



ST PAUL'S COLLEGIATE SCHOOL

International Students

School Fees for 2010 Academic Year

Further to the Acting Headmaster's letter of 30 October 2009 to Parents and Caregivers, this document sets out the various fee structures together with payment options.

General Information on:

- The regulations covering the payment of fees
- Insurance
- 2010 fees schedules
- Payment Options
- Information and Payments Required
- Enquiries

ST PAUL'S COLLEGIATE SCHOOL

REGULATIONS COVERING FEES

1. Fees are as published and shall be **fixed by the Board of Trustees** from time to time (with or without prior notice).
2. Disbursements are **payable within 20 days of the date of the account.**
3. All fees and other moneys **not paid by the due date shall bear interest** at a rate fixed from time to time by the Board of Trustees.
4. No fee is refundable where a student does not start or does not complete a full term.
5. Where fees remain unpaid and no arrangement has been agreed with the Business Manager as to their payment, then the Board of Trustees will require the immediate removal of the student from the school.

NOTICE OF WITHDRAWAL

1. **One full term's notice of withdrawal** must be given in writing to the Headmaster.
2. The notice required must be given not later than the beginning of the term at the end of which a student is to leave and in the event that such notice is not given by the date required, then the following terms fees shall be payable.
3. Verbal notice of withdrawal will not be accepted.
4. The question of a student's withdrawal should always be a matter for consultation between the Headmaster and the parents/guardians.
5. Where the student is required to leave the school under Clause 19 of the Standards of Conduct described below, the full fee for the term will remain payable with no refund given.

"The student is subject to the rules and discipline of the school. A copy of the school rules is printed in the school handbook and a copy is available for perusal at the school office. The school reserves the right to request the withdrawal of the student, or if necessary, to suspend or expel the student for any serious act or omission that is in breach of the school rules"

6. Withdrawal of a student from a boarding position requires the same notice of withdrawal.

2010 FEES SCHEDULE

INTERNATIONAL STUDENTS

STANDARD FEES (GST Inclusive)	Annual Fee - NZ\$
Tuition	\$24,000
Boarding	\$11,118
Building Development Levy	\$625
Lunches (Day Students)	\$1,400
St Paul's Parents Association	\$100
OTHER FEES	Per item
Dinner (Day students per meal)	\$9.50
Breakfast (Day Students per meal)	\$7.50
Tihoi Course Fee (for year 10 students, once only)	\$1,188
Enrolment Fee (Day Students)	\$600
Enrolment Fee (Boarders)	\$700
Old Collegians Association (Life membership)	\$350
Uni-Care Educational Travel Insurance Refer www.uni-care.org	

- Tuition fees include provision for English as a Second Language Tuition.
- **Full payment in advance must be received by 30 November 2009. No prepaid discount is available.**

- For the classification of a New Zealand domestic Student refer below¹.

Estimate of other expenses:

Medical Insurance - refer to UNI-CARE website as premium is calculated on date leaving to date of return - indicative cost:	\$425.00
Home-stay for boarding students - leave weekends and holidays	\$2,400.00 (estimated)
Home-stay for day students	\$8,500.00 (estimated)
Uniform costs for new students	\$1,500.00 - \$2,000.00
Sports levy - depends on sport	variable
NCEA Examinations	\$300.00 - \$400.00
Cambridge Examinations per exam	\$75

Please note that there may be other expenses which could be charged to a student's account. These will vary from student to student but may include:

- Boarding house trips
- Stationery
- International holiday trips
- Academic field trips
- Music tuition
- School doctor
- Taxi and bus fares
- Sports levy
- Personal
- Toiletries / haircuts
- Telephone use
- Extra tuition

PAYMENT OPTIONS for 2010 FEES

Cheque/Cash

Payable at the school office or by mail (NZ Cheques only). Post-dated cheques are accepted.

Credit Cards

Only Visa or MasterCard will be accepted; however a **surcharge fee of 2%** will be added to cover transaction costs where this option is chosen.

Telephone and Internet Banking

St Paul's has recently enabled parents and caregivers to make payment using these services through any of the major banks.

Payment of Future Years Fees

Payments for more than one year in advance are welcomed and if received before 30th November 2009 will carry an exemption from any fee increases incurred during the period for which the fees are prepaid.

Payments may be credited direct to the school's bank account, which is held at Bank of New Zealand, Hamilton North, New Zealand. **Account No: 02 0320 0203376 00**

If you are paying by direct credit, **please ensure that the student's name and family code are included in the particulars given.** Please also send us a fax or email to let us know that you have transmitted the money (email address: i.bridge@stpauls.school.nz), (fax number: 647 957-8833).

¹ New Zealand Citizens; students from the Cook Islands, Tokelau or Niue who are New Zealand Citizens; Australian Citizens, permanent residents of Australia; the holder of a residence permit under the Immigration Act 1987; persons exempt from the requirement to hold a residence permit under the Immigration Act 1987.

INSURANCE FOR INTERNATIONAL STUDENTS

Personal Effects Insurance

Arrangement of adequate insurance cover on personal clothing and effects is the responsibility of parents and guardians. Where a Householder's Policy is held this may provide the necessary extension of cover, but this point should be checked with your Insurance Company. The Board of Trustees cannot accept liability for losses of personal property suffered by fire, theft or other causes.

Please make certain that personal possessions are clearly marked and where appropriate, a record is made of serial numbers and that adequate insurance is held.

Other Insurance

The **Ministry of Education's code of practice for international students** requires that they take out a comprehensive insurance cover independent of the school. The school believes that the **Uni-Care Educational Travel Insurance policy** offers the widest cover and good value for money and recommends **it as the company to provide this compulsory type of insurance cover**. The policy covers a wide range of events including personal effects, travel and fees insurance (refer to appendix 1). If a student chooses not to select this insurance option then **written proof of cover** from an equally comprehensive alternative scheme (which cover deposits, travel and medical) must be provided at the time fees are paid otherwise the school can not accept the application to attend St Paul's.

The **premiums** are extremely competitive and by applying **on-line** www.uni-care.org Uni-care offer a calculator to **cover the specific period of time away from the students home**.

INFORMATION REQUIRED

1. Payment for fees and insurance incorporating the uni-care TRAVEL AND MEDICAL INSURANCE (recommended) or documentary proof of an equivalent insurance cover from another insurer, including email address.
2. Date of leaving country of origin.
3. Date of returning to country of origin.
4. If the student has pre-existing medical conditions, such as asthma, complete the Uni-Care Application and Medical Certificate form.
5. Advice of and value of any specific items of luggage, for example laptop computers, that you want covered plus payment of a premium at 2% of value. Under the Premier policy all luggage up to \$2,500 is covered by the policy.

Please also provide the Director of International Studies at St Paul's Collegiate School with evidence of the insurance and the dates covered.

ENQUIRIES

Your **first point of contact should be to the Director of International Students, Mrs Margie Smith** telephone 64 7 957 8843, email: m.smith@stpauls.school.nz

If you have an enquiry relating to a specific charge made to your account, please contact Mrs Karen Rice at our office. We would prefer you to send us an email, letter or fax with your enquiry clearly detailed. This helps us if we need to refer your enquiry on to a particular department for clarification. If we must credit a charge, we will of course remit any interest that has accrued on that particular charge.

If you have an enquiry or complaint in respect to the standard fees **set** by the Board of Trustees, we request that you put your concerns in a letter to Ian Bridge, Business Manager.

Email: i.bridge@stpauls.school.nz
k.rice@stpauls.school.nz

Fax : +64 7 957-8833

Ian Bridge
Business Manager

Telephone: 64 7 957 8827

WHAT IS SPECIAL ABOUT UNI-CARE?

Uni-Care is New Zealand's longest established and most experienced provider of travel insurance for international students and visitors to New Zealand. We understand the cultural needs of international students and have designed the Uni-Care NZ Student Plan to help protect against the risks that accompany travelling and living overseas.

WHAT WILL MY NZ STUDENT PLAN COVER ME FOR AND WHERE WILL I BE COVERED?

The NZ Student Plan is designed to cover your unexpected medical costs in New Zealand, and in your country of origin when you return on a temporary basis to visit family. You may also upgrade your NZ Student Plan to cover visits to countries other than New Zealand or your country of origin. This policy will not cover any loss, damage or legal liability arising directly or indirectly from Travel in, to, or through Afghanistan, Cuba, Democratic Republic of Congo, Iran, Iraq, Liberia, Sudan or Syria.

PRE-EXISTING MEDICAL CONDITIONS

Pre-existing medical conditions are not automatically covered. In some circumstances, providing a medical declaration is submitted, cover can be arranged.

HOW DO I APPLY AND WHAT WILL IT COST?

Apply online at: www.uni-care.org

As you complete the application form the number of days and the cost are automatically calculated. Costs may be calculated in advance at: www.uni-care.org/inboundcalculators.html

NZ Student Plan:

NZ\$425 depends on days away.

• Premium cost includes NZ Government levies & GST

SCHEDULE OF BENEFITS IN NZ\$ (per insured person) NZ STUDENT PLAN

Section 1 Medical & Related Expenses (including Evacuation, Repatriation & Cancellation)	Unlimited
Section 2 Luggage & Personal Effects	\$30,000
Section 3 Missed Transport Connection	\$25,000
Section 4 Death or Disablement by Injury	\$50,000
Section 5 Personal Liability	\$2,500,000
Section 6 Kidnap & Ransom	\$250,000
Section 7 Rental Vehicle Excess	\$5,000
Some Sub Limits Apply to Sections 1 & 2	
Section 1 Medical & Related Expenses	
Alternative Medical Treatment (per year)	\$500
Optical cover per year (applies only to policies issued for 6 months or longer)	\$300
Treatment of Mental Illness & Counselling (includes cover for attempted suicide)	\$20,000
Medical Expenses for temporary return to Country of Origin	\$200,000
Continuing Treatment in Country of Origin (following permanent return home)	\$20,000
Loss of Deposits (including non-refundable Education Provider fees)	\$100,000
Repatriation due to Mental Illness, Suicide & Drugs/Alcohol	\$10,000
Expatriation	\$30,000
Accompanying Relatives (Includes cover for Pregnancy, Suicide & Drugs/Alcohol)	\$100,000
In Hospital Personal Cash (\$100 per day)	\$10,000
Funeral Expenses (Includes cover for Pregnancy, Suicide & Drugs/Alcohol)	\$100,000
False Arrest	\$10,000
Emergency Rental Vehicle Return	\$1,000
Travel Delay	\$10,000
Section 2 Luggage & Personal Effects	
Deprivation of Luggage	\$1,000
Unauthorised use of Travel Documents	\$5,000
Money lost or stolen	\$1,000
Maximum Individual Item Value (unless specified and additional premium paid)	\$2,500