PART FIVE:

SCHEDULE ONE
(Code of Practice for the Pastoral Care of International Students)

REFER TO THE CODE OF PRACTICE DOCUMENT JULY 2016

http://www.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html

SCHEDULE TWO
(Fee Schedule and Withdrawals/Refund policy)

TUITION FEES	
This fee covers all course costs (see below for all inclusions and exclusions) This fee also includes: • **The Catholic Schools' Office Attendance Dues and Levy** • **The NZ Government Levy**	$13,000[2]

ADMINISTRATION / PASTORAL CARE FEE	
Administration / Pastoral Care Fee (payable on application and non refundable) This fee is required as confirmation of acceptance of a place offered for tuition. It covers costs related with enrolment and general administration, as well as other costs associated with the Code of Practice for the Pastoral Care of International Students. This is also an ongoing yearly fee which covers the administration fee for VISA renewal and other pastoral and tracking services provided.	$1000[2]

TOTAL FEE COST	
First year	**$14,000**
Subsequent years	**$14,000**
This fee must be paid before a Student Visa can be issued by Immigration NZ	

OTHER RELATED EXPENSES	
External Examination Fees[3] (Years 11-13 - NCEA Level 1,2 and 3)	$385[6]
School Uniform	$550[6]
Insurance[4]	$600[6]

ACCOMODATION - School organised Home Stay	
Placement Fee[5]	$350
Weekly Fee	$315

PERSONAL
• All travel arrangements to and from Auckland, New Zealand are the responsibility of the individual student • Pocket money is the responsibility of the student's family (the school can hold pocket money for the student) • Travel by bus or train will be a student expense

All costs include Goods and Service Tax (GST)

REFUNDS
Please note that once a student has started at Liston College, refunds can only be made in exceptional circumstances as per the School Policy on Withdrawal and Refund of Fees, as well as the Code of Practice. Please read the section on Withdrawal and Refund of Fees.

NOTES

[1] A Student Visa will be issued for the same period of time as the Tuition Fees have been paid for.

[2] Paid in full, even when a student is enrolled for only part of an academic year. Charged every extension of study.

[3] Payable where a student is at Level 1 - 3 NCEA. This covers assessment costs (Internal and External Examinations). This fee is set by NZQA.

[4] A condition of enrolment and issuance of a VISA, is proof of a comprehensive Insurance cover. This must be paid for the same period as the VISA is issued for. For the first year, there maybe an additional cost. Insurance can be arranged through the school, if required.

[5] Paid upon enrolment or if a student moves home stays.

[6] These costs are as at 1 December 2014. These will be charged at the prevailing rate at the time of enrolment.

What do the Tuition fees include?

- Tuition
- Text books
- Subject and sports fees
- Trips during the school day – educational experiences out of the classroom
- Stationery
- Additional tuition in English language and academic skills during the course of study (during school hours).
- Access to a Dean and the College Counsellor who will help with any problems students may have.
- Access to sporting and computer facilities and College Library

What is not included in the tuition fees

- Insurance
- Purchase of School Uniform
- Homestay Placement Fee
- Homestay costs
- Travel costs to and from school by train or bus
- Holiday excursions
- Personal requirements
- Pocket money
- Overnight trips / school camps
- Insurance costs
- NZQA Examination Fees
- Visa application Fees

WITHDRAWALS AND REFUND OF FEES POLICY

All refunds of tuition fees to students withdrawing from Liston College are at the discretion of the Board of Trustees. Application for refund must be made in writing to the Board of Trustees setting out the special circumstances of the claim.

Refund of Tuition fees

If a student decides against coming to Liston College, tuition fees will be refunded minus a NZ$1000 administration fee.

Once a student has arrived in New Zealand refunds, less a NZ$1,000 administration fee, will be made only in the most exceptional circumstances (i.e. return home because of serious illness or death of a close family member) and then only partial refund may be made as the school will have incurred costs on the student's behalf for the whole year.

The refund policy of the Liston College Board of Trustees is set out below *is based on Section 4B(7) of the New Zealand Education Amendment (No.4) Act 1991.* In arriving at their decision, the Board of Trustees will take into consideration the special circumstances of the withdrawing student and;

- costs already incurred by the Board
- the salaries of the teachers and support staff and any other components of the fee committed for the duration of the course
- an amount which covers the use of facilities and resources to the date of the withdrawal
- the proportion of the Government or the Catholic School Levies the school is required to pay
- any other costs already incurred

Please note:

- No refund will be made to a student who is excluded from the school by the Board of Trustees[1].
- Students who gain permanent residence or parents who gain work visas after the course has commenced will not be eligible for a refund.

[1] Where a student is excluded from Liston College, the costs associated with the return journey home will be the responsibility of the parent or guardian, not Liston College.

Homestay Fees

Outstanding homestay fees will be refunded if the contract for tuition at Liston College or its contracted homestay agency, is terminated. Two weeks notice, or payment of two weeks fees in lieu of notice, must be given. The placement fee is not refundable.

How to apply for Refunds

All refunds of tuition fees to withdrawing students are at the discretion of the Liston College Board of Trustees.

Applications for refund must be made in writing to the Board of Trustees, setting out the special circumstances of the claim, such as return home because of serious illness or death of a close family member. This application should include any supporting documents (eg. medical certificates, tickets for return journey etc.)

SCHEDULE THREE

(School Policies)

Refer to-

http://www.liston.school.nz/international-students/general-points-school-rules/
and

http://www.liston.school.nz/international-students/non-negotiable-class-rules/