



## INTERNATIONAL STUDENT PROGRAMME

### **Information Booklet**

This booklet is designed to provide you with information and details about International Fee Paying Students wishing to enrol at Hokowhitu School.

Hokowhitu School  
227 Albert Street  
Palmerston North 4410  
New Zealand

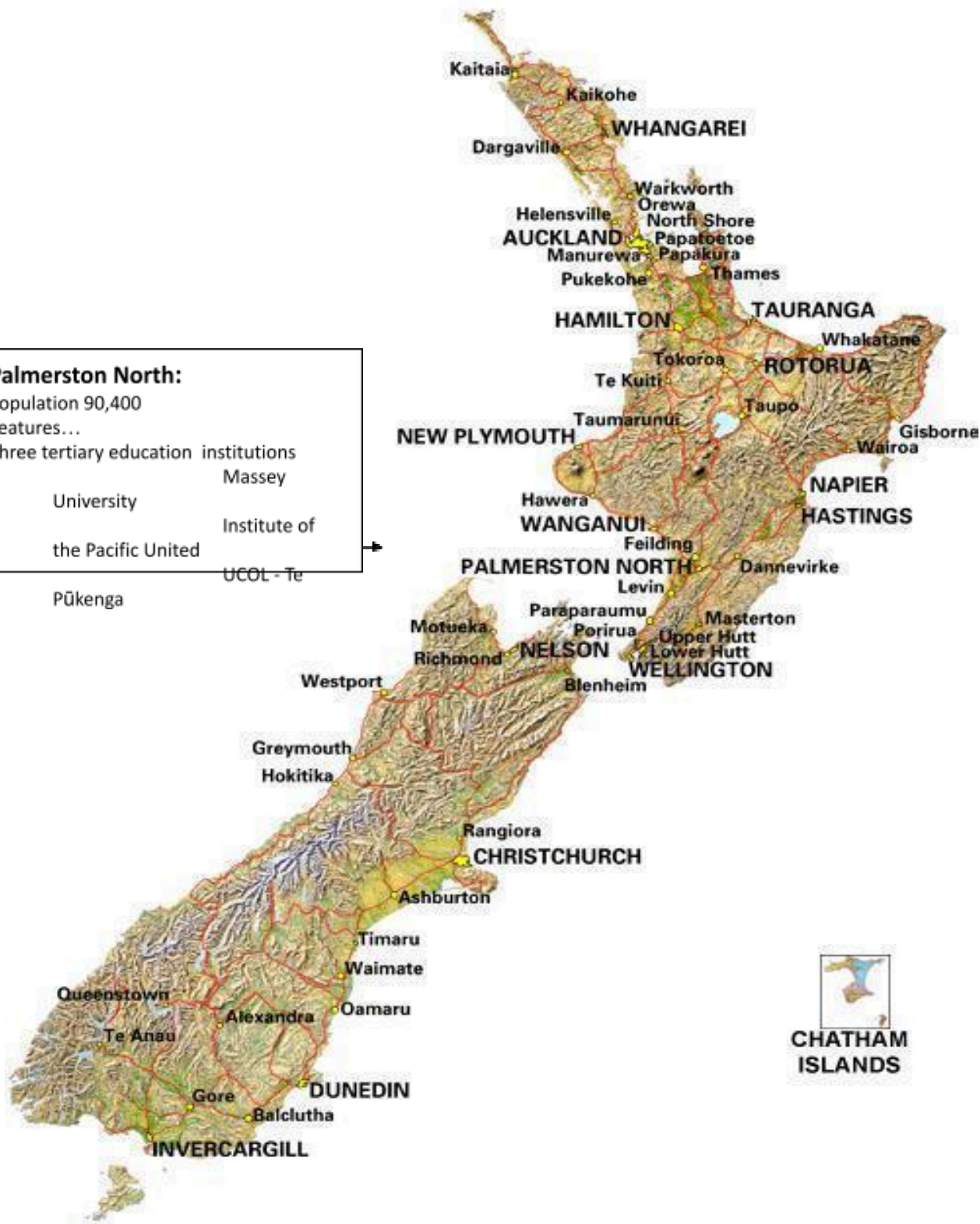
Phone: 0064 –6-3579667

Email: [office@hokowhitu.school.nz](mailto:office@hokowhitu.school.nz)

**Palmerston North:**  
 Population 90,400  
 Features...  
 Three tertiary education institutions

University of Massey	
the Pacific United	Institute of
	UCOL - Te

Pūkenga





Hokowhitu School is a Year 1 to Year 6 (5 years to 11 years) Primary School that welcomes International Students. This Information Package gives a brief description on the school and some principles that we adhere to.

Hokowhitu School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the New Zealand Ministry of Education. Copies of the Code are available on request from Hokowhitu School or from the Ministry of Education at [http://www.legislation.govt.nz/regulation/public/2016/0057/latest/whole.html?search=sw\\_096be8ed81293758\\_22\\_25\\_se&p=1#DLM6748337](http://www.legislation.govt.nz/regulation/public/2016/0057/latest/whole.html?search=sw_096be8ed81293758_22_25_se&p=1#DLM6748337). A brief summary of the code document is enclosed.

For further information and applications please contact: -

Lin Dixon  
Principal  
0064-6-357 9667

## **International Student Information**

Hokowhitu School has had an International Student programme since 1992, and provides a welcoming environment for students from different cultures. We have had students from many different countries.

We cater for pupils in their first 6 years of schooling. We deliver the 7 Curriculum areas of the New Zealand Curriculum Framework, especially focusing upon Literacy and Numeracy. We accept students who wish to immerse themselves in an English speaking environment. All students will be assessed upon arrival as to the most suitable type of programme that will best suit their needs.

English Language assistance is available to all International Students depending on their level of competence. Hokowhitu School provides intensive English Language tuition. Students are withdrawn from their regular class several times a week, for specialist English language instruction. We find that our international students make very good progress in learning to communicate in English. Prior to acceptance students must indicate their level of spoken English. A letter of recommendation from their current school would be very useful.

It is important that students have a genuine desire to learn. They must have a good level of conduct, attitude and attendance at their current school. Attendance is compulsory unless sickness occurs.

Once students have been accepted they must abide by Hokowhitu School's rules.

The International Student policy can be viewed on our school website. [www.hokowhitu.school.nz](http://www.hokowhitu.school.nz)

## Termination of Agreement

Once an International student has enrolled at Hokowhitu School they have the same rights as a domestic student. A student will only be required to leave for gross misconduct, non attendance, or continual disobedience.

## Fees

Fees for 2025 will be set as follows.

### Hokowhitu School Fees

Administration Fee	\$ 100
Tuition Fee (\$2500 per term)	\$10,000
<b>Subtotal</b>	<b>\$10,100</b>
Ministry of Education Fee (\$10.73 x amount of weeks study)	<u>\$10.73 x 10 weeks (example) = \$107.30</u>
	<b>\$10,207.30</b>
	<b>+ GST [15.0%]</b>
<b>Total</b>	<b>= \$11,738.39</b>

All other costs will be met by the students. These could include -

- Uniform
- Stationery
- School camps and trips

**Dental Care:** Please note that International students (fee paying) are not eligible for free dental care.

## School Year

The 2025 school year is as follows:

TERM 1: Monday 3rd February - Friday 11th April

TERM 2: Monday 28th April - Friday 27th June

TERM 3: Monday 14th July - Friday 19th September

TERM 4: Monday 6th October - Tuesday 16th December (½ day)

## School Hours

8.50 a.m to either 2.45 or 3.00 p.m (dependant on year level) Monday to Friday

Morning Break: 11.00.a.m to 11.30 a.m.

Lunch Break: 12.45p.m. to 1.30 p.m.

The school does not provide food so children must bring a piece of fruit or vegetable, as well as morning tea and lunch. We are a 'water only' school. Please send your child with a water bottle.



## **Support Services**

Hokowhitu School aims to make the students feel as comfortable and secure as possible while they are away from home. We want students not only to reach excellent proficiency with their English and studies, but also to also enjoy New Zealand's wonderful environment and safe and secure lifestyle.

Students upon arrival will be welcomed and introduced to our pastoral care staff member – Gwenna Finikin, appropriate staff, especially teachers, support staff, and other international students. Full orientation to the school and our expectations and support systems will be explained to all students. They will also be allocated a 'buddy' pupil to help them within the school and ease their way into mainstream classes.

Classroom Teachers and ESOL (English for Speakers of other Languages) staff will monitor and support all students in conjunction with our office staff. Each student will be assessed using a range of assessment procedures, and placed on programmes to meet their individual needs. Full records will be maintained.

In the event of an emergency (outside of school hours), call 111 for fire/police or ambulance support.

## **ESOL (English for Speakers of Other Languages) Programmes**

Trained teachers will be the main providers of programmes for international students, and support staff will assist them. Our teachers are familiar with accommodating international students within their classes, some for over 10 years. We employ a specialist ESOL teacher, to provide in-depth English language teaching to our students.

## **School Activities**

We encourage pupils to involve themselves with school and local sports and community organisations. The school organises netball, hockey and cricket, t-ball and basketball, with local clubs for soccer and rugby. Individual registration costs will apply.

## **Reporting**

International Students will receive a written progressive report twice per year. Children enrolled for short-term stays will be issued a brief report on the attitude to work, relationships and some attainment comments. We welcome contact with parents and would like to meet with you.

It is very important to notify us if you change your address so that we keep in touch.

## Grievance Procedures

If an international student is unhappy about anything at school they should be advised to follow the following procedure

1. To see their ESOL teacher.
2. Discuss the matter with their mainstream teacher.
3. Meet with the Principal [Lin Dixon]
4. Write to the School Board.

At this point we would undertake an internal process to examine the cause of the pupil's concerns. If the pupil then wishes to proceed they may take it further by: -

The student may go to the School Board and an advocate for the student will be provided. The student will be given every assistance to access the International Student Contract Dispute Resolution Scheme

<http://legislation.govt.nz/regulation/public/2016/0042/latest/DLM6748772.html>

## Health and Travel Insurance

The Code of Practice for International Students states: "Most students are not entitled to publicly funded health services while they are 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.

If a student does not belong to one of these categories and he or she receives medical treatment during their visit, they will be liable for the full costs of that treatment. Therefore **ALL** students must have Health and Travel Insurance for the duration of their stay in New Zealand".

**Dental Care:** Please note that International students (fee paying) are not eligible for free dental care.

## Application Process

### Step 1

As Hokowhitu School is zoned, all intending applicants are advised to consult with the Principal to ascertain whether spaces are available.

### Step 2

Written applications on the “International Student Enrolment Form” must be received in advance. Please note that we would like to have the name of another person, in New Zealand, whom we can contact if necessary. It would be preferable if this was not any agent that you have been dealing with. All applications and enquiries should be sent to:

The Principal  
Hokowhitu School  
227 Albert Street  
Palmerston North  
New Zealand

E-mail [l.dixon@hokowhitu.school.nz](mailto:l.dixon@hokowhitu.school.nz)

Applications should arrive no later than 3 weeks before the expected enrolment date to ensure a smooth processing process.

### Step 3

If your application is successful you will be sent an Offer of Place and an invoice for tuition for the time required. (If an offer of place is sent, the school must also have a guarantee that the accommodation is confirmed in New Zealand). If you are unsuccessful you will also be notified.

Generally those who apply early have a better chance of a successful application.

### Step 4

You should accept the Offer of Place in writing, completing the appropriate forms and send the fees to the school. Fees may be paid to the school either:

- At the school
- Or by posting payment to the above address.
- Or by direct credit to our bank account **12 3143 0322799 00**

#### Note

Payment must be made by bank draft in New Zealand dollars

Bank drafts should be made out to

**Hokowhitu School Board**

### **Step 5**

Hokowhitu School will acknowledge your enrolment and send you a receipt of fees.

NOTE:

#### **Immigration**

The Code of Practice states: "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." This can be viewed on their web site at

[www.immigration.govt.nz](http://www.immigration.govt.nz)

### **Step 6**

When students arrive at Hokowhitu School, they will need to have their enrolment forms and acceptance agreement [signed by parents], their passport, their visa, their insurance details (Medical & Travel) and their immunisation certificate.

### **Step 7**

Students will be then welcomed into their new class. The ESOL teacher will assess their English language needs as soon as possible, to allow for a prompt start on an English language programme.

### **Refund Conditions**

We will make every effort to ensure the student's stay in New Zealand will be successful and rewarding. If a decision is made to withdraw it must be in full consultation with parents and the school.

To be eligible for a refund an application in writing must be made to the Principal by the parents or legal guardian stating clearly the reason for the withdrawal of the student.

If the withdrawal is made prior to the student coming to New Zealand then a refund will be made, less the administration fee. All refunds will be paid in New Zealand dollars.

There will be no refund if a request to withdraw is made after the student has reached the midpoint of his/her year.

In arriving at a decision on a refund, the Principal will take into consideration the special circumstances and

1. Costs already incurred by the school.
2. The salaries of teachers and support staff already committed to their instruction.
3. An amount which covers facilities and resources to date of withdrawal
4. Any refund of the International Student's fee from the government.

If the school ceases to be a signatory or provider of international education, a refund will be granted taking into account the above points.

The School Board will also undertake to keep sufficient funds in reserve to refund the unspent portion of fees, in line with the refunds policy or should the school be unable to continue the programme.





**Pastoral Care:** Our Pastoral Care Staff member is : Gwenna Finikin  
Hokowhitu School  
227 Albert Street  
Palmerston North

Phone: 0064 6 357 9667  
0064 021 1445 635

E-mail: [g.finikin@hokowhitu.school.nz](mailto:g.finikin@hokowhitu.school.nz)



We ..... accept the conditions of entry to  
Hokowhitu School.

Student Name: .....

Signed: .....

Date: .....

Hokowhitu School: .....

Principal

*School Use Only:*

- Passport
- Visa
- Insurance Documents
  - Medical
  - Travel
- Immunisation Certificate