

INTERNATIONAL STUDENT POLICY

NAG 6
No. 604

Rationale

St Heliers School accepts a number of international students each year to support their learning and as a source of income for the school. We endeavour to ensure that the students, parents, and staff find this a rewarding experience, by providing the best possible learning opportunities, and by ensuring we meet the requirements of the 'Code of Practice for the Pastoral Care of International Students, 2010'.

Guidelines

1. The number of international students in the school each year will be dictated by the number of spaces for students at the different class levels.
2. Fees for international students will be reviewed and set by the Board of Trustees annually.
3. The managers for international students will have overall responsibility for matters relating to the students and will regularly review the needs of individual students.
4. International students will be placed in regular mainstream classes studying the New Zealand curriculum. They will be withdrawn for specialist ESOL tuition and Pastoral Care according to their needs.
5. The staffing structure for international students will be determined according to the Ministry of Education's staffing guidelines.
6. International students are required to pay tuition fees in advance.
7. The school has numerous policies or procedures in place to comply with the Code of Practice for the Pastoral Care of International Students. A list of those is attached in Appendix A.

INTERNATIONAL STUDENT POLICIES & PROCEDURES

(To be reviewed annually)

Policies:

- International Student Policy
- Fee Protection Policy
- Refund for International Students Policy
- Group Student Policy
- Medical & Travel Insurance Policy
- Accommodation Policy

Procedures:

- Procedures for the Annual Review of Compliance with the Code of Practice for the Pastoral Care of International Students
- Procedures for the Annual Review of Information in accordance with the Code of Practice for the Pastoral Care of International Students
- Enrolment Procedures
- Orientation Programme and Support Services
- Grievance Procedures for International Students
- Procedures to Ensure the Welfare and Safety of International Students, including Process for Supporting Students with Special Needs
- Procedures for when an International Student is Admitted to Hospital
- Emergency Contact Procedures
- Procedures to Ensure All International Students from Year 1 to 6, enrolled at St Heliers School, continue to live with a parent
- Visa Monitoring Procedures
- Police Vetting Procedures
- Recruitment Agent Procedures
- Fee Protection Procedures
- Procedures for Student Withdrawal or Non-Attendance
- Procedures for Termination of Enrolment
- Refund Application Procedures