



green school

NEW ZEALAND

International enrolment handbook



*thrive
with
purpose*

Contents:

Message from our Founders	3
Introduction	4
Application information	4
• Age and entry level	4
• English language proficiency	4
Enrolment process	5
• Helpful documents to assist enrolment	5
• Application process	5
• Enrolment conditions	6
Code of Practice, Immigration, Health & Insurance	7
• Code of Practice	7
• Immigration	7
• Eligibility for health service	7
• Accident insurances	7
• Medical and travel insurances	8
Safety and wellbeing	9
• Reporting health and safety issues	9
• Respond to an emergency	9
• 24/7 Assistance	9
• Access health and counselling services	10
Orientation & support programme	10
Refund conditions & fee protection	11
• Tuition fees owing after enrolment withdrawal	11
• Refund policy and payment of refunds	11
• Fees protection	11
Guardianship	12
Other monies held for a student	16
Departure from Green School New Zealand	12
Further information for students and parents	12
• Allowance and funds	12
• Clothing	12
• Communication	12
• Grievances and complaints	13
• Living and working in New Zealand	13
• Transport	13
• Where can I get more information?	13
Appendix 1: Information on the New Zealand Education (Pastoral Care of International Students) Code of Practice 2016	14
• What should I do if they have a complaint about the Code of Practice?	14
• Where can I find the Code of Practice?	15
• Are there any guidelines for the Code of Practice to assist GSNZ in implementing it?	15



Message from our Founders

**Manaaki whenua. Manaaki tangata. Haere whakamua.
Care for the land. Care for the people. Go forward.**

We live in a rapidly changing, increasingly connected world. A world of huge environmental and societal threats and massive entrepreneurial opportunities.

To survive and thrive in this new technological reality, our children – the leaders of the future – need to be adaptive, creative, and resilient. They need to know themselves, connect with their passions, their community, and their core purpose so they can engage with optimism, inventiveness, and joy.

On this journey we are inspired by our sister school, Green School Bali. It is a special place that has, over the last decade, proven that a new model of education is not only possible, but essential. It has reminded us that a creative environment opens minds in ways no concrete box ever will; that true understanding comes from hands-on experience instead of rote learning; that an authentic engagement with the local culture and community is incredibly enriching; and shown us time and time again that humanity's progress starts from a child's curiosity. We turn learning from a chore into a desire.

Our home will be the community of Taranaki.

We have secured a magical site along Koru Road, protected by the Kaitake Ranges, next to the beautiful Ōākura River, sitting in between Mt Taranaki and the Tasman Sea. With the lightest of touches, we're transforming a 60-hectare farm into a place of deeper learning for years 1 to 13 (ages 5–18). There will be learning and co-working spaces, permaculture gardens, community and well-being spaces, a green camp for visitors, and a green village for families who wish to live and breathe the Green School journey alongside their children.

The Green School New Zealand campus will be developed in a series of stages. Our desire is that the Green School community plays a part in the progression of our campus as it continues to evolve, inspire, and optimise our learners' potential.

New Zealand's Green School will be something all of New Zealand can be proud of. It will light a fire that inspires us and our children to make our world a better place.

We invite you to join us, so together, we can thrive with purpose.

Michael and Rachel Perrett

Co-founders Green School New Zealand

Introduction

Thank you for continuing your journey with us. This document should be read in conjunction with the prospectus and other key documentation our Admissions Team will be sharing with you.

This document provides further policy information and more detailed information about our processes, our key roles and responsibilities.

If you have any questions, please don't hesitate to get in touch.

Application information

Green School New Zealand welcomes applications from students from all over the world. International students are a valued part of our Green School community and are incorporated into the classes that take place at Green School New Zealand.

Once an international student commences with Green School New Zealand, a carefully planned programme is put in place to ensure they receive high quality education and supportive pastoral care.

Age and entry level

Green School New Zealand will initially accept International Students from Year 1-6 (aged 5 to 10 years), Year 7 and 8 (aged 11 to 12 years) and years 9-11 (13 – 15 years)

English language proficiency

All applicants must be able to demonstrate a minimum capability in spoken and written English to be enrolled. English ability will be assessed via an interview, either online (e.g. Skype) or face-to-face.

The acceptance of an application is provisional on the English Language level and academic achievement being suitable for programmes that Green School New Zealand offers.

If a student does not have sufficient command of the English language to manage the mainstream classroom programme, it will be necessary to undertake a period of intensive language study at an English Language School recommended by the Green School New Zealand, at the parent's expense, before entry to Green School New Zealand can take place. Green School New Zealand is able to assist in making arrangements for this.

Green School New Zealand is not able to offer intensive language courses but does provide support through ESOL classes (English for Speakers of Other Languages).

Green School New Zealand reserves the right to change a student's year level if the course requirements, or English language level, are too demanding.

Enrolment process

Helpful documents to assist enrolment

We provide supporting materials so that the decision to enrol in Green School New Zealand is an easy one, and the process of enrolment is seamless. If you are actively considering enrolling at Green School New Zealand, please make sure you have, in addition to this handbook:

- Our Prospectus
- Information about the Green School New Zealand fees
- International Student Enrolment Application Form
- Refund Conditions & Fee Protection form (conditions outlined in this handbook)
- Student Handbook

All of these are available through our website, www.greenschool.org/nz or simply message us to have them delivered to your inbox.

Application process

1. Apply to GSNZ

Applications to Green School New Zealand are made by completing the International Student Enrolment Application Form and Refund Conditions & Fee Protection Form. Both forms must be accompanied by a colour photo of the student.

Once a completed International Student Enrolment Application Form is received, the Director of International Students will arrange a time for an online interview.

We will communicate with the parents and students through an online system which allows one-on-one and one-to-many communications, as well as through email.

2. Interview

All applicants must be able to demonstrate a minimum capability in spoken and written English to be enrolled. English ability will be assessed via an interview, either online (e.g. Skype) or face-to-face.

3. Offer of place at Green School New Zealand

Subject to a successful interview and availability of a place, the following forms will be emailed to you:

- An offer letter, specifying the course start and completion date, and invoice for the first year of study
- Contractual Agreement form
- Emergency contact form for parents contact details
- Refund Conditions and Fees Protection Form
- Confirmation of acceptance form

If there is not a place available for you, a letter will be sent to notify you of this.

4. Confirmation of enrolment at Green School New Zealand

The place of offer is conditional on the return of the:

- Confirmation of Acceptance form
- Refund Conditions & Fee Protection form
- Contractual Agreement form
- Payment of a Registration Fee, followed by payment of full fees, by the date specified in the Offer of Place.

Once the forms have been received and fees paid, a place will be reserved for the student. Proof of adequate travel and medical insurance policy is required as part of this process.

Enrolment conditions

All conditions that are part of the contract with parents, including the application forms, contractual agreement, the fees refund policy and other school policies apply, in addition to the conditions listed here:

- Students and parents or legal guardians must accept and abide by the Green School New Zealand rules and expectations regarding behaviour and conduct. Unacceptable behaviour may result in the termination of tuition. The Code of Conduct is available from the Green School New Zealand website at www.greenschool.org/nz
- Students must observe the laws of New Zealand. All legal disputes will be dealt with in New Zealand law.
- Students must observe the conditions of their visa. If a student breaks the terms of the visa, the school will report the fact to Immigration New Zealand, which may result in the student having to leave New Zealand.
- It is important that students have a genuine desire to learn and they must have a good behavioural and attendance record at their previous school. The student will attend the School on all occasions when it is open unless prevented by illness or other urgent cause.

Code of Practice, Immigration, Health & Insurance

Code of Practice

Green School New Zealand 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 on request from the New Zealand Qualifications Authority website at www.nzqa.govt.nz

Appendix 1, Summary Code of Practice for the Pastoral Care of International Students at the end of this handbook outlines this.

As a signatory to the Code of Practice we ensure that international students and their families are able to access the following information which is contained in this handbook:

- (i) our quality assurance results; and
- (ii) the educational instruction, staffing, facilities, and equipment available to international students; and
- (iii) the International Student Contract Dispute Resolution Scheme (DRS); and
- (iv) potential learning outcomes for international students, including pathways for further study and employment, where applicable; and
- (v) estimated study and living costs for international students; and
- (vi) accommodation and transport, or ways to obtain such information.

Immigration

Full details of immigration requirements are available from Immigration New Zealand, and can be viewed on their website at www.immigration.govt.nz.

Eligibility for health service

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 insurances

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 insurances

International students must have appropriate and current medical and travel insurance while in New Zealand. Through our Open Apply application process parents/caregivers will be asked to provide evidence that the insurance covers:

the student's travel—

- (i) to and from New Zealand; and
- (ii) within New Zealand; and
- (iii) if the travel is part of the course, outside New Zealand; and
- (b) medical care in New Zealand, including diagnosis, prescription, surgery, and hospitalisation; and
- (c) repatriation or expatriation of the student as a result of serious illness or injury, including cover of travel costs incurred by family members assisting repatriation or expatriation; and
- (d) death of the student, including cover of—
travel costs of family members to and from New Zealand; and
costs of repatriation or expatriation of the body; and
funeral expenses.

Enrolment can not be completed without this evidence.

International students under 18 years:

Green School New Zealand will not enrol international students 10 years or older but under 18 years unless they are living with a parent or legal guardian. Documentation that parents must complete is contained within the Green School New Zealand Open Apply portal. Further information is available from the Heart of Admissions.

Safety and wellbeing

Reporting health and safety issues

At Green School New Zealand your health and safety are our highest priority. If you have any concerns regarding your health and safety, the health and safety of others, or you wish to report a health and safety issue please:

- Contact your child’s teacher as soon as practicable to arrange a time to meet and discuss the issue.
- During that meeting the teacher will discuss the issue and identify how it will be resolved, mitigated or managed. Any decisions and actions will be documented and saved in the school’s administration system.
- If the issue is not satisfactorily resolved the parent may ask to meet with the principal to discuss the issue.

Respond to an emergency

Green School New Zealand is responsible for all emergency procedures during Green School New Zealand hours. During orientation students will be instructed on the procedures to follow in an emergency. This includes:

- Emergency evacuation
- Emergency contacts (*including 111*)
- Responding to earthquakes

All emergency procedures outside Green School New Zealand hours are the responsibility of the parent or legal guardian. In the event of an accident or emergency, appropriate action will be taken and you will be contacted as soon as possible by Head of School on the emergency contact number you provided on your child’s application for enrolment form.

24/7 Assistance

If you need to contact Green School New Zealand in an emergency, we are available 24 hours, seven days per week.

<p>The contacts are: Duty mobile:</p>	<p>Green School has a 24/7 mobile phone for pastoral care support. +64 27 478 4968</p>	
<p>Contact 1</p>	<p>Contact 2</p>	<p>Contact 3</p>
<p>Amy Stewart Heart of Admissions Email: amy.stewart@greenschool.nz</p>	<p>Stuart MacAlpine Principal Email: stuart.macalpine@greenschool.nz</p>	<p>Chris Edwards CEO Email: chris.edwards@greenschool.net</p>

Access health and counselling services

If you wish to access health or counselling services Green School New Zealand will provide contact details and support to do so. To access this support please contact the Heart of Admissions.

Engage with relevant agencies

If you wish to engage with a government agency (such as the New Zealand Police, Oranga Tamariki) Green School New Zealand will provide contact details and support to do so. To access this support please contact the Heart of Admissions.

Orientation & support programme

At the beginning of each year Green School New Zealand welcomes all new students, international, national and local, to the school with a variety of orientation activities co-ordinated by the admissions team, educators, Principal, Head of School and senior students.

A key feature of our school is that all of our international students are accompanied by their parent(s) or legal guardian. Accordingly, when we orientate and support the student, we also support the family as they become part of the Green School New Zealand community.

Through the enrolment process we will have already offered significant support, and information. 2020 will be our year of opening and so a range of orientation events will take place. The orientation will include:

- Site and safety briefings: All students understand the school grounds and its features.
- Education orientation: All students will go through a series of lessons, workshops and activities so that they understand how the curriculum is delivered, the ways that teaching and learning take place, and how they can interact with each other and the school.
- iRespect orientation: A key element of the Green School approach is that students are taught a set of shared values. They will learn about these through modelling, through group discussions and through school events, such as assemblies.

In addition, there is a student support system; and both the prospectus, and student handbook provide answers to many questions students new to the school will have.

We expect that the orientation programme will continue through the first several weeks as the school opens, and establishes and embeds different processes, systems and policies.

Orientation will be reviewed, with community feedback.

Refund conditions & fee protection

If a student withdraws from his or her course of study before the completion date, they may be eligible for a refund of tuition fees. If a refund of fees is requested, the following procedures and guidelines apply.

It is our desire to remain fiscally responsible and to be good stewards of the financial commitment our families have made to their children’s education. To maintain a sound operating budget, Green School New Zealand has a schedule for payment of tuition in the event a student withdraws after they have enrolled.

Tuition fees owing after enrolment withdrawal

Parents who withdraw their student(s) from GSNZ for the upcoming school year or during the current school year will be assessed a portion of the tuition. This is based on the date that the admissions department receives the withdrawal notice following the schedule below.

Date of Notification of Withdrawal	Amount Due to GSNZ
Feb 1 – April 30	25% of annual tuition
May 1 – June 30	50% of annual tuition
July 1 – August 31	75% of annual tuition

Refund policy and payment of refunds

Parents will be asked to sign the Refund Conditions & Fee Protection form as part of the enrolment process. All refunds will be paid to the parents of the student. No refunds will be given directly to the student.

Fees protection

Green School New Zealand has a fee protection policy to safeguard the fees paid by International Students in the unlikely event that Green School New Zealand may not be able to continue delivering tuition to international students. This policy ensures that Green School New Zealand retains sufficient monies to meet the requirements of any refund in these circumstances.

Guardianship

It is compulsory for an international student to live with a parent or legal guardian.

Other monies held for a student

The Green School New Zealand may hold monies for a range of other costs including insurance, establishment fees, student personal allowances, Green School New Zealand incidental expenses.

On the completion of a student's period of study, the balance held for a student will be repaid to the parent or parents.

Departure from Green School New Zealand

A student may be asked to leave Green School New Zealand if:

- they do not attend regularly (non-compliance with student visa)
- their behaviour persistently breaks the school rules

In cases of unacceptable behaviour, the procedures in the Behaviour Policy will apply.

If a student leaves the school for any reason before the student visa expires, the school will notify Immigration New Zealand the student is no longer a student at this school.

Further information for students and parents

Allowance and funds

Green School New Zealand will hold funds in trust on behalf of the student and the parents, and will control all monies.

Clothing

Green School New Zealand does not have a uniform. Students are expected to dress in a respectful way. The average temperature in Taranaki ranges from 15–25°C during summer and from 10–15°C during winter. We believe there is no 'bad weather' – only bad clothing for the conditions of the weather. Green School New Zealand uses the outdoor learning environment throughout the year.

Communication

Parents are required to have regular communication with their child. Parents are encouraged to interact with Green School New Zealand through the Empact Platform or through regular Parent Teacher Association meetings

Grievances and complaints

As a signatory to the NZQA's Education (Pastoral Care of International Students) Code of Practice 2016, Green School New Zealand is required to have a policy to deal with complaints from international students. This is to ensure that the interests, rights and responsibilities of all parties are met in dealing with complaints and grievances.

To promote and ensure the welfare of international students, we have developed a policy that is consistent with the obligations and responsibilities that have been set out in legislation. A copy of the Grievance and Complaint policy will be made available to you through the application process.

Living and working in New Zealand

World-famous for its friendly people, spectacular landscape and relaxed lifestyle, New Zealand is an unbeatable place to live and study.

Our admissions team can provide you with information about New Zealand, and more specifically about Taranaki, the region where Green School New Zealand is located. No question is too little or large to ask.

As everyone has their own circumstances we tailor our information to meet your needs. However, there are some sites and resources you might find useful:

- Study in New Zealand: <http://www.studyinnewzealand.govt.nz>
- NZQA's Studying in New Zealand: <http://www.nzqa.govt.nz/studying-in-new-zealand/>
- Immigration New Zealand's Studying in New Zealand: <https://www.immigration.govt.nz/new-zealand-visas/options/study>
- New Zealand Now: <http://www.newzealandnow.govt.nz>
- Tourism New Zealand: <http://www.tourismnewzealand.com>
- Education New Zealand's study in New Zealand pages. Living in New Zealand
- Venture Taranaki, the region's tourism agency Venture Taranaki

Transport

Parents/caregivers are responsible for ensuring that their children arrive at school on time each day. Green School New Zealand will ask for written permission for any trips requiring transportation offsite.

Where can I get more information?

Your first port of call is us. We can provide you with information and expertise, or refer you on to the relevant agency or organisation so that can provide that information to you.

Appendix 1: Information on the New Zealand Education (Pastoral Care of International Students) Code of Practice 2016

When students come to study in New Zealand, education providers have an important responsibility to ensure that those students are well informed, safe and properly cared for.

To support this, the New Zealand government has developed the Education (Pastoral Care of International Students) Code of Practice 2016, which replaced the 2010 Code of Practice. Green School New Zealand fully supports this initiative as we want to ensure that every student has an outstanding experience!

Green School intends to become a signatory to The Education (Pastoral Care of International Students) Code of Practice and we are working through that process as we establish the school.

This Code of Practice applies to all international students and how we work with them and with parents/caregivers. Green School New Zealand will ensure that we comply with the 2016 Code of Practice. For example, we must ensure that all students receive appropriate information about:

- having the required insurance
- Offer of Place
- enrolment arrangements
- student contracts.

It is recommended that you seek legal advice based on your specific circumstances. For Immigration New Zealand (INZ) requirements, please refer to INZ advice.

Green School New Zealand will also carry out an annual self-review of our policies and procedures – We will always look to improve how we can support our students.

What should I do if they have a complaint about the Code of Practice?

If you have a complaint about Green School New Zealand breaching the Education (Pastoral Care of International Students) Code of Practice 2016, follow the Green School New Zealand formal complaint process first.

If this does not resolve your complaint, you can contact the New Zealand Qualifications Authority (NZQA) by phone on 0800 697 296 or email qadrisk@nzqa.govt.nz.

Or, if it is a financial or contractual dispute, you can contact iStudent Complaints by phone on 0800 00 66 75. More information is available on the iStudent Complaints website: <http://www.istudent.org.nz/istudent-complaints>.

NZQA has produced a brochure for international students about the complaints process (PDF, 147KB). This brochure is attached to this email.

Where can I find the Code of Practice?

The Code of Practice is available on the New Zealand legislation website.

There are also translations of the 2016 Code of Practice and the summary pamphlet into ten different languages.

Are there any guidelines for the Code of Practice to assist GSNZ in implementing it?

Yes, NZQA has published two sets of guidelines specific for schools and tertiary education organisations.