

INTERNATIONAL STUDENTS POLICY

Reviewed March 2011

Rationale

The mandatory Code of Practice for the Pastoral Care of International Students establishes a framework for pastoral care and minimum standards of effective practice. As a signatory to the code Owairaka District Primary School ensures that all International Students, and/or their parents, have a clear understanding of how the code is implemented.

This policy and all contractual details for International Students are made under New Zealand law including:

- The Education Act 1989
- The Education Amendment (No4) Act 1991 (section 4B (7))
- The Fair Trading Act 1986
- The Consumer Guarantees Act 1993
- The Immigration Act 1987
- The Education (Stand-down, Suspension, Exclusion & Expulsion) Rules 1999.

Purpose

To ensure international students have access to sound educational and pastoral care programmes at Owairaka District Primary School.

Guidelines

- Copies of the code, policies and procedures will be available to parents and staff through the school office.
- Owairaka District Primary School may be open to a number of International Students so long as regular New Zealand children are not disadvantaged.
- The Board provides guidance for the principal on the number of International Students to be enrolled annually.
- Each application is considered by the Principal on its own individual merits and circumstances prevailing at the time of application.
- The number of International Students enrolled in any one class is carefully monitored by the Principal who determines the student's class placement.
- All contractual and financial arrangements between Owairaka District Primary School and International Students will be recorded in a written contract. A copy of the Contract will be given to the International Student's parents/legal guardians.
- If a grievance occurs, and after all grievance procedures are exhausted any breach from the signed Contract will result in 20 days notice of termination of the Contract.
- International Students will only be enrolled if they are living with a parent/legal guardian while attending Owairaka District Primary School.
- Parents are to have a copy of signed contract and handbook.

- The school will contact the parents/legal guardians one month before the student permit is due to expire.
- When accepting a student transferring from another signatory, make enquiries with the previous provider regarding student progress and the reasons for the transfer (with the written permission of the student/parent/caregiver).
- When accepting a student transferring from another signatory send a letter of acceptance to the previous provider.
- If an International Student has concerns that are not resolved by the school's internal grievance procedures, they can contact the International Education Appeal Authority (IEAA).
- This policy and procedures are reviewed annually to ensure Code compliance.
- It is compulsory for all international students to have medical and travel insurance and the principal is required to approve the student's insurance prior to enrolment. Overseas policies must have an English translation.

Tuition and Pastoral Care

- International Students will be given the same opportunities as domestic students with class programmes based on the New Zealand Curriculum Framework.
- Enrolment is provisional on Owairaka District Primary School being able to meet the needs of the International Student.
- To ensure a successful start at school an orientation programme is provided for International Students.
- Tuition and pastoral care, while at school, for each student are managed by class teachers, overseen by the Special Education Needs Co-ordinator and ESOL teacher and reviewed by the Principal to ensure that the school is compliant with the Code.
- If an International Student is absent from school, and parents/legal guardians have not notified the school of any appropriate reasons for the absence, the school will be proactive in making contact with the parent/legal guardian.
- Continued and unexplained absenteeism and/or poor behaviour will be reasons for termination of the Contract. If the school has reason to believe that the student is being ill-treated Children, Youth and Family Service (CYFS) or the New Zealand Police will be contacted.

Accommodation

International Students enrolled at Owairaka District Primary School must reside with parent/s or a legal guardian appointed by the Courts. Passport details will be used for verification purposes.

- Students will only be accepted for enrolment if they have immediate and ongoing parental/legal guardian supervision.
- The school will not enrol students living in home stay accommodation unless a parent/legal guardian is also residing at the same address.

Indemnity Document

The indemnity document must:

- be signed by the student's parents (not an agent or "guardian" who is not a legal guardian).

Fee Protection

All contractual and financial arrangements between Owairaka District Primary School and International Students must be conducted in a fair and reasonable manner. Student fee protection is aimed to protect both students and the integrity of Owairaka District Primary School.

1. Fees will be set in consultation with the Board of Trustees annually.
2. All fees received from International Students will be specifically coded within the school accounts. Funds will not be utilized until service delivery is completed at the end of each term.
3. Fees are generally non refundable unless extenuating circumstances warrant differently. Refer to Refunds Policy. Applications for a refund of fees must be made in writing to the Board of Trustees.
4. If a fee refund is approved fees will be refunded less:
 - An administration charge of \$900
 - Any costs incurred by the school for service delivery such as tuition, resources, and staffing.
5. No refunds will be made to students who have had their Contract terminated by the school or who become a permanent resident after 1st March (in any year).
6. In the event of Owairaka District Primary School being unable to continue to deliver an education programme for International Students, a refund of unspent fees will be returned.

Medical and Travel Insurance – Refer Medical Policy

It is compulsory for all international students to have medical and travel insurance and the principal is required to approve the student's insurance prior to enrolment. Overseas policies must have an English translation.

Travel insurance is to cover:

- Loss of baggage and other personal effects,
- Accident and injury,
- Disruption to travel plans,
- Cost of medical care in any "stopover" countries,

The policy should:

- Commence the minute the student leaves home for the airport on their way to New Zealand,
- Apply while in transit,
- Apply while the student is in New Zealand,

- Cover the student for any trips to other countries during the period of study,
- Cover the student for any holidays back to their home country during the period of study.

Medical insurance needs to cover:

- General practitioner visits,
- Prescriptions,
- Major hospitalization, (both public and private)
- Optical cover,
- Emergency dental cover.

Emergency evacuation / repatriation

The benefit works two ways

- If the student becomes seriously ill or injured and needs to be accompanied home (either alive or deceased) with medical professionals these costs are met by the insurance.
- If members of the student's immediate family living overseas become critically ill or die, the policy will fly the student home, and then back to New Zealand to complete their studies.

Withdrawals

- The withdrawals procedure must be completed.
- Adequate advance notification of intention to withdraw, must be given.
- Withdrawal forms can be obtained from the Administration Manager.
- The refund policy will apply in the event of any withdrawal.
- New Zealand Immigration Services will be notified when a student withdraws.

Termination of Contract

Circumstances of which enrolment may be terminated include:

- Violation of the Contract,
- Continual misbehaviour and/or disregard and violation of school rules,
- Criminal Acts,
- Provision of false or misleading information about the student on enrolment,
- Failure of unpaid fees,
- The school being unable to provide for the students needs,
- In the event of continued and unexplained absenteeism,
- The exclusion or expulsion of the student in accordance with the Education (Stand-down, Suspension, Exclusion and Expulsion) Rules 1999,
- The school not being advised if there is a change of Contract details.

The Immigration Department will be informed if the Contract is terminated.

The following policies/procedures are relevant to International Students:

- Attendance
- Refunds
- Permanent Residency
- Termination of Tuition
- Sexual and Physical Abuse of Children
- Pupils Behaviour: School Expectations
- Withdrawal procedures
- Complaints/Grievance procedures
- Medical and Travel Insurance
- Road Safety
- Fee Protection

BOT Approval

Principal _____

Date _____