



TERMS AND CONDITIONS

Auckland International College ("AIC")

Student Fees & Charges Policy

AIC student fees and charges are established by the Council and set out in the official Fees Schedule. Students become liable for all AIC fees and charges on the date of enrolment, or the start date of the course, whichever is sooner.

Liability for fees and charges is not reduced in any way if students do not attend some or all of the course classes. Additional external examination or registration fees, if not paid at the time of enrolment, must be paid by a date specified by AIC. If not paid by the date specified by AIC, the student will be ineligible to enter for the examination. Attendance (without formal enrolment) at any AIC class will be deemed to be the student's acceptance of liability for all fees and charges associated with the course.

Refunds and Cancellation Policy

Any request for refund of fees and charges associated with formal withdrawal from a course must be made in writing to the Principal by or before the seventh day after the course's scheduled commencement, which is detailed in the Offer of Place.

A formal withdrawal before the last withdrawal date will be eligible for a refund of all AIC fees and charges minus an administrative charge of 10% of total fees paid or NZ\$500 (incl. GST), whichever is the lesser amount. Please note: Recruiting agents fees will be deducted from the refund amount.

A formal withdrawal after the last withdrawal date will not be eligible for refund. In exceptional circumstances refunds may be made on compassionate grounds at the discretion of the Executive Director.

Approved refunds will be made by cheque to the party making the original payment and will be mailed to the last officially recorded address within six weeks of receipt of the completed refund application.

Subject to the above, if a student leaves AIC for any reason before the completion of a term there will be no refund of tuition, boarding or any other fees paid or payable for that term.

Attendance

1. Students must attend classes each AIC day and arrive on time for morning and afternoon classes;
2. If a student is unable to attend AIC because of illness or another reason, AIC must be contacted and the situation explained as soon as possible;
3. If a student is away sick for more than three days, a medical certificate may be requested;
4. If leave from studies is required by a student, this must be first approved by the Principal. An application in writing must be made to the Principal, with the reason clearly stated;
5. If a student fails to attend AIC regularly or is absent without good reason, the student may face disciplinary action and not be allowed to continue study. If the student is on a visa, the New Zealand Immigration Service will also be informed and the student's visa may be cancelled.

Boarding

Students attending AIC and not residing with parents or approved relatives as designated caregivers are required to reside in the AIC boarding establishment for the duration of their enrolment.

In the event that a student is expelled from the AIC boarding establishment, he/she may be required to leave AIC.

Behaviour

Students must:

1. treat fellow students and staff with respect;
2. treat the property of fellow students and staff with respect;
3. complete set work by the required deadlines;
4. report any damage to AIC property immediately. Students may be charged for any damage caused by them;
5. return any borrowed AIC property in good condition. Students may be charged a replacement fee for any damage;
6. take responsibility for keeping toilets, student areas and classrooms tidy and clean.

Students must never:

7. put themselves in danger in any way;
8. use bad or offensive language at any time;
9. harass any student or staff member, sexually or otherwise (and whether personally or by electronic or other means);
10. bring drugs, alcohol or tobacco to AIC, or use alcohol, drugs or tobacco on AIC premises. AIC reserves the right to require a student to take a urine or blood test if under suspicion of drug or alcohol use. AIC also has the right to search the property of students and seize and retain drugs, alcohol or tobacco;
11. be violent or make any threats of violence;
12. vandalise or abuse any AIC facilities, buildings or equipment;
13. bring any sort of weapon to AIC;
14. smoke or spit anywhere on or around AIC premises or while wearing AIC uniform or representing AIC;
15. enter into any form of cheating, including plagiarism, or any other dishonest practice;
16. put any other student or staff member in danger or subject to any other risk and any such breach will be treated as gross misconduct.

Students must comply with and are subject to all AIC policy procedures, rules regulations and requirements. These are available in the AIC College Library or upon request. Attention is drawn in particular to the Drug, Alcohol Policy and the Surrender, Retention and Search Policy.

Discipline

If AIC rules and regulations are not followed:

1. A verbal warning will be given*.
2. A written warning will be given, which will be recorded on the student's file. The student's parents will be contacted and informed as deemed appropriate by AIC*.
3. A second (final) written warning will be given and the student will meet with the Principal*. This may result in suspension and/or expulsion from AIC.

* Each type of offence is treated independently in this process. Serious misconduct may result in an acceleration of this process, with one or more of these warnings being bypassed.

Gross misconduct may result in immediate suspension and/or expulsion.

Suspension

In the event that a student is suspended, AIC will decide on the period of suspension.

Expulsion

If a student is expelled, that student cannot continue with any course at AIC and will not receive a refund for the part of the course that has not been attended. If the student expelled from AIC is on a student visa, then AIC is required to advise the NZ Immigration Service of the expulsion. If this happens, the NZ Immigration Service may cancel the student's visa.

Student Rights and Responsibilities

Students have a right to:

1. academic freedom (as defined by the Education Act 1989) as freedom, within the law, to question and test received wisdom, to put forward new ideas and to state controversial or unpopular opinions;
2. a reasonable standard of support services and facilities;
3. fair evaluation and assessment;
4. open and accurate information;
5. competent and effective teaching;
6. programmes which meet the required internal and external standards for approval;
7. respect for social and cultural differences, and personal privacy;
8. freedom from any form of unjust discrimination or harassment;
9. fair treatment within the learning environment;
10. have problems dealt with quickly and fairly.

Students have a responsibility to:

11. notify the Admissions Administrator of any change in contact details (address, email, phone number, etc.), accommodation type, medical conditions or special needs;
12. be careful (take care using equipment and facilities; wearing suitable clothing; not endangering themselves or others);
13. respect others (being sensitive to personal, social, cultural and gender differences; respecting the needs, rights and freedoms of others);
14. observe the AIC rules at all times (knowing what is expected; meeting course requirements; being honest in submitting work and in sitting exams; obeying restrictions; avoiding inappropriate or unacceptable behaviour).

Dress Standards

Students shall abide by the AIC Uniform Code.

Code of Practice for the Pastoral Care of International Students

AIC has agreed to observe and be bound by the NZQA Code of Practice for the Pastoral Care of International Students. Copies of the Code are available on request from AIC or from the NZQA website: www.nzqa.govt.nz.

New Zealand Ministry of Education

In accordance with the provisions of Section 35A of the Education Act, 1989, AIC is a fully registered private secondary school.

Immigration

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, and can be viewed on their website at www.immigration.govt.nz.

Health Services

Most international students are not entitled to publicly funded health services while in New Zealand. If a student receives medical treatment while in New Zealand, he or she 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.

Students are required to participate in a health education programme during Year 11. The programme will include discussions on contraception and sexually transmitted diseases.

Accident Insurance

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but students 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 must have appropriate and current medical and travel insurance while studying in New Zealand. AIC will, if required, arrange standard international student cover through Southern Cross Healthcare at the cost of the student.

Privacy Act

The information collected by AIC during the enrolment process and during the period in which a student is enrolled at AIC is intended for use in connection with the education and well-being of the student. It may be used by any of the staff of AIC or consultant to AIC in connection with that purpose. Students have right of access to and correction of the personal information collected by AIC.

Medical Conditions

Parents and/or students must disclose in writing, in the Application for Enrolment Form, any disease suffered by that student and, if a need for medication arises after enrolment, must provide in English:

1. written details of any prescription medicine that the student takes or may reasonably and foreseeably be required to take during his/her enrolment at AIC;
2. written details of the administration of the prescription medicine;
3. copies of any relevant medical practitioners' reports.

The terms "administration", "disease", "medical practitioner" and "prescription medicine" have the meanings ascribed to them by the Medicines Act 1981.

If requested by the Principal, the student's parents must:

1. provide the Council with written confirmation from a medical practitioner as to the details set out in the Application for Enrolment Form, and any further information the Council reasonably requires;
2. meet with the Principal and/or staff to discuss the matter.

If AIC accepts the Application for Enrolment of a Medicated Student (as referred to in AIC's Student Medication Policy ("Policy")), the following will apply:

1. The Medicated Student's parents will be responsible for providing AIC with all the necessary prescription medicine;
2. AIC and the student's parents will otherwise comply with their respective obligations as set out in the Policy.

In an emergency, while all reasonable steps will be taken to obtain consents of parents AIC shall be entitled to rely upon the recommendations of a medical practitioner as to the appropriate treatment, which may include surgery.

Off Campus Activities

Off campus activities (such term to include day outings and overnight excursions), individually and or in a group, may be required for students where included in their educational programme PROVIDED that a student shall not be required to perform any physical pursuit if they do not have the physical capability to do so as has been certified by a medical practitioner. If an extra cost is requested by AIC for the off campus school or boarding activities, such cost shall be paid prior to the date of the off campus school or boarding activities or by such a date as AIC may reasonably require. AIC will take all care in the direct or indirect supervision of students participating in school or boarding off campus activities and will fully comply with its legal obligations such as those contained in the Education Act 1989. However, AIC accepts no responsibility for any loss, damage or injury suffered or incurred by any student participating in an off campus school or boarding activity. Without limiting this, a student, or if the student is under-18, the parent of such student shall be liable, and indemnifies AIC for any such loss, damage or injury suffered or incurred as a result of any act or omission by that student or, as applicable, for his or her child while participating in an off campus school or boarding activity.

IBO General Regulations: Diploma Programme

Parents are required to read and accept the IBO general regulations for the Diploma Programme available at <http://www.aic.ac.nz/index.php/ib-diploma-regulations.htm>

Instructions for Completing the Application For Enrolment Form

Please follow the simple step by step instructions below.

1. Please read the information on pages 1 to 4 carefully.
2. Complete the application form on pages 1 and 2. Please complete all relevant spaces and boxes. Failure to do so may result in delays to the processing of your application.
3. Please note that the declaration at the bottom of page 2 must be signed by yourself and the consent must be signed by your parent/guardian (if you are under the age of 18).
4. Send the completed application form and supporting documentation to AIC by email, fax or mail.

Enrolment Process

How to Apply	Application Procedure	Enrolment
<p>Contact AIC agent</p> <p>or</p> <p>Contact AIC Admissions Administrator at: admissions@aic.ac.nz</p> <p>Sit and pass entrance tests</p>	<ol style="list-style-type: none"> 1. Student (including parent consent) completes AIC Application for Enrolment form 2. Student returns application to AIC 3. Application received at AIC 4. AIC verifies details and information 5. Application is assessed against AIC criteria 6. AIC accepts application 7. AIC makes conditional offer of place with fees invoice 8. Student accepts offer of place by payment of fees 9. Student applies for a visa (international students only) 	<ol style="list-style-type: none"> 1. Full payment of fees received by AIC 2. Enrolment is confirmed by AIC <p>International students only:</p> <ol style="list-style-type: none"> 3. Immigration documentation verified 4. Student informs AIC of arrival details 5. Accommodation is arranged

Certification of Documents:

AIC requires certified copies of official documents. International students: Passport and Visa. New Zealand citizens: Birth Certificate or Passport.

Certified translations must accompany all documents that are not written in English.

AIC will accept documents certified by:

- An authorised officer from the institution that originally issued the document, e.g. a Principal or Registrar
- A judge, magistrate, notary public or justice of the peace
- An authorised AIC representative

The certifier must:

- Write "Certified as a true and correct copy of the original"
- Sign the document
- Print the following details: name, address, contact phone number, job title, date
- Affix an official stamp or seal on the copy (if the organisation has such a seal)

Past school records:

Most colleges and universities require prospective students' academic records from the most recent 4 years of their schooling.

Therefore every AIC student must submit at least 2 years' worth of original paper past school records and official examination results, e.g. NCEA, Cambridge, TOEFL, IELTS etc.

These must be ALL of the most recent, consecutive paper records. If students have any non-holiday gaps in their schooling, these must be explained. Examples: Original paper records from language schools must be submitted. Any sickness resulting in a gap in schooling must be explained by a doctor's official letter. The name of the school year does not matter. For example, it is not a gap if a year of schooling was skipped.

Original paper records must be brought to admissions staff. They will be inspected to see if they are adequate and returned, upon request, once copies are made.

International students: bring the documents at the start of term three (Year 11, if possible, or Year 12 at the latest). Local students: bring the documents as soon as possible.