



4:5 POLICY ON THE ENROLMENT AND ATTENDANCE OF INTERNATIONAL STUDENTS

RATIONALE:

- St. Michael's Church School is a Christian School in the Anglican tradition reflecting the intentions of the St. Michael's Church School Statute.
- This policy has been written to protect the interests of the International Students attending St Michael's Church School.
- St Michael's Church School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the [New Zealand Qualifications Authority](#).

PURPOSES:

- This policy should be read in conjunction with the New Zealand Code of Practice for the Pastoral Care of International Students (see 4:6 Appendix i Revised 2013).
- Additional copies of the Code are available on request from this institution or from the New Zealand Qualifications Authority Website at <http://www.nzqa.govt.nz>
- The Education Act 1989 revision 2013 requires that the School must be a signatory to the Code of Practice to enrol International Students.
- This policy shall, for International Students, be included in the School Prospectus.

GUIDELINES:

General:

- International pupils who enrol at the School and who require a study permit from the New Zealand Immigration Service to be in New Zealand are classified as International Students.
- Should a pupil enrolled at this School be the dependent child of the holder of an unexpired work permit then their status may not be that of an "International Student". Staff at the School office will assist pupils to ensure that their status as an "International Student" is correct.
- The School may only enrol International Students for a course lasting longer than three months if the student is the holder of a current student visa or permit which is endorsed with this School.
- Entry to the School is by application for a pupil from the prospective pupil's parents or designated caregiver(s) and on receipt of a letter of offer and enrolment form from the Principal. Year level allocation and course placement is at the sole discretion of the Principal.
- The School prospectus contains information about the School and should be read in conjunction with this policy for further information for International Students, eg.
 - the cost of tuition and other course related expenses
 - application requirements and procedures
 - conditions of acceptance
 - refund conditions
 - information on facilities and staffing

Immigration: Code Part 2, clauses 9.1, 9.2, 9.3

- Prior to enrolment the School Administration Staff must view the passports, and associated visas and permits, of the prospective international student and of their parent(s) or their designated caregiver(s). Photocopies will be taken of each of these documents.
- The School shall notify the NZ Immigration Service through their Website where:

- Course attendance by the student had been terminated as a result of completion of the course, withdrawal of the student at their own request, or removal from the student from the course at the School's direction.
- The student has an unexplained absence from the course for a period of five days or more and where the School has not been able to contact the student or their parent.
- 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 (NZIS), and can be viewed on their Website at <http://www.immigration.govt.nz>.

Accommodation: Code Part 6, clauses 18.1, 20.1, 21.1

- The School does not offer any accommodation for pupils or their families. For children under 18 parents take responsibility to place their child, subject to School approval.
- To enrol at St Michael's Church School, International Students must live in one of the following categories of accommodation:
 - Live with their parents
 - Live with a designated caregiver.
- For the purpose of enrolment, a designated caregiver will be a person chosen by the family of the student.
- The school will ensure that such persons will have a full understanding of their obligations by providing them with a copy of the Code of Practice, and may require a Police vetting certificate.
- If you decide to have your child live with a designated caregiver you will be required to complete an indemnity document (4:6 Appendix iii,) stating that you, as parents, take full responsibility for the placement of your child.
- If any of the details you provide at the time of enrolment changes, it is your responsibility to notify the school of the change.

Health and Travel Insurance: Code Part 2, clause 5.3

- Most International Students are not entitled to publicly funded health services while in New Zealand unless they are:
 - A resident or citizen of Australia; or
 - A national of the United Kingdom in New Zealand; or
 - The holder of a temporary permit that is valid for two years or more.
- If you do not belong to one of these special categories and you receive medical treatment during your visit, you will be liable for the full costs of that treatment.
- You **must** have insurance that will cover the cost of medical and dental treatment in New Zealand for the duration of your stay in New Zealand.
- We strongly recommend that you obtain insurance to cover your travel to and from New Zealand.

English Language:

- A basic understanding of English is required prior to enrolment at St Michael's Church School.
- The School **does not** cater for pupils who do not speak English, nor does it offer ESOL classes, nor any extra English tuition as part of the curriculum or of the normal tuition fee.
- The School **does** provide tuition rooms and qualified tutors to give extra instruction in English to assist pupils to reach a standard of English competence that shall enable the pupil to fully participate in the normal classroom environment in the School.
- The requirement for a pupil to take extra English tuition using the School's tutor shall be at the sole discretion of the Principal, upon the grounds that the child cannot otherwise participate in age appropriate classroom learning experiences.

- The cost of providing the tutor shall be charged to parents and is payable in advance (see sample invoice attached for typical costs). Refusal to take extra tuition shall result in the pupil being removed from the School.

Employees / Agents:

- St Michael's Church School does not employ staff members who work overseas, nor does it engage the services of Contracted Agents, be they Recruitment or Accommodation Agents.
- Contact with the School for enrolment purposes shall be the sole responsibility of the parent or designated caregiver.
- The School does not provide assistance with or arrange the finding of accommodation or the obtaining of visas. Such tasks shall be the sole responsibility of the parent.

Enrolment Contracts:

- The parents or designated caregivers of the International Student shall be required to sign the standard enrolment contract contained in the prospectus, in addition to signing a copy of this policy to indicate that they have read, fully understand and accept it.
- The Principal may, at his sole discretion, terminate the enrolment contract:
 - If any of the terms of the enrolment contract or the provisions of this International Students Policy are not fulfilled or maintained.
 - In the case of the student's gross misconduct or continual disobedience.
 - If a student is found not to be attending their classes

Grievance Procedures:

- The International Student has the same rights regarding any grievance with the School as non-International Students. These grievance procedures are outlined in the School handbook.
- Complaint procedures for International Students are posted on notice-boards within the School.
- All parents and designated caregivers have access to the School Principal and, thereafter, to the Chairman of the Board of Trustees, at any time.
- Should the grievance not be resolved at this level, the complaint may be forwarded to the International Education Appeal Authority (IEAA), in accordance with the procedures laid down in the Code of Practice. Code part 7
- All disputes shall be dealt with under New Zealand law.

Costs:

- The costs of tuition are set by the School Board and are promulgated in the School Prospectus.
- In addition, charges may be made on a cost recovery basis for visits, camps, stationery and other activities. The Principal approves these additional charges.
- International students are required to **pay all fees in advance** covering the period from the time of enrolment until the end of the academic year.
- Payment of fees for subsequent years shall also be paid in advance, in full, prior to the child starting school for that year.
- International students are required to pay the **International Students fees** per annum as promulgated in the School Prospectus. These cover:
 - tuition fees,
 - the loss of the Government funded Per Student Subsidy otherwise payable to the School.
 - Government costs and charges imposed on the School through enrolling International Students.
 - Other School costs.

Fees Refund Policy:

- Where a child leaves the School at the request of their parent, tuition fees paid in advance shall be refunded, calculated from the date that advice of withdrawal was received, plus the required term of notice as required in the School prospectus, after reasonable costs already incurred are deducted (for example, staffing, resource and administration costs).
- Where the child is required to leave at the direction of the School there shall be no refund of fees.
- There is no refund for the International Student Levy.
- No refund is available on the basis of a change in Immigration Status.

Fees Protection Policy: Code part 4, clause 11.4

- The School Board undertakes to hold in reserve sufficient funds to be able to refund fees prepaid by International Students, under the terms of the Fees Refund Policy outlined above.

International Student Welfare: Code part 5, clause 13.1, 13.2

- The designated Class Teacher has primary responsibility for the care and welfare of International Students during the School day.
- Any other inquiries about pastoral care issues should be directed to The Principal
- International Students are allocated to a Resource Teacher who provides, in conjunction with the Class Teacher, an appropriate induction and orientation programme.

CONCLUSION:

- This Policy shall be subject to a tri-annual review.
- The School Board shall undertake the review.
- The Board shall confirm each review, irrespective of whether changes have been made to the Policy.
- The Board must ratify changes made to the Policy outside the tri-annual review process prior to new revised Policy taking effect.
- Parents of International Students shall be advised of any changes to the Policy as soon as possible after the Board has ratified the revised Policy.

Acknowledgment:

I certify that:

a. I am the parent or designated caregiver (delete one) of

_____ (child's name).

b. I have read and understand this Policy.

c. That I agree to all the conditions contained in this Policy.

d. I understand that year level allocation and course placement is at the sole discretion of the Principal.

_____ (Signed)

_____ (Signed)

_____ (Name)

_____ (Name)

_____ (date)

_____ (date)

NB: Persons who sign this Policy must be the same Persons who sign the Acceptance and Registration Form

for School use only
INTERNATIONAL STUDENT CHECK LIST

*	Designated caregiver declaration signed	N.A./Yes
*	School International Student Policy signed and copy given:	YES/NO
*	Original Passport of Child sighted. Copy of Passport Title Page, Visa or Permit taken	YES/NO
*	Original Passport of Parent(s) or Designated Caregiver(s) sighted. Copy of Passport Title Page, Visa or Permit taken	YES/NO
*	The St Michael's Church School Application for a Pupil Place and Enrolment Form signed	YES/NO
*	Copies of signed forms given to Parent(s) or Designated Caregiver(s)	YES/NO
*	Medical and Travel insurance details confirmed	YES/NO
*	Accommodation approved by school	YES/NO
*	Copy of NZQA Code of Practice given	YES/NO