

**INTERNATIONAL STUDENTS – Foreign Fee paying****Rationale:**

This policy is required to comply with the Code of Practice for the Pastoral Care of International Students (revised 2016).

Purpose:

The purpose of this policy is to provide guidelines for student enrolment, management, and fees.

Scope:

This policy applies to all international fee-paying students

Guidelines:**Students**

1. An International student is on a study permit under the [Immigration Act, 1987](#) and is defined by section 2 or section 159 of the Education Act, 1989.
2. The school is a signatory to and will comply with the Code of Practice.
3. The school may decline or terminate enrolment if the student does not comply or is in breach of contract of the conditions set out in the enrolment form.
4. The funding gained from the enrolment of Foreign Fee Paying Students will be used for their special education and administrative requirements, as well as to support the general curriculum.
5. The student will be placed in classes according to his academic aspiration, taking into consideration his academic potential and the availability of courses. Entry into any subject will be at the discretion of the subject HoD and International Director.
6. The school will provide ESOL tuition at the appropriate level for each student.
7. A diverse enrolment of students will be actively sought in order that many countries are represented and no one group is dominant.
8. Approved accommodation will be paid for by the students and monitored by the school.
9. Agents will abide by their contracts and will ensure that the conditions and policies of the school are clearly understood prior to enrolment. They will be paid commission on the tuition fee within one month of receipt of payment.
10. An orientation programme will be provided for students enrolling at the start of the year. Students that enrol at other times of the year will be provided with a shortened orientation programme provided by the International Director. On-going support will be provided by the Director. Pastoral care will be monitored by the Director in conjunction with the Homestay Coordinator.
11. Parents and agents will be kept informed of the students' progress through the regular reporting cycle.
12. Any serious breach of rules or poor academic progress will be reported to agents and parents.
13. The number of international students accepted will not exceed 7% of the New Zealand School roll as of the 1st March Return.
14. No international students will be permitted to own or drive motor vehicles while they are enrolled at school.



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Fee Protection

1. All fees received will be receipted and identified in the school's accounts, as "Foreign Fee Paying Students' Income".
2. Tuition and boarding fees will be paid in advance each year.
3. The Executive Officer will ensure sufficient funds are always available to enable full refunds.
4. Unearned fees (fees paid in advance) will be identified on a monthly basis and credited to an appropriate balance sheet account in the school accounting system. The Executive Officer will ensure that funds on hold in the general bank accounts cover at least the balance of the unearned fees account.

Refunds

1. If a student changes their mind **before coming to New Zealand**, full fees are refunded, minus a \$300 cancellation fee.
2. If a student withdraws from their course of study before the course completion date, they will NOT receive a refund of school fees except in exceptional circumstances. In such cases, the parents should write to the Board of Trustees explaining what the exceptional circumstances are. The Board's decision is final. In such cases under New Zealand law, the school will retain amounts to cover costs already incurred. The balance will be refunded.
3. No refund will be made to a student who is asked to leave the school because of misbehaviour, poor attendance, non-compliance with home stay regulations or violation of the New Zealand law, including traffic laws.
4. No refund of tuition fees will be made to an international student who changes visa status to one which entitles them to regular/domestic student status after one month from date of payment.
5. On written request the balance of home stay money will be refunded in full at the time the student signs out of school.
6. If a student cancels their homestay contract before they move into the home stay, the fees will be refunded in full, less the home stay placement fee.

References or Sources:

1. [Code of Practice for the Pastoral Care of International Students](#) (revised 2016)


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Review details:

Version No	Action	Date
1	WRITTEN BY: RUD, BLO	Aug 2002
1	RATIFIED BY BOT	Sep 2002
2	REVIEWED BY: RUD	Sep 2003
2	RATIFIED BY BOT	Oct 2003
3	REVIEWED BY: PAL, NEE, RUD	Oct 2006
3	APPROVED BY SMG	Nov 2006
3	RATIFIED BY BoT	Nov 2006
4	REVIEWED BY: NEE, WIL	Oct 2009
4	APPROVED BY SMT	Nov 2009
4	RATIFIED BY BoT	Nov 2009
5	REVIEWED BY BoT	May 2012
5	RATIFIED BY BoT	May 2012
6	REVIEWED BY NEE, PIE	May 2013
6	RATIFIED BY BoT	May 2013
7	REVIEWED BY VIS, SMK	May 2016
7	RATIFIED BY BoT	May 2016
Review cycle: 3 years		Due for Review: May 2019

Management Contact:

Director of International Students