



# HILLCREST HIGH SCHOOL

## INTERNATIONAL STUDENT

### Enrolment Procedures

Thank you for your interest in Hillcrest High School. This information will help you with our enrolment procedures. Our application form is on our website or will be emailed to you on request.

#### 1) AN ENQUIRY IS MADE TO HILLCREST HIGH SCHOOL

**Mrs Raelyne Selby, International Student Director**  
([rselby@hillcrest-high.school.nz](mailto:rselby@hillcrest-high.school.nz)), will outline basic requirements:

- a) Aspects such as the appropriate Year level, Subjects, pre-requisites, language requirements, English Language Learning (ELL) & the Junior Foundation programme are covered.
- b) Accommodation: Either with Parent/s, with a Designated Caregiver or a school arranged Homestay. All Accommodation must be visited and approved by the school.
- c) Tuition, Administration, Activity and Homestay Fees are discussed.

#### 2) YOUR APPLICATION for 2023

Based on the latest Government strategy for opening our borders, from September 2022 we will accept applications for consideration for our Term One, 2023 intake.

Entry for new students coming from overseas will depend upon all visa categories being open for immigration processing, including visitor and student visas.

***For all students, including those currently in New Zealand, with the completed application we require:***

- a) **A Reference letter** from a teacher at the student's present school. If the student is already in New Zealand the letter should be from their International Dean or Director.
- b) **Examination results and a copy of their last report/transcript.** Evidence is required that he/she has studied English language and has gained a satisfactory level of written and oral English understanding.
- c) **A Letter (in English and in their own handwriting) from the student** applicant giving his/her reason for wanting to attend Hillcrest High School and giving information on their background, interests, hobbies and any future plans.

This information will be used to determine and recognize prior learning and the student's level of ability in their present educational situation.

There are entry requirements or prerequisites for some Level 1, 2 & 3 subjects. Entry to these subjects will be at the discretion of the Dean and Principal.

### **3) THE APPLICATION IS CHECKED TO MAKE SURE OF THE STUDENT'S:**

- a) Ability to achieve in ELL situation. Students must be able to structure sentences and paragraphs appropriately and maintain a conversation on a general topic. Seniors are expected to maintain a conversation on an academic topic and structure written work appropriately. This will include narratives, essays and reports. Reading should be at upper intermediate level.
- b) The ability of the applicant to adapt to the new environment.
- c) Their accommodation situation.
- d) Their possible subjects and career goals.
- e) Their past academic performance

If the student is in Hamilton, an interview will be arranged. The Director can discuss subject choices and the desired year level and convey important information to the applicant. Where possible, students will be tested for their language level. Interviews may be via Skype or WeChat.

### **4) IF ACCEPTED:**

A letter of conditional acceptance is sent. Some additional documentation may be requested, relating to insurance, school expectations for behaviour, accommodation, and the enrolment agreement. Insurance arranged by the school must be paid with the Tuition, Admin, Incidental & Activity fee.

**Enrolment is confirmed for a successful applicant once documentation is completed, fees paid and an Offer of Place issued. The applicant will then apply for a Student Visa. For those outside New Zealand, this cannot happen until border restrictions have been lifted.**

A student cannot start at Hillcrest High School without the appropriate Visa.

### **5) ACCOMMODATION**

Arrangements for **accommodation** will then be finalized including a Home visit and Police Vetting where appropriate. Accommodation fees for Hillcrest High School arranged Homestays are payable in advance.

### **6) STARTING DATE: Subject to current NZ Government restrictions.**

If in New Zealand, the applicant will advise Hillcrest High School that their Visa has been approved.

### **POINTS TO REMEMBER:**

- Check any border restrictions to see if Student Visas are being processed.
- When applying **remember** to provide evidence of your previous schooling, including levels of achievement and English language proficiency.
- It is preferable, where the student is presently residing in or near Hamilton, that they have a brief interview with the International Student Director.  
The Director can discuss subject choices and the desired year level and convey important information to the applicant. The intention is to make sure that the student's level of English will allow them the maximum benefit from a secondary school experience.
- Should you want more information or if you are in Hamilton and wish to make an appointment for an enrolment interview, please contact Mrs Selby, Phone 07 8570297 ext 839 or email: rselby@hillcrest-high.school.nz
- The application and associated documentation must be signed by the student's parents or legal guardian.

### ***English Language Proficiency and Course selection***

- Junior students with a lower level of English proficiency may be considered for the Junior Foundation class, an intensive English language programme.
- If possible, students are interviewed for their language level when the application is made. This can be at school for students currently residing in Hamilton or by using WeChat and Skype interviews for those living offshore.
- Following English Language testing, students will be placed at a study level appropriate to their English language level.
- They must have evidence of prior learning and of high achievement in subjects such as Chemistry and Physics for entry at senior level.
- There are entry requirements or prerequisites for Level 1, 2 and 3 subjects. Students enrolling from outside New Zealand must show adequate prior learning in their subject choices if wishing to study at Level 2 and 3. Entry will be at the discretion of the Dean and Principal.
- Students are unlikely to progress to a higher level, e.g., L3, if they do not pass L2.
- Senior Students need to ensure that subjects taken allow for further Tertiary Study and meet the requirements for offshore tertiary study.

### **On arrival at Hillcrest High School**

Arrangements will be made for the Head of the ELL Department to meet with new International Students to discuss English language support.

Testing will occur and any additional help arranged. There are ELL classes and a junior Foundation programme available along with additional help from the ELL Teacher Assistants for students at all levels.

## **CODE OF PRACTICE**

Hillcrest High School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students administered by the New Zealand Qualifications Authority. Copies of the Code are available from website: <http://www.nzqa.govt.nz/>

## **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: <http://www.immigration.govt.nz/>

## **ELIGIBILITY FOR HEALTH SERVICES**

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 cost of that treatment. Full details of entitlement to publicly funded health services are available through the Ministry of Health and can be viewed on their website:

<http://www.moh.govt.nz>

## **ACCIDENT INSURANCE**

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:

<http://www.acc.co.nz>

## **MEDICAL AND TRAVEL INSURANCE**

International students must have appropriate and current health and travel insurance for the entire length of their study in New Zealand.

An insurance premium for either Orbit Protect or Unicare must be paid at enrolment or evidence of an acceptable New Zealand based insurance policy provided to the school

