



# St Hilda's Collegiate School

Dunedin, New Zealand



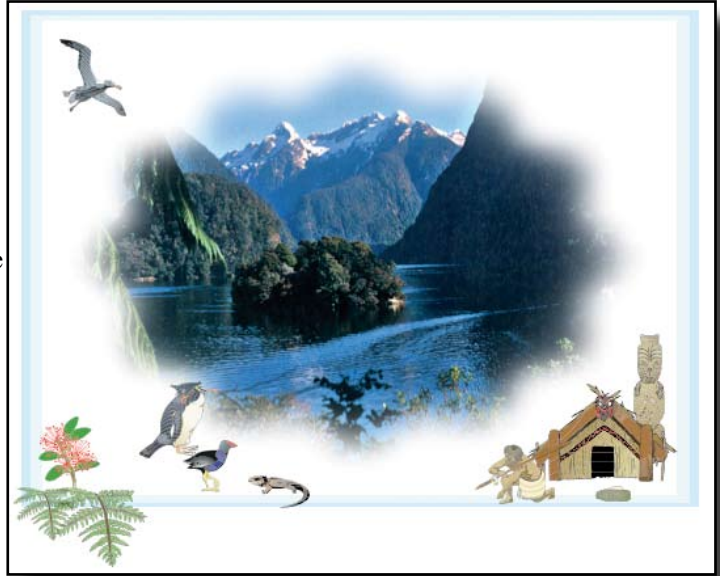
# General Information

## New Zealand

New Zealand is an island nation lying in the South Pacific Ocean. The population is approximately 4 million with a wide range of ethnic backgrounds.

The indigenous race of New Zealand are the Maori people. The native flora and fauna of New Zealand are world renown. The Kiwi is one of New Zealand's native birds and the fern is one of our international symbols.

New Zealand's main exports are meat, dairy products, wool, fruit and technology. A main industry within New Zealand is tourism. Our clean green countryside offers spectacular scenery and is an adventure playground.



## Dunedin

Dunedin has a population of approximately 120,000 and is the southern most coastal city in New Zealand. We experience four climatic seasons a year with temperatures that range from an average 10° C in the winter to 25° C in the summer.

Dunedin has a beautiful coastline with many natural beaches which are home to native wildlife such as penguins, fur-seals and albatross. City beaches are used by local families and visitors to the city for surfing, swimming, recreational running and walking. There are many Fitness Centres, sports grounds and golf courses available for public use.

Dunedin is a gateway to Central Otago and the wide variety of activities offered in that region; from skiing and snowboarding in winter to boating and horse trekking in the summer.

Dunedin is the home of the old and prestigious University of Otago, Otago Language Centre and Otago Polytechnic.

## Our School

St Hilda's Collegiate School has a roll of 400 domestic students, Years 7 – 13 and a small fully integrated International Student group.

The school has a rich tradition and was founded in 1896. Set in park-like grounds, ten minutes walk from the school, is Tolcarne Boarding Residence. Tolcarne Boarding Residence, on occasion, may have places available for International Students.

St Hilda's enjoys excellent modern facilities in a central city location which is within walking distance of the University, Library, Art Gallery, Moana Pool and the business centre.

The mix of day girls, boarders and international students provides the school with a community from diverse backgrounds. Each girl is valued for her individuality, and personal strengths and needs are recognised.

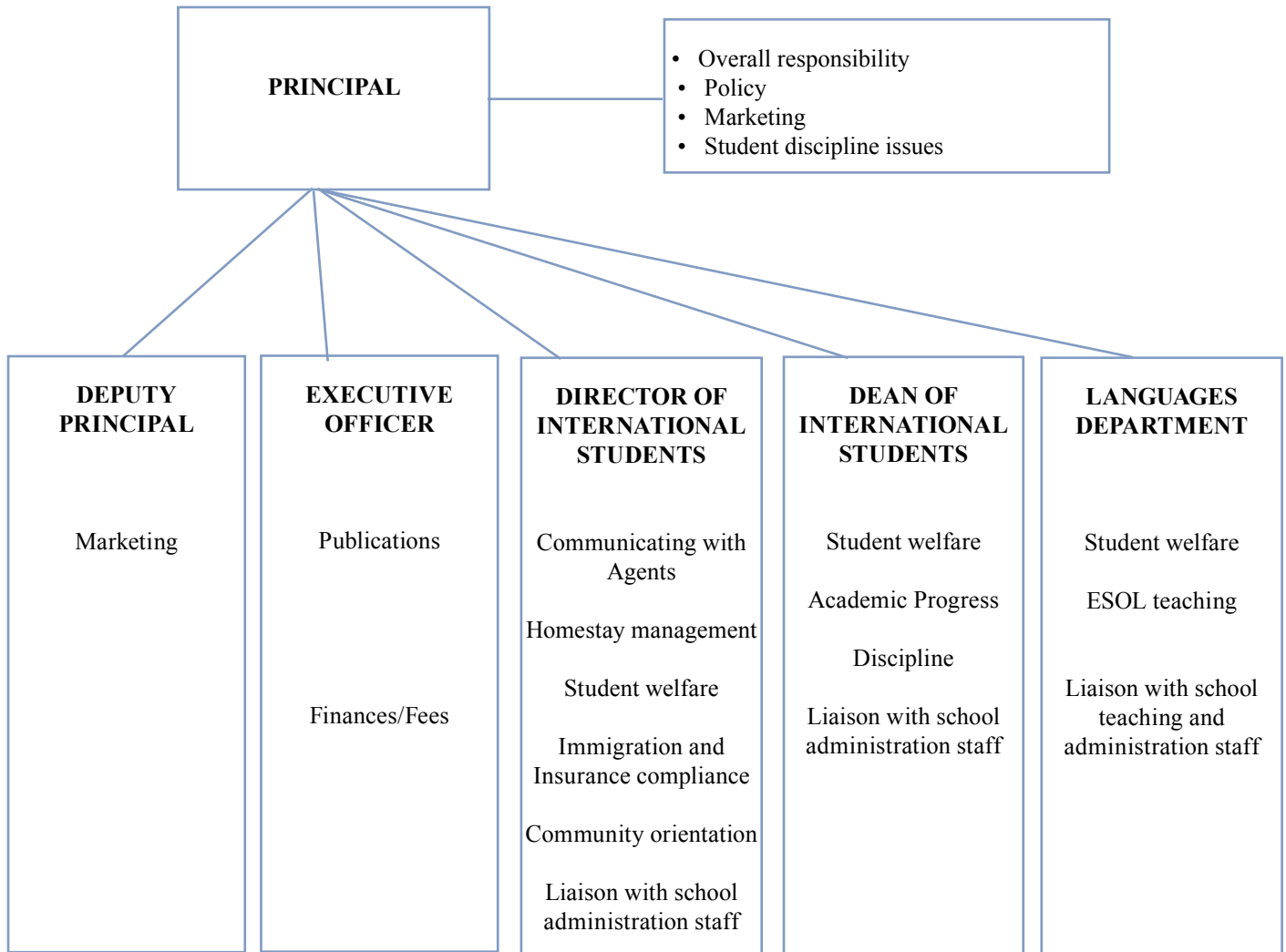
Within the culture where high achievement is fostered, every student is expected to achieve to her full potential.

All students are encouraged to participate in the many sporting codes offered at school such as volleyball, badminton, rugby, touch rugby, basketball, tennis, netball, cross country and hockey. Cultural and Arts activities also have a high profile in the school and achievements in music, arts, drama and dance are regularly celebrated.

The school is committed to a holistic approach to education. St Hilda's enjoys an excellent reputation for providing an enriching educational experience and students and ex-girls are highly respected in the Dunedin community.



# Student Management Structure



Homestay families should contact the Director of International Students in the first instance with issues and problems relating to family matters. Problems relating to school issues can be referred to either the Dean of International Students who will, if necessary, discuss the problem with the Principal.



# Code of Practice



St Hilda's Collegiate School has approval from the Ministry of Education to enrol students in Years 7 to 13 (aged 11 - 19 years).

# School Information

## **Mission Statement**

To give all students within this Christian school of Anglican tradition the opportunity to achieve their potential in all fields of endeavour in an encouraging, supportive and positive atmosphere which enhances self esteem, encourages self discipline and develops a caring concern for, and empathy with others.

## **Location**

St Hilda's Collegiate School is a girls' school for years 7 to 13 (forms 1 to 7) with a roll of 400 students. It is situated next to beautiful woodland, yet is just 2 minutes drive from the centre of the city. It has wonderful city views.

## **Facilities**

The school has first class facilities which include computer suites, science laboratories, music suites and an excellent gymnasium. Students participate in comprehensive cultural, sporting and outdoor education programmes.

## **Academic Programme**

All staff are committed to academic excellence and courses are designed to meet the goals of individual students. The school sets clear standards of conduct, with friendly respect between students and teachers. Students are expected to take part in physical education lessons.

An academic programme and timetable are developed and monitored for progress and welfare of our International Students.

## **Language Tuition**

Expert ESOL language tuition is provided in small groups for all, as well as individual teacher aide help in all other classes. Support is also offered to students who wish to study for international English examinations or University pre-requisites such as IELTS and TOEFL, as well as all academic subjects which lead to tertiary study.

## **Outdoor Education**

All Year 9 and 10 International Students will participate in Outdoor Education in a year level residential camp in a country environment for five days.

Senior students who study senior Physical Education will participate in outdoor programmes away from Dunedin.

## **Accommodation and Student Care**

It is important that International Students are safe and well cared for when they are away from home. Students stay in homes with a caring families.

Homestays are co-ordinated by the Director of International Students who selects a home that is appropriate for each student. Students receive regular, ongoing support and advice together with their homestay families.

Students are met at the airport by the Director of International Students and the homestay family.

It is school policy that students are not permitted to live in rental accommodation independently.



# School Information

## **Cultural**

The Madrigal Choir, Orchestra, Cultural, Drama and Dance groups perform at school functions, and take part in local competitions. Individual music tuition is also available.

## **Sport and Recreation**

A large variety of sports are played at St Hilda's Collegiate School including rugby, soccer, basketball, netball, volleyball, badminton, tennis, table tennis, hockey, touch rugby, ice hockey and watersports. Outdoor Education is particularly strong at our school with opportunities for students to enjoy the great outdoors such as skiing, canoeing, climbing and hiking.

Students are encouraged to participate in sports, cultural, and recreational activities as a balance to their academic programme.

## **Insurance**

All International Students must have comprehensive insurance cover for medical expenses, travel and personal possessions. A copy of the insurance cover is included with the application package. The premium is invoiced with the School fees. St Hilda's Collegiate School will arrange the cover and then pay the premium on your behalf.

If insurance cover has been arranged privately a copy of the policy and policy number must be provided with payment of fees.

## **School Calendar Year**

The school year is arranged in four terms commencing early February and ending mid December. Students will be considered for commencement at any time but it is advised that if they are preparing for New Zealand examinations in the same year they attend from the start of the school year and complete the full year.

## **English Language Ability**

On arrival an assessment for English language ability will be undertaken. A student may then be required to receive extra language tuition either at School or at a Language School prior to commencing at St Hilda's Collegiate School. There will be an additional fee for extra tuition undertaken at a Language School.

Collegiate School

# School Uniform

A school uniform is worn by all students in years 7 to 12. Year 13 students wear tidy day clothes. The approximate cost of the uniform is \$800.

Pre-used items of uniform are also available for purchase.

The uniform consists of:

## **DRESS UNIFORM**

### **Compulsory Items**

School woollen kilt, ancient Green Douglas Tartan (may be worn all year) and is made to measure by Mrs A Corry-Helean Kiltmakers, 8 Hocken Street, Kenmure, Dunedin.

Blue Blazer with School Crest.

Regulation Junior tartan tie (Years 7 to 10) (available at the School Stationery shop) worn with the Blazer at all times and with long sleeved blouse for special occasions.

Senior Tie (available at the School Stationery Shop) Years 11 - 13.

Long sleeved, white, pointed collar blouse or shirt.

Black leather, lace up shoes with regular (not platform) rubber soles and plain black laces.

Tights in Ink Navy Kolotex 70 Denier Opague. Tights may be worn in place of socks at any time and are only necessary for special occasions.

Spartan Chiropak Backpack (available at the School Stationery Shop) in sizes large and extra large.

Any long sleeved, heavy weight cotton smock for Art.

Navy blue parka - available from the School Stationery Shop. Padded ski Jackets and Polar Fleece are NOT ACCEPTABLE.

### **Optional Items**

School summer kilt (available from Arthur Barnett Ltd).

Regulation blue jersey or regulation blue sleeveless vest (manufactured by Otago Knitwear).

Short sleeved, white, pointed collar blouse.

Regulation School scarf and gloves (available from the School Stationery Shop).



# School Uniform

## SPORTS UNIFORM

### **Compulsory Items**

Navy cotton shorts

Light blue Bob Charles style sports shirt (two required for sports competitors).

White sports shoes with white ankle socks.

Regulation Sports Bag (available from the School Stationery Shop).

Bathing suit - one piece. The student is to bring this with them.

### **Optional Items**

Regulation sport kilt (for sports teams only and is available by order at the Sports Department office).

Navy track pants (eg Canterbury or Adidas) available at the School Stationery Shop.

Pale blue rugby top with white collar.

Lined regulation track suit (compulsory for Senior A tournament teams) available at the School Stationery Shop.

Plain navy (no logos) peaked cap may be worn with sports uniform.



# Fees for 2010

School Tuition Fees	\$14,800
School Administration Fee	\$300
Homestay Fees (48 weeks at \$200 per week)	\$9,600
Homestay Administration Fee (48 weeks at \$15 per week)	\$720
Disbursement/Examination Fees Deposit	\$1,500
Insurance (12 months cover)	\$599

## School Tuition Fees

School tuition fees cover the provision of tuition including ESOL classes. Students will need to purchase their own workbooks.

## Homestay Fees

The Director of International Students arranges places in homes in the local community for our international students. The fees for homestay cover a period of 48 weeks which includes term break holidays.

St Hilda's Collegiate School is also a boarding school, however our residence usually has filled all its boarding places. There sometimes may be a place available and you are welcome to inquire.

## Disbursement/Examination Fees Deposit:

The disbursement deposit is used to pay accounts incurred by students during the time they are studying at St Hilda's Collegiate School. These accounts may include sports fees, orchestral instrument hire, school field trips, school stationery, subject fees and examination fees.

## School Stationery

Students are to provide their own stationery for use at school. They may purchase this from the School Stationery Shop or in town. If the stationery is purchased from the School Stationery Shop this will be deducted from the disbursement account of the individual student.

## Subject Fees

Subjects in the Senior School will attract fees which are additional to Tuition Fees. These fees cover workbooks, field trips etc. The subject fees will be billed to students once their course of study has been agreed. These fees are minimal, apart from photography. An example is provided below:

Mathematics	\$10 - \$20
English	\$10 - \$15
Art	\$20 - \$30

## Examination Fees

Students who sit the New Zealand NCEA qualification are required to pay the examination fee set by the New Zealand Qualifications Authority. Students who wish to sit international qualification examinations such as IELTS while studying at St Hilda's Collegiate School will also have to pay examination fees. Examination fees are deducted from the individual student's disbursement deposit.

## Unused Funds

Any funds remaining in the homestay, insurance and disbursement deposit accounts of a student will be refunded to the student following the completion of their education with St Hilda's Collegiate School.



# School Contact

Principal

Ms Melissa Bell  
St Hilda's Collegiate School  
2 Cobden Street  
Dunedin  
New Zealand  
mbell@shcs.school.nz

Director of International Students

Mrs Margaret Llewellyn  
St Hilda's Collegiate School  
2 Cobden Street  
Dunedin  
New Zealand  
international@shcs.school.nz

Dean of International Students

Mrs Judy Maw  
St Hilda's Collegiate School  
2 Cobden Street  
Dunedin  
New Zealand  
jmaw@shcs.school.nz

Teacher of ESOL

Ms Fiona Kerr  
St Hilda's Collegiate School  
2 Cobden Street  
Dunedin  
New Zealand  
fionakerr@shcs.school.nz

International Student Administration

Mrs Jenny Browning  
St Hilda's Collegiate School  
2 Cobden Street  
Dunedin  
New Zealand  
jbrowning@shcs.school.nz

Telephone

+64 3 477 0989

Facsimile

+64 3 477 1222

Website

[www.shcs.school.nz](http://www.shcs.school.nz)

# How to Make an Application

Completed forms may be faxed or scanned and emailed **but the originals must also be posted to the School at the same time.**

## Student Visa Procedure

New Zealand Immigration Service (NZIS) is a Government authority responsible for issuing visas to enter New Zealand. Student visas are issued by the NZIS representatives in the New Zealand High Commissions and Embassies overseas. You will need to complete the "Application for Student Visa" form. With this you will need to include a recent passport size photograph, payment of a non-refundable visa application fee, and a confirmed "Offer of Place" from St Hilda's Collegiate School which states that you have been accepted as a student and that all fees have been paid in full. If your course of study is longer than one year, you will need to have your student permit renewed each year.

## How to apply:

### Step 1

- Complete the application form for a place at St Hilda's Collegiate School.
- Complete Student Profile Form.
- Obtain the last two school reports.
- Fax or email and also **post all of the original completed forms and school documents to:**

The Director of International Students  
St Hilda's Collegiate School  
2 Cobden Street  
Dunedin 9016  
New Zealand

Fax +64 3 477 1222  
international@shcs.school.nz

## If you are accepted into our school:

### Step 2

- We will send you a conditional offer of place.
- A copy of our Tuition Agreement and Contract, Medical Authorisation, Appointment of Guardian, Refund Policy and Financial Undertaking will be sent for you to complete and return to the school.
- You will receive an invoice for fees which is payable in full.

### Step 3

- The payment of fees and receipt of the original completed and signed Agreement and Contract, Medical Authorisation, Appointment of Guardian, Refund Policy and Financial Undertaking will be your acknowledgement that you agree to the conditions of enrolment.
- Your fees must be paid by Bank Cheque or Bank Draft to:

St Hilda's Collegiate School  
Account Number 020900 0356280 00  
SWIFT Code: BKNZLN22  
Bank of New Zealand  
Dunedin Branch  
Corner Moray Place and George Street  
Dunedin  
New Zealand.

### Step 4

- On receipt of your fees and original completed forms, a confirmed offer of place and receipted invoice will be sent to you in order for you to apply for a student visa to enter New Zealand.



# Insurance

## SUMMARY OF INSURANCE PREMIUMS AND COVER

For your information

(This will be completed by the School on enrolment for successful applicants)

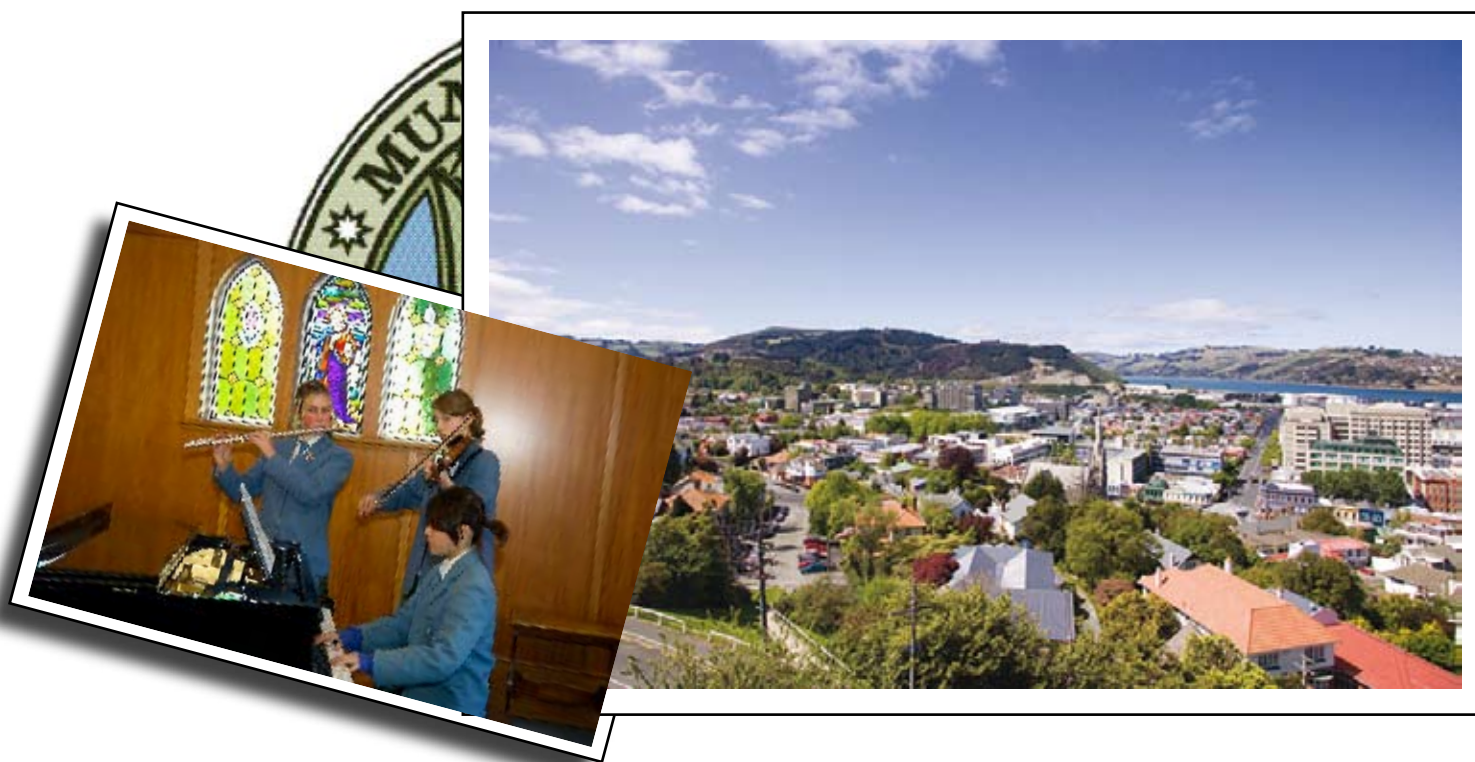
1 Month	\$93.00
2 Months	\$142.00
3 Months	\$190.00
4 Months	\$237.00
5 Months	\$285.00
6 Months	\$331.00
7 Months	\$378.00
8 Months	\$426.00
9 Months	\$469.00
10 Months	\$514.00
11 Months	\$556.00
12 Months	\$599.00
24 Months	\$1,059.00

### Specified Items Premium

Additional premium applies to individual personal effects valued in excess of NZ\$3,000. This will be added to the base premium above.

To calculate this multiply total value of specified items by 0.015.

**Example:** Laptop computer valued at \$5,000. Premium = \$5,000 x 0.015 = \$75.00



## STUDENT SAFE MEDICAL/TRAVEL INSURANCE YOUR COVER AT A GLANCE

<b>GEOGRAPHIC LIMITATION (applicable to all cover sections below)</b>			
Please note you are covered for a maximum of 7 days for trips from your country of origin to New Zealand and vice versa (the number of trips during the period of insurance is unlimited). You are also covered for trips from New Zealand to Australia and the South Pacific (the number of trips and days during the insurance period is unlimited).			
<b>Your Insurance Cover</b>	<b>Whilst Travelling to or from your home country and New Zealand</b>	<b>Whilst in New Zealand</b>	<b>Whilst Visiting Australia or countries in the South Pacific</b>
<b>SECTION A - PERSONAL EFFECTS</b>			
1) Accidental Loss or Damage  Claims settled based on replacement cost (new for old) on all items other than clothing, footwear and toiletries.  Claims on clothing, footwear and toiletries settled on replacement cost if less than 12 months old. Indemnity (depreciated value) otherwise.  Maximum \$3,000 per item.  <b>* Can specify items up to \$10,000 each to a limit of \$30,000.</b>	Yes, to \$20,000 plus specified items*.	Yes, to \$20,000 plus specified items*.	Yes, to \$20,000 plus specified items*.
2) Emergency purchases if luggage mislaid by a carrier. After 8 hours After 24 hours	Up to \$750 Up to \$1,500	Up to \$750 Up to \$1,500	Up to \$750 Up to \$1,500
3) Loss or Theft of Personal Documents	Up to \$3,000	Up to \$3,000	Up to \$3,000
4) Theft of Money	Up to \$1,000	Up to \$1,000	Up to \$1,000
<b>SECTION B - MEDICAL EXPENSES</b>			
1) General Practitioner ("GP") and Pharmaceutical Costs	Unlimited	Unlimited	Unlimited
2) Surgery recommended by a GP, including general, cardiac, oral and laproscopic surgery. The policy covers the actual costs of surgeons and anaesthetists' fees, prostheses, private hospital accommodation fees, other medical specialists fees, prescription and associated charges and outpatient theatre fees for day surgery. Specialist consultations and diagnostic procedures are also covered for up to six months before and six months after hospitalisation	Unlimited	Up to \$1 million	Unlimited
3) Hospitalisation where surgery may not be required e.g. asthma, diabetes, stroke, cancer or any other acute or chronic illness. The policy covers the actual costs of private hospital charges for chemotherapy and radiotherapy, private hospital accommodation fees, cardiologists fees and angiography related charges, other medical specialists fees, prescription and associated charges including CT and MRI scans and routine radiology. Specialist consultations and diagnostic procedures are also covered for up to six months before and six months after hospitalisation .	Unlimited	Up to \$1 million	Unlimited
4) GP recommended MRI and CT scans and angiograms, irrespective of whether hospitalisation is required.	Unlimited	Up to \$60,000 per person per annum	Unlimited
5) Home nursing treatment required after surgery covered under the policy	Not applicable	\$125 per day up to \$2,500 per person per annum	Not applicable

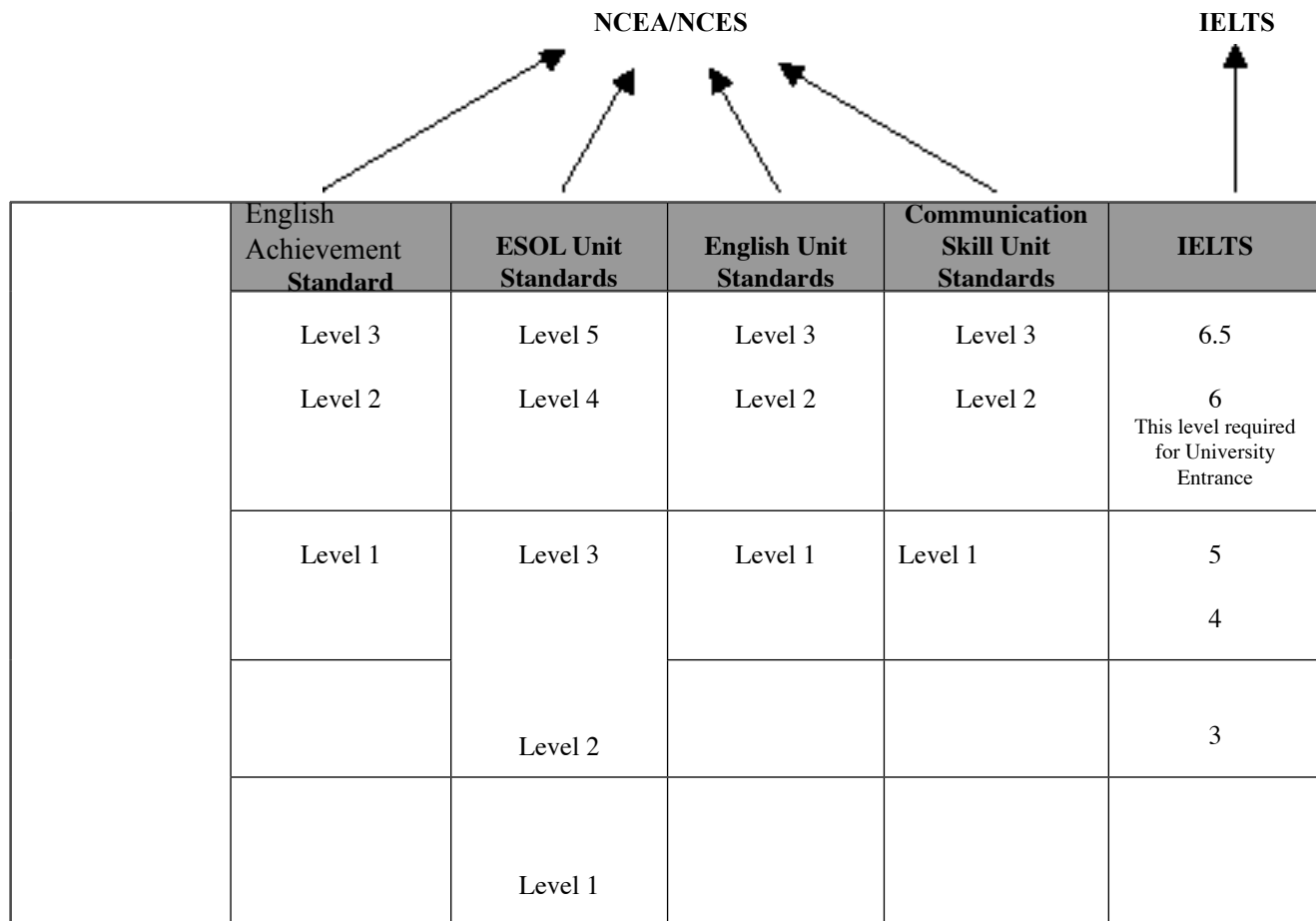
# Insurance

6)	GP recommended treatment from an Osteopath, Chiropractor, Homeopath or Acupuncturist	Not applicable	\$200 per provider type per annum subject to an annual maximum of \$500 for all provider types	Not applicable
7)	Emergency Dental Treatment	Up to \$1,500	Up to \$1,500	Up to \$1,500
8)	Optical Treatment for vision change during policy period		Up to \$250	
9)	Continuing Treatment after Policy Expires	Up to \$20,000	Up to \$20,000	Up to \$20,000
10)	Other Persons Travel and Accommodation costs to travel to you, stay with you, and to escort you.	Unlimited	Accommodation \$100 per day up to \$1,500 per annum. Unlimited in respect to travel	Unlimited
11)	Evacuation / Return to country of origin if you become disabled.	Unlimited	Unlimited	Unlimited
12)	Funeral and Cremation costs.	up to \$100,000	up to \$100,000	up to \$100,000
13)	Cash Allowance whilst in Hospital (after 24 hours).	\$100 per day up to \$10,000	\$100 per day up to \$2,000	\$100 per day up to \$10,000
14)	Accidental Death.	\$50,000 (\$5,000 if under 16 years)	\$50,000 (\$5,000 if under 16 years)	\$50,000 (\$5,000 if under 16 years)
<b>SECTION C – DISRUPTED TRAVEL COVER</b>				
1)	Additional Travel and Accommodation costs if travel plans disrupted by strikes, weather, etc.	Unlimited	Unlimited	Unlimited
2)	Early return home – additional costs.	Unlimited	Unlimited	Unlimited
3)	Travel delay at point of departure for overseas travel – additional costs.	up to \$3,000	up to \$3,000	up to \$3,000
4)	Missed connection – costs to get to special event.	up to \$10,000	up to \$10,000	up to \$10,000
5)	Rental vehicle excess.	Not applicable.	up to \$2,000	up to \$2,000
6)	Hijack allowance \$500 per day distress allowance.	up to \$10,000	up to \$10,000	up to \$10,000
7)	Legal costs for false arrest.	up to \$10,000 (not in country of origin)	up to \$10,000	up to \$10,000
<b>SECTION D – LOSS OF DEPOSITS</b>				
	Cancellation of travel arrangements.	up to \$50,000	up to \$50,000	up to \$50,000
<b>SECTION E – PERSONAL LIABILITY</b>				
	Legal Liability for Accidental Death or Injury or Property Damage.	up to \$2,500,000	up to \$2,500,000	up to \$2,500,000
<b>SECTION F – KIDNAP AND RANSOM</b>				
	Reimbursement for Ransom Monies paid.	up to \$250,000	up to \$250,000	up to \$250,000
<b>SECTION G – SEARCH AND RESCUE</b>				
	Private Search and Rescue	up to \$10,000	up to \$10,000	up to \$10,000

- Various excesses apply to the policy. The main ones being:  
Section A \$50 (Laptops \$500)  
Section B \$Nil
- Refer to the Policy Wording for all terms, conditions and exclusions.

# How to Gain Qualifications

in the New Zealand education system:



## Pathways to Secondary School qualifications for NESB Students:

### NCEA National Certificate of Educational Achievement

Assessment for this certificate is over a period of three years - Level 1 at Year 11, Level 2 at Year 12 and Level 3 at Year 13. This qualification is gained by passing a number of internally and externally assessed Achievement Standards in several subjects at each year level. Each Achievement Standard is made up of several credits. A minimum number of credits must be gained in order to be awarded a certificate at that level. You must gain a certificate at each level to be awarded the overall NCEA Certificate.

Students may also sit NCEA Scholarship examinations at Year 13.

### NCES National Certificate in Employment Skills

This certificate is obtained by passing a number of Unit Standards. A Unit Standard is a different assessment from an Achievement Standard.

### NESB Non-English Speaking Background

### ESOL English for Speakers of Other Languages

### IELTS International English Language Testing System





2 Cobden Street, Dunedin New Zealand  
 Telephone +64 3 477 0989 Facsimile +64 3 477 1222

Website [www.shcs.school.nz](http://www.shcs.school.nz)

Email [shcs@shcs.school.nz](mailto:shcs@shcs.school.nz)