNDS ****



While attending Avondale College, International students are required to live with an approved homestay family. The purpose of a homestay is for students to live with New Zealanders as a member of their family and to experience a 'kiwi' lifestyle.

Life in New Zealand can be very different from living in your own country. Here are some guidelines to help you adjust. Please remember that the staff in the international department are here to help you with any problems you may have.

It is important to respect your host family and to communicate with them. If you are unsure of anything please ask.

DEALING WITH PROBLEMS

Please discuss any problems which you may encounter during your stay with Amanda or Toni, Homestay Coordinators. One weeks notice of a change in homestay must be given, or a fee of one weeks homestay is payable. If you wish to move homestay for an unjustifiable reason, a fee of \$150 must be paid before you are placed with a new homestay.

FOOD AND MEAL TIMES

In every home there are usually set meal times when the family sits down together to eat and talk. You should join the family at these times. Ask your host mother what time you are expected to be at home for meals and, if you are going to be late you must phone or text your homestay to let them know. If you wish to be away for a meal please ask your host parents in advance.

If you are hungry between meals please ask your homestay what food you can eat. Do not help yourself without asking first unless you have been told to do so. Please always clean up after yourself if you use the kitchen to prepare food.

New Zealand food may be different to what you are used to but please try everything. If you decide you do not like certain foods please politely tell your homestay so they can give you something different.

INTERNET

Avondale College host families are required to provide internet. Please discuss internet options with them. They may ask you to contribute towards the monthly bill. A reasonable amount to pay would be between \$20 to \$40 per month.

BATHROOM/TOILET

The bathroom is usually used by the whole family so please spend no longer than 10-15 minutes in it. If you make a mess please clean up after yourself. In most homes there is a limited amount of hot water so please limit your shower time. In winter it can be common for hot water to run out in the evenings if many people shower.

CHORES

As a homestay student you are expected to help with daily chores. Please ask your host family how you can help them. It is your responsibility to keep your room tidy and make your bed.

RULES

As you are a member of a family you will be expected to obey any house rules and to respect all family members. You must keep to your curfew and inform your host family when you are going to be out, where you are going out and what time you will be home. Most families in New Zealand go to bed early and you are expected to be quiet after they are in bed.

ILLNESS AND INSURANCE

Please let your homestay know if you are unwell. If it is a school day you need to inform the international department. If you away for more than two school days you need to go to a doctor and get a medical certificate. Please ask your host family if you need help to get there. You will have full insurance which will cover the cost of the Doctor, Emergency Dentist and Hospital Expenses. You will need to pay the bill yourself and keep your receipts so the money can be refunded to you.



CURFEWS & STAYING OUT OVERNIGHT

The below times are when you must be home by

Age	Sunday - Thursday	Friday and Saturday
13 years old	6:00PM - 6:30PM	8:00PM - 8:30PM
14 years old	6:00PM - 6:30PM	8:30PM - 9:00PM
15 years old	6:00PM - 6:30PM	9:00PM - 9:30PM
16 years old	6:00PM - 6:30PM	10:30PM - 11:00PM
17 years old	6:00PM - 6:30PM	11:30PM - 12:00AM
18 years and up	6:00PM - 6:30PM	12:30AM - 1:00AM

New Zealand law states that young students are to be under supervision at all times. Any change to the curfew rules above must be negotiated beforehand with homestay parents. The students must tell the homestay parents where they are at all times and must contact them if they are going to be later than expected. The students must give their host parents the telephone number where they can be contacted any time they are away from their homestays.

Students are not permitted to stay overnight at a domestic students house, or with a family that has not been police vetted. If you are unsure please speak to one of the homestay coordinators, Amanda or Toni.

SCHOOL BUS SCHEDULES

For all bus schedules please visit www.at.govt.nz/bus-train-ferry If you need any help see Nicole.

MOTOR VEHICLES

International Students may **NOT** own or drive a car. If you are found to be driving a motor vehicle, you may be sent home immediately. Students are also **NOT** to get into a car without a fully licensed driver, in accordance with NZ law.

EMERGENCIES

The emergency phone number in New Zealand is **111** - Call this number if you need Police, Ambulance or Fire Services. You will need to be able to tell the operator where you are. If you are involved in any serious incidents or a victim of a crime please contact our **Homestay Emergency Phone on 021 417 337**. If you have been involved in an incident it is important that you advise us or speak with your host family. Your safety in New Zealand is very important to us.

SMOKING ALCOHOL AND DRUGS

No student will have in their possession, or consume alcohol, drugs or mind altering substances on any school activity, at school, whilst in school uniform, or at their homestay or designated caregiver or while on the programme in New Zealand. It is a serious breach of the school code for any such substances to be possessed by any student.

The legal age to purchase cigarettes in New Zealand is 18 years.

Drinking alcohol is NOT allowed in a homestay situation unless you are over the age of 18 years and it has been approved by the family. It is illegal in New Zealand for anyone under the age of 18 years to be served alcohol or to be on licensed premises. It is also illegal to drink alcohol in public places (Parks, Beaches etc.). These rules are taken very seriously and any breach of them could result in the student being returned home at their own expense.

PHYSICAL VIOLENCE

Any physical violence by an International Student is not permitted at any time or place.

***** ANY INFRINGEMENT OF THE HOMESTAY RULES COULD RESULT IN THE STUDENT BEING EXCLUDED FROM THE PROGRAMME WITH NO REFUND *****



SCHOOL TERM DATES 2017

Term One 2017	7 February 2017 to 13 April 2017
Term Two 2017	1 May 2017 to 7 July 2017
Term Three 2017	24 July 2017 to 29 September 2017
Term Four 2017	16 October 2017 to 7 December 2017 *

* Date differs for senior students

NEW ZEALAND MOBILE PHONE NUMBER

All International students **must** have a New Zealand mobile phone number. This is because if there is ever an emergency situation outside of school hours, you must be able to be contacted by either international department staff, or your host family. Also the main way that the International Department will contact you is via text message. So please provide your New Zealand mobile phone number to the International Department, and remember if you change your mobile phone number, you must inform the International Department.

AVCOL INTRANET, EMAIL & WIFI ACCESS

Avondale College has their own intranet page. <http://welcome.avcol.school.nz/>

The intranet page contains a raft of valuable information about events taking place at school and also allows you to logon to see your attendance and academic progress throughout the year. So make sure you check the intranet page often.

All Avondale College students have their own unique student ID number. This ID number is also a school email address and a username for you to access the school's wifi. Your ID number is printed on your student ID card, and can also be found on the top of your timetable, and should be something like ac98765.

Your school email is your ac number followed by the domain @avcol.school.nz, e.g. ac98765@avcol.school.nz

Your teachers will send emails to your ac account to remind you about assessment deadlines and other important class work.

To gain access the school wifi you will need to go to the school library and ask the librarian to help you set up your account. You need to make sure you read and agree to the terms of the schools data use agreement.

If you have any questions about the intranet, ac email or wifi access please see Nicole.

ID CARDS

If you arrive at the start of term 1, your ID photo will be taken mid February with the rest of the domestic students.

ID photos of students who enrol during the year will be taken a few weeks after your arrival at the College.

If you miss out on an ID photo session, or lose your student ID card, you need to go to the College shop and they will take your photo and issue you with a new student ID card.

VISA RENEWALS

Visas must be renewed before the expiry date. Failure to comply may result in you being sent home by NZ Immigration. Application forms to renew visas are available at the International Department. Ask for Ashiana.

INSURANCE

All International Students should have full insurance cover for Doctor, Emergency Dentist and Hospital Expenses. If you become sick, do not come to school, and instead please ask your homestay to take you to the Doctors.

Doctors and other medical bills must be paid by you. If your insurance has been arranged by Avondale College, keep your receipts and give them to Ashiana in the International Department so that a refund can be claimed.

Doctors used for students attending Avondale College International are as follows:

Avondale Family Doctors

63 Rosebank Road

Avondale

Phone: 09 828 8410

White Cross Accident & Medical Clinic

2140 Great North Road

Avondale

Phone: 09 828 8912



DEPUTY PRINCIPALS/DEANS

Each year level at Avondale College has their own Dean and Deputy Principal that deal with all students, any behavioural issues and events for that particular year level. The Deans corridor is located off the transverse corridor, opposite the library entrance.

HEALTH CLINIC/SCHOOL NURSES

Avondale College has their own school nurses station on campus. It is located in the transverse corridor, opposite the library entrance. If you are feeling unwell during the school day, you cannot just leave school, you must either see the nurses and get a pass, or see someone from the international department. If you start to feel unwell during class time you must ask your teacher if you can have a pass to go visit the nurses station. If you feel unwell at lunchtime or interval, you do not need a pass from a teacher to see the nurse.

GUIDANCE COUNSELLORS

Avondale College has their own guidance counsellors who are available any time throughout school hours to talk to confidentially. The guidance counsellors can be found in the deans corridor. You can make an appointment with them directly, or you can ask a member of the international department staff to make an appointment for you.

ASSEMBLIES

Avondale College has 2 different assemblies most weeks. One is a year level assembly. This usually takes place instead of home room/form class once per week, so make sure you ask your home room/form class teacher what day this assembly is, and if it is in the theatre or the stadium. The other assembly is a mixed year level assembly, and takes place every Monday. This is built into the school timetable, so please ask your home room/form class teacher about this.

CO-CURRICULAR ACTIVITIES

At Avondale College, we have a wide range of activities you can be involved in. These activities are either held at lunch time or after school. There is a range of sports, dance, drama, art, cultural groups. If you are interested in joining any of these please let us know, and we will direct you to the teacher who is in charge.

INTERNATIONAL COMMITTEE

The International Committee is made up of International Students who are good representatives for their fellow countrymen. It is over seen by our two International prefects. The committee get together once a month to organise various activities over the course of the year. This includes organising the 'big day out' (a school trip to a fun place such as snow planet or rainbows end theme park). The committee also organises the 'international food day'. This is where groups of students from each country get together to prepare and sell food (at lunch time) to domestic Avondale College students. This is a great opportunity to showcase your country, culture and your food!

LEAVERS ASSEMBLIES & DINNERS

At the end of terms two and four are when a lot of international students will leave New Zealand and return to their home countries. So the International Department has a special leavers assembly and dinner. The dinner is free for all leaving students and we take you to Fortuna Restaurant at the Sky Tower. These are emotional evenings and a fitting way for us to say goodbye to students.

NEED ASSISTANCE

Problems with Homestay

See Amanda or Toni (Homestay Coordinators)

Doing some travelling

See Amanda or Toni for a travel authorisation form

Insurance or Visa issues

See Ashiana (Administrator)

Feeling unwell while at school

See School Nurse or International Department

Problems/Queries regarding subjects

See Nicole (Academic Advisor)

Someone to talk to in confidence

International Department or Guidance Counsellors

Someone to talk to about

See Nicole (Academic Advisor) or School Careers Advisor

careers/tertiary education



International Students are not permitted to travel outside of Auckland on their own, or with their friends.

THE ONLY TIMES YOU MAY TRAVEL OUTSIDE AUCKLAND ARE:

- If you travel with an approved tour company (NZET or HSNZ)
- If you travel with your host parents
- If you travel with your own parents (*you may only travel with a sibling or relative if they are over 25 years old*)
- If you travel with the international department

ALL TRAVEL REQUESTS MUST BE SUBMITTED ON A TRAVEL FORM, AND APPROVED BY MR KLAASSEN BEFORE YOU BOOK YOUR TRIP.

TRIPS AND TOURS

The department has weekends away for you to join in and see parts of our country. Places visited could include Rotorua, Bay of Islands, Wellington and Coromandel. We also have weekend Ski trips. You will go away for a weekend of skiing or snowboarding to a ski field in the central North Island. This trip takes place during winter in New Zealand (around June).

We try to have at least one trip away per semester. Keep an eye on the noticeboard for more details about these weekends away. During the school holidays there are opportunities to travel on **supervised** trips to the North and South Islands of New Zealand and even to Fiji or Australia. Keep an eye out for posters advertising these trips.

CAMP TAUREWA

At Avondale College, we are very fortunate to have our own camping facility down at the Mountains. We highly recommend that you do this camp. We have yet to meet an international student that did not enjoy this experience, we have had many students go twice!! You can go with your form class, or there is another opportunity to go in term 2 and term 4 with the other international students. You get to do a wide range of activities, including white water rafting, mountain biking and a day long hike. We guarantee you will have great fun on camp!

SUMMER PROGRAM

At the end of the academic year we have the National Exams (NCEA Exams). If you are not sitting these exams, you will be required to attend the summer program. This has been set up as a mixture of activities that are either school based or outside of school and include sailing, windsurfing and paddle boarding, whale and dolphin watching, mountain biking, zip lining, rock climbing, and a day trip to Cathedral Cove in the Coromandel. Classes at school are fun classes such as technology classes in cooking, metal, woodwork or even art. This is a very fun way to end the school year.

HOLIDAY ARRANGEMENTS

There are three holiday breaks of two weeks during each year, in addition to the long summer break which occurs in December and January. If you are planning on going home during the holidays you **must** see the international department to fill in a permission form. If you wish to travel within New Zealand please see the International Department to arrange this. You must apply for permission to travel during the holiday breaks. Application forms are available in the international department from Amanda or Toni.

International students are expected to attend school everyday during term time and may not take extra time to extend their holidays. The College must be informed of all student travel.



PEDESTRIAN SAFETY

As a pedestrian, it's important that you follow the road rules and guidelines below.

- Footpaths provide a safe place for you to walk. Where there is a footpath provided, use it.
- Be careful when crossing driveways, particularly when your visibility is restricted by buildings or fences. Remember, if a driver is coming out of a driveway, their vision will be restricted and they may not see you.
- Cross the road only when it is safe to do so. Always check all nearby roads for vehicles before you cross and quickly walk straight across the road.
- When crossing the road at an intersection, remember to check behind and in front for turning vehicles.
- When crossing the road at night, cross near a street light if you can.
- If you need to cross the road when you get off a bus, wait until the bus has moved away before checking for moving vehicles.
- If you are within 20 meters of a pedestrian crossing, footbridge, underpass or traffic signals, you must use it to cross the road.
- Do not dawdle on a pedestrian crossing.
- Don't step out suddenly onto a pedestrian crossing if any vehicles are so close to the crossing that they cannot stop.

For more information about pedestrian safety visit the below website:

<http://www.nzta.govt.nz/resources/roadcode/about-other-road-users/information-for-pedestrians.html>

CYCLE SAFETY

As a cyclist, it is important that you follow the road rules and guidelines below. They will increase your safety when cycling.

- Cyclists must wear an approved safety helmet. Always fasten it securely, by following the manufacturers instructions.
- It's a good idea to wear brightly coloured or reflective clothing when cycling. That way you'll be easier to see.
- At intersections, you must get off your cycle and walk across
- Where there is an adequate cycle path or cycle lane, cyclists should use it.
- You must ride with lights on when it is dark and at any other time when you can't clearly see a person or vehicle 100 meters away.
- You must keep your cycle in good working condition.

Before cycling in New Zealand, please visit the below website for important cycling safety information:

<http://www.nzta.govt.nz/resources/roadcode/about-other-road-users/information-for-cyclists.html>

SKATEBOARDING & FOOT-PROPELLED SCOOTER SAFETY

- When riding on any path you must be careful and considerate of others using the path.
- Your speed must not constitute a hazard for others using the path.
- When using footpaths you have the same obligations as pedestrians at traffic signals.
- When you are riding a skateboard or a scooter on a footpath you must give way to pedestrians and drivers of mobility devices.

Before using a skateboard or scooter in New Zealand, please visit the below website for important safety information:

<http://www.nzta.govt.nz/resources/roadcode/about-other-road-users/information-for-mobility-device-riders.html>



GRIEVANCE PROCEDURES FOR INTERNATIONAL STUDENTS

PROBLEMS WITH SUBJECTS OR TEACHERS

See Nicole Grace or
Clare Leon-Brown

PERSONAL PROBLEMS

See the International
Staff or a Guidance
Counsellor

PROBLEMS WITH OTHER STUDENTS

See the International
Staff, a Guidance
Counsellor or your dean

PROBLEMS WITH HOMESTAY

See Amanda Brophy or
Toni Richardson

If you are still unhappy see the Director of International Students - Mr Klaassen

If you are still not satisfied request an appointment to see the Deputy Principal and/or the Principal

If you still feel your problems have not been solved you may contact iStudent Complaints whose contact details are:

Phone: 0800 006 675

Email: complaints@istudent.org.nz

Website: <http://www.istudent.org.nz/>

Address: iStudent Complaints, PO Box 2272, Wellington 6140

TERMINATION OF TUITION

Avondale College reserves the right to terminate a students enrolment in the following circumstances:

- In the event of continued and unexplained absenteeism - 85% attendance minimum requirement.
- The exclusion or expulsion of a student in accordance with the Education (Stand down, Suspension, Exclusion and Expulsion) Rules 1999.
- Provision of false or misleading information by the student on enrolment.
- Inadequate progress by the student.
- Failure by the student to pay fees.
- When Avondale College is unable to guarantee accommodation due to the students behaviour.
- In the event of criminal behaviour by the student (including such behaviour outside of Avondale Colleges premises).
- An inability to attend due to reasons such as illness or family obligations, where the student cannot make up the missed course time and needs to re-enrol if they wish to complete the course.
- In the event when a student gets married (with or without parental consent).
- No student will have in their possession, or consume alcohol, drugs or mind altering substances on any school activity, at school, whilst in school uniform, or at their homestay or designated caregiver or while on the programme in New Zealand. It is a serious breach of the school code for any such substances to be possessed by any student.
- Students are required to obey all school rules, and the laws of the country outside of school hours. Students are required to comply with the Avondale College code of behaviour. The College reserves the right to stand down or exclude any student who breaches this code, and no refund of fees will be made.



THE CODE OF PRACTICE

CODE

Avondale 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 NZQA website at www.nzqa.govt.nz.

IMMIGRATION

Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand, and can be viewed on their website at 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 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 www.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.