

INTERNATIONAL STUDENTS POLICY

PURPOSE:

1. Having international fee paying students will enable Otumoetai Intermediate:
 - a. To provide all the students of this school with greater opportunities to be developed to the fullest extent of his/her potential and interests - academically, socially, and culturally
 - b. Expose all children to diverse cultures so preparing the children to take their place in an internationally integrated world
 - c. International fee-paying students will benefit by having their English language tuition supported in a safe, caring environment that can meet their needs.
2. The policy will ensure:
 - a. That the procedures for the enrolment of international fee-paying students are clear to both provider and client
 - b. That the provisions of the Ministry of Education's *Code of Practice for the Pastoral Care of International Students* are followed by the school
 - c. That the enrolment of international fee-paying students into the school is regulated.

GUIDELINES:

1. The school will provide appropriate programmes to meet the individual, learning, and social needs of the international fee-paying students by:
 - a. Providing effective pastoral guidance and support for all international students with appropriate professional development of the teaching staff
 - b. Ensuring that each international student has a small group of 'buddies' in his/her class to assist in the adjustment to a new school and culture
 - c. Providing an academic programme which meets the learning needs of each student
 - d. Providing appropriate ESOL programmes to assist the students in mastering English
 - e. Employing trained, qualified and registered staff to work on the ESOL programmes to ensure a consistent high standard of teaching and assistance
 - f. Providing opportunities to gain a knowledge and appreciation of New Zealand life.
2. The Board of Trustees will ensure that:
 - a. The fees for international fee-paying students are reviewed annually to ensure that the fees are set at such a level as to ensure that the fee-paying international students are not subsidised by the tax payer of New Zealand nor by the parents of the non fee-paying students of the school
 - b. The fee-paying students are the primary beneficiaries of the revenue generated by their enrolment and that any surplus from the fees be used to improve the facilities and resources for the whole student body.
 - c. An effective annual Business and Operating Plans for the business of enrolling international students is established
 - d. A transparent and fair policy regarding the refund of international student fees is implemented
 - e. In accordance with the Education Amendment Act 1989, no fee-paying student occupies a place in the school in preference to an eligible domestic student.

REQUIREMENTS:

1. Otumoetai Intermediate School will conform at all times with the Ministry of Education's *Code of Practice for the Pastoral Care of International Students*.
2. Only those children who are living with their parents or with designated caregivers or in a guardianship arrangement with the school's accommodation agent will be enrolled in the school as international fee-paying students.
3. Documentation must be produced to show that the fee-paying student enrolling has a current Student Visa/Permit (NZ Immigration Service requirements before the child is enrolled in the school as a fee-paying international student).
4. At no time shall the number of international fee-paying students exceed 5% of the total roll of the school.
5. The parents/guardians of the child must pay the international student tuition fee to the school. This fee is to comprise of:
 - a. The amount set by the Ministry from time to time to be paid to the Ministry of Education
 - b. The child's share of the annual salary of a teacher, the Principal and the ancillary staff with whom the child will come in contact, the GST required, the fee for the specialist subjects offered by the school (woodcraft, electronics, home economics, soft materials, ICT, art, and music), and an activity fee such as the Board of Trustees decides upon for all students.

The parents/guardians who enter into a guardianship arrangement with the School's accommodation agent must pay separate associated guardianship and accommodation fees to the School's accommodation agent.
6. Medical insurance is compulsory and documentation must be produced to this effect before the enrolment process can be concluded.
7. Once enrolled, International students have the same rights/responsibilities/privileges as domestic students.
8. No domestic student, entitled to enrol, may be denied a place at the school as a result of the enrolment of an international student. However, once enrolled, an international student may not lose his/her place merely on the grounds of making a place available for a domestic student.
9. If an enrolment application is found to be inaccurate in any way, the contract may, at the sole discretion of the Board of Trustees or its nominated representative, be terminated.

RESPONSIBILITIES:

1. The Board of Trustees is responsible for:
 - a. Incorporating the strategy for international students in the school Strategic Plan
 - b. Approving and Reviewing the international student policy annually
 - c. Setting the fees for the international fee-paying students

- d. Approving the allocation of resources for the international student programme.
2. The Principal is responsible to the Board of Trustees for:
 - a. The formulation of the International Student Policy
 - b. Compliance with legislative requirements and the Ministry of Education's *Code of Practice for the Pastoral Care of International Students*
 - c. Reporting to the Board of Trustees on the international student programme.
 3. The Teacher responsible for International Students has the responsibility for:
 - a. Developing and maintaining appropriate curricular and extra curricular programmes for the international students within the school
 - b. Establishing quality systems for the management and quality assurance of the international student programme
 - c. Ensuring that the students are settled and that their needs are being met
 - d. Ensuring that the designated caregiver homes meet the requirements of the *Code* by making a home visit at the enrolment of the student
 - e. Ensuring that other requirements of the *Code* pertaining to the needs of the international student are being met.

EVALUATION AND REVIEW:

1. The International Student Programme will be evaluated annually. This will include:
 - a. Feedback from the staff, students and parents involved in the programme
 - b. An evaluation of the student results and course effectiveness
 - c. An evaluation of the fiscal aspects of the programme and its benefit to the school as a whole.

CONCLUSION:

The implementation of this policy will ensure that; the requirements for enrolment at the school of international fee-paying students are met, the legal and moral obligations of the Board of Trustees regarding international students are met, and that the planning and fiscal arrangements regarding the enrolment of these students are clear and transparent.