



Columba
College

Agent Handbook 2017 – 2018

Introduction:

This handbook is to help agents understand the ethos of Columba College and to provide support to parents and students in order to make well informed decisions. It is important to be clear about procedures and to be compliant and well informed about the practices of the International Department.

Mission Statement:

OUR COMMITMENT

With grace and good discipline, all Columba College students will be lifelong learners committed to personal excellence, ethical behavior and service to others, and they will participate and contribute as informed, responsible and compassionate citizens of Aotearoa and the global community.

The life and teaching of Jesus informs the way we live



History:

Columba College was established in 1915 by the Presbyterian Church as a day and boarding school for girls and a co-educational junior day school.

Since the 1980s over 500 young women from abroad have attended Columba. Almost all have gone on to be exceptional students at university level and the College takes great pride in their many accomplishments.

Location:

Columba College is one of New Zealand's most distinguished schools for girls. The hillside campus is close to the heart of Dunedin, a university town with a population of 125,000. The city's boundaries encompass over 3,000 square kilometers of extraordinary landscape and abundant wildlife.

Dunedin offers virtually every amenity and facility students and parents could hope for. Additionally, it has a long history of multiculturalism. About one in five residents of Dunedin were born overseas

International Programme:

- Columba College offers a fully integrated, mainstream academic programme
- Each girl's individual programme is assessed and mentored from the outset.
- Students are given the ESOL support needed to achieve alongside local girls whose native language is English.
- International girls strive to gain NCEA and University Entrance at Columba.
- Alternatively, many girls have achieved the necessary qualifications to gain admission to their university of first choice back home or in the United Kingdom, Europe, North America and Australia.
- International students at Columba College are supported by their teachers, and the International Department staff
- Homework Club is held every Tuesday, Wednesday and Thursday after school each week.
- English Club is held every Thursday at lunchtime for new students.
- IELTS Tutoring is held every Thursday at lunchtime.

Our academic results are the top in Otago and among the highest in New Zealand.

Staffing:

- International Director - Sue Medary Dip Tchg, Cert. TESOL, LTCL Performance
- ESOL and English Teacher - Ina Bercinkas MA (Applied Linguistics), BA, Grad Dip.Tchg Secondary, Dip. TESOL, Cert TESOL, ATCL, (Speech, Drama & Teaching), LTCL (Speech, Drama & Teaching)
- ESOL Tutor - Sally Henderson PhD (Linguistics), MATESL (Illinois), RSA CELTA (Cambridge), BA (Hons)
- ESOL Tutor – Peter Murray, BA, Cert Tefl, Dip Teaching
- ESOL Tutor – Lauren Stirling, Masters in Applied Linguistics (TESOL), Graduate Diploma Secondary Teaching Endorsed in English, Fluent speaker of Chinese

Curriculum

- Students can choose from a wide variety of subjects.
- International students go to classes with the New Zealand students and are taught by their subject teachers. Qualified language teaching specialists from the International Department support the girls in many of these classes.
- From Year 11, all International students work towards NCEA (National Certificate of Educational Achievement), which is a qualification that is recognised by employers and tertiary institutions, such as universities, in New Zealand and overseas.
- At NCEA level students complete internal assessment exams as well as external and national examinations.

Link to NZQA website: www.nzqa.govt.nz

In order to achieve success at the school at Year 9 and 10, or at NCEA Years 11,12 and 13, we highly recommend that girls attend Columba College for the full academic year, February until December. If a student arrives mid year or Term 3 or 4, Columba and the International Department work to support academic success, through a tailored programme of learning.



SCHOOL CURRICULUM

Option Pathways:

Year 11 5 periods per week of each	Year 12 5 periods per week of each	Year 13 5 periods per week of each
Choose SIX of:		Choose FIVE (or 6) of:
Compulsory:		
English	English	English
Mathematics & Statistics	Mathematics & Statistics	Mathematics & Statistics
	Mathematics: Data & Modelling	Calculus
		Statistics
Science and/or...	Biology	Biology
Chemistry /or...	Chemistry	Chemistry
Physics	Physics	Physics
Geography	Geography	Geography
History	History	History
	Classical Studies	Classical Studies
Visual Art		
	Design	Design
	Painting	Painting
	Photography	Photography
Digital Technology	Digital Technology	Digital Technology
Economics	Economics	Economics
	Accounting	Accounting
Music	Music	Music
<i>Physical Education</i>	Physical Education	Physical Education
Chinese (Mandarin)	Chinese (Mandarin)	Chinese (Mandarin)
French	French	French
German	German	German
UNITS (compulsory) 1 – 2 periods per week, cycle by term		
Careers	Careers	Careers
Health	Life Skills	Life Skills
Physical Education	Physical Education	Physical Education
Religious Studies	Religious Studies	Religious Studies

SPORT & CO-CURRICULAR ACTIVITIES

- International girls are required to play at least one team sport. Badminton and basketball are the most popular choices, along with attending the annual International Ski Weekend in Queenstown.
- Girls can play or arrange tuition to play a musical instrument, sing in the madrigal choir, learn speech and Drama, or join the orchestra.
- Service is carried out by many girls, for example, assisting at local rest homes.

Participation in sport, clubs, co-curricular activities and community service are noted on the school report and included in curriculum vitae prepared for attachment to university applications.

Discipline

It is important for the following school rules to be discussed with the student before arriving at the college.

SCHOOL RULES

The following list is a summary of some of the important school rules:

- Students must wear the correct uniform at all times
- Students are not allowed to wear make-up, jewellery or nail polish
- Students must have their hair worn above the collar or tied back when in uniform
- Students must arrive at school on time and attend all classes on time
- Absence from school is not allowed without a good reason e.g. illness
- Appointments in school time should only be made for urgent reasons e.g., a doctor's appointment
- Students must complete all homework tasks assigned to them by their teachers each night
- Cell phones cannot be used in class and will be taken away temporarily from students if used inappropriately. Students cannot receive calls at school unless in case of emergency
- Students may not take photographs of staff or students without permission
- No chewing gum is to be brought to school and no food or drink is to be consumed in class
- Students must go to all chapel services and assemblies (held weekly) as well as go to the special church services held throughout the year
- Students must use good manners at all times and show respect for the teachers, school staff, and other students
- Students must follow the school/NCEA rules for sitting exams. These include no talking, no passing notes, no taking in of notes or study materials, and no leaving early

The following are strictly prohibited at the school:

- Negative behavior, such as swearing, bullying, theft or harassment
- Smoking, drugs and alcohol

Students who are experiencing problems can obtain help and support from senior students, teachers, the Guidance Counselor, the Deans and the Principal. In the International Department students can also get help from the Director and teaching staff.

BOARDING OR HOME STAY

- Boarding on campus at Columba is an opportunity to become independent in a safe and supportive environment with close access to the campus and its amenities.
- Alternatively Home Stays, which are carefully selected and police vetted, offer first-hand experience and understanding of another culture as well as daily practise of conversational English in a family setting.
- A third option is for parents to choose a relative or close friend living in Dunedin as their daughter's accommodation provider. This is a private arrangement, which would still be monitored by the school.

International students must follow these rules when at a homestay or boarding:

- No driving (unless student has permission to take driving lessons with a certified instructor)
- No drugs, cigarettes or alcohol
- Students must give details of any outings with friends
- Students must get permission from the International Director to go out of Dunedin
- Students must pay for cellphone calls, and any international calls made on the family landline.
- Students must not lend or borrow money, credit cards, or cell phones

Pre-Arrival and Departure Information:

PLEASE ADVISE STUDENTS TO FOLLOW THESE GUIDELINES:

- Check out ENZ website
- Go to dunedinnz.com
- Talk to people particularly other students who have been to Dunedin.

TRAVEL CHECK LIST

- Confirm your travel arrangements and inform Columba College.
- Make sure you have packed the following:
 - Medical or optical prescriptions in English
 - Travel documents

- Credit cards and some cash
- Warm clothing
- Full insurance policy in English if purchased by you.

IMPORTANT NOTE

- Ensure you pack your own bag and do not bring in bags any items belonging to other people.
- Inspect everything you carry into New Zealand personally.

ARRIVING IN NEW ZEALAND

Before your plane lands in NZ you will be given a NZ Passenger Arrival form to fill in. This contains immigration, Customs and Quarantine declarations. You must tick "yes" if any of the questions apply to you. If you have any problems the airline staff will be happy to help you.

At your first place of entry into New Zealand your passport and visa will be checked. Once your documents have been verified by immigration officials you then proceed to the baggage collection area.

QUARANTINE AND CUSTOMS

Items that must be declared include:

- Food, and products or ingredients used for preparing food
- Animals (alive or dead), or products from animals
- Equipment used with animals
- Camping gear, golf clubs, hiking boots

If you are unsure of any item in your luggage **DECLARE IT!** There is no penalty for declaring items, but a NZ\$200 instant fine if you do not declare an item. For more information, visit the MAF website.

TRANSFERS TO DOMESTIC TERMINAL

If you enter New Zealand at Auckland International airport you will need to transfer to the domestic terminal. You will find a blue line on the footpath outside the International terminal and can follow this line to the domestic terminal if you would like to walk. Otherwise there is also a free bus which runs between the International and Domestic terminals from 6.00am until 10.30pm.

In Christchurch both the International and Domestic terminals are located in the same building.

AIRPORT PICK-UP

Columba College provides a meeting service for all new International students.

DEPARTURE FROM COLUMBA CHECKLIST FOR INTERNATIONAL STUDENTS

- Flight information to International Director
- Travel plans if not leaving immediately to International Director
- All school textbooks returned
- All ESOL books returned
- All library books returned
- Taxi accounts paid
- Music and Speech accounts paid
- Uniforms dry cleaned
- All uniforms, laptops, schoolbags borrowed from the ESOL department returned
- Donations of unwanted clothing, personal items, stationery and old notes all appreciated in the International Department

LEAVERS:

- Personal email addresses
- Bank account details
- University information e.g. applied for and accepted at

Orientation:

At Columba, the pastoral care of young women has been a priority for over 100 years. As a signatory of the NZ Ministry of Education's Code of Practice, Columba strives to ensure the mental and physical wellbeing of our international girls.

This commitment starts upon arrival, when new girls are met and welcomed by the Department's Director, Mrs. Sue Medary.

- Each girl is given a comprehensive handbook explaining all school systems and procedures.
- Students have a tour of the campus with opportunities to meet teachers and other students.
- The Director works out subject choices and timetables, and assists with IT compatibility, explains insurance entitlements, helps with the purchasing of school uniforms, opening a bank account, buying a cell phone or SIM card, and becoming familiar with the city and its facilities.

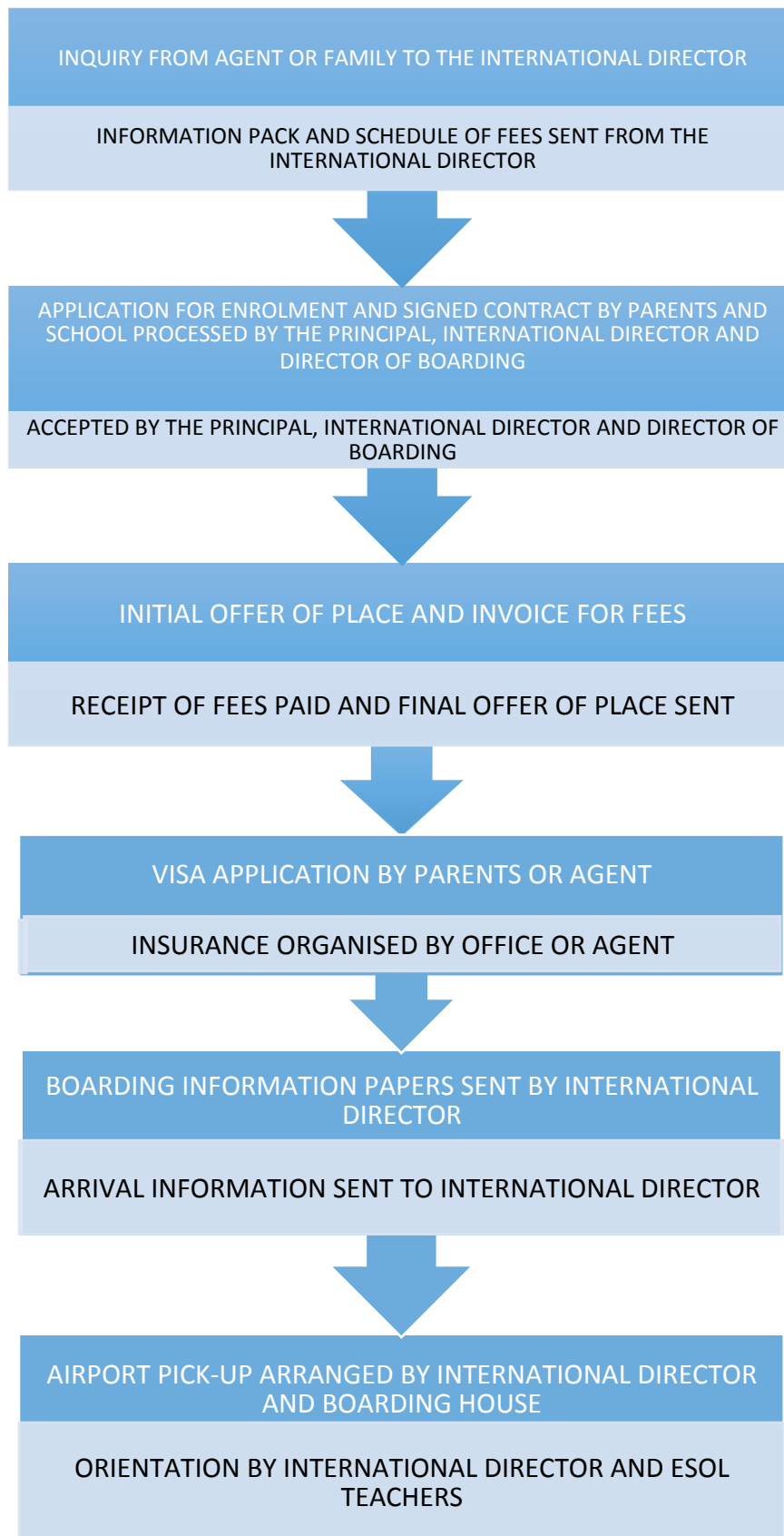
During this process the Director comes to know each international girl personally, to better effect close evaluation, goal setting and ESOL assistance.

Each girl is given the Director's cell phone number and through the Director, help is available 24/7.

Agent Responsibilities:

- Agents must be familiar with the Columba 'Brand' and promote it correctly
- Provide the student/parent with the necessary information in order to make informed decisions
- Discuss fees and refund policy
- Help with the Enrolment Applications and discuss the Terms and Conditions of the contract
- Be informed as to invoicing and Offer of Place
- Evaluate and screen prospective students to ensure that they meet the schools standards and requirements
- Process student visas
- Organise or be aware of all flight information
- Maintain an ongoing relationship with both parents and students, acting as an intermediary when necessary
- Help with translating documents, emails, school reports and any other correspondence
- Be responsible for the student prior to the commencement date and after the departure date of their contract

Flow chart of application procedure:



Schedule of Fees:

The Schedule of Fees contains important information about the costs related to a student attending the school. These costs must be discussed with the parents or guardian before the student applies for a place also the refund policy must be clarified before entering any contract with the school.

Application For Enrolment:

It is important that the latest Application for Enrolment form is completed correctly and the parents and student understand the Terms and Conditions attached before signing the contract. Please state any pre-existing medical conditions, as it is important to be aware of these before accepting the student and for insurance purposes. As stated on the form we require their latest Transcript, two testimonials as well as their birth certificate or passport.

Visas:

Agents are required to organise the student's prior to their arrival in the country. We will only assist with this if there are extenuating circumstances.

Columba College is now part of the pilot Pathway Visa scheme where a visa can be taken out for up to five years. Please visit the Immigration New Zealand website for more information.

General Business Practices:

AGENT'S CHECK LIST

- Enrolment forms must be filled in correctly, preferably typed.
- When paying the fees please use the students name as a reference.
- State what they are paying for when remittance is made.
- State where accounts are to be sent; agent/parents or both.
- Fill in Insurance application form stating any pre- existing conditions.
- Letter stating whether child is to receive a weekly allowance and for how much. This is additional to the disbursement account.
- Payment for the school uniform is additional to the fees and only small items can be paid for from the disbursement account. The cost of uniform can be deposited into the school account but must be over and above the disbursement amount.
- Laptops can be purchased online through Cyclone. www.cyclone.co.nz go to SHOP – BOYD then choose Columba College from the drop box. The User name is: Columba and the password is: dove 2017. Laptops can also be purchased privately.
- The school office can pay private tuition fees but funds to cover this must be additional to the disbursement account.

AGENT COMMISSIONS AND REFUNDS

- Agent commissions need to be sent to ddale@columbacollege.school.nz and cc to smedary@columbacollege.school.nz
- Agent commissions will be paid on the 20th of the month following the receipt of the Invoice. Those invoiced after the 20th of the month will be paid on the 20th of the following month. Agent commissions will only be paid for the current school year.
- Payments to International Bank accounts will not include GST.
- Refunds will be paid within 3 months of the student leaving the College.

Marketing Materials Links:

- enz.govt.nz
- dunedinnz.com/study
- Promotional materials and any inquiries can be made to the International Director suemedary@columbacollege.school.nz
- Information on upcoming events and exhibitions is on the Columba International website <http://www.columbacollege.school.nz/international/welcome/>

Code of Practice Link:

www.nzqa.govt.nz/..code-of-practice../2016

For additional information and enquiries please contact:

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