



## **Newlands Intermediate School**

### **INTERNATIONAL STUDENTS PROCEDURE**

#### ***RATIONALE***

To clarify procedures and circumstances under which Newlands Intermediate School will enrol International (foreign fee-paying) students. This will be in accordance with legislative requirements as Newlands Intermediate School is a signatory to the International Students Code of Practice.

#### ***PURPOSE***

To provide the opportunity for local students to mix with and learn directly from students from other countries.

#### ***GUIDELINES***

Newlands Intermediate School has agreed to observe and be bound by the Code of Practice for the pastoral care of International Students published by the Minister of Education.

#### ***OBJECTIVES***

1. To actively encourage the full integration of international fee paying students into the life of our school.
2. To provide support of their first language through meetings held one evening of each term at the school.
3. To ensure that the international student is living with their parent or Legal Guardian. Home visits will be done at random if there is any concerns about living arrangements.
4. To create discretionary income for Newlands Intermediate School to purchase resources for programmes school wide which will benefit all students at the school including supporting international students.

## **5. FEES AND REFUND CONDITIONS**

- a. The Board of Trustees annual fee for international students is \$14,000 payable in advance. At any time should the student's enrolment terminate, a proportional refund of fees will be given. This refund will be calculated less the following deductions :

An Administration Fee of \$500.00, the percentage of tuition already received.  
Government charges that apply and any money owed by the student.

- b. All requests for a refund must be made by parent of the student.
  - c. Fees paid are not used by the school until the following year. Fees are coded and audited as a specific account.
6. To provide information on enrolment which outlines the position of both school, student and parents.

## **7. ATTENDANCE REQUIREMENTS**

- a. The school treats international students as it does domestic students and so school policy regarding attendance applies.
- b. Parents will be notified in the event of unexplained absence.
- c. In the event of ongoing absence the New Zealand Immigration Service (NZIS) will be notified.
- d. If a student fails to attend for 21 days or more, their name will be removed from the roll and NZIS will be notified.

## **9. CIRCUMSTANCES UNDER WHICH TUITION MAY BE TERMINATED.**

- a. Failure to comply with school expectations.
- b. Gross misconduct or inappropriate behaviour.
- c. The imparting of misleading and/or false information on enrolment.

## **10. HEALTH & TRAVEL INSURANCE**

All international students must have health and medical insurance for the duration of their stay to ensure that international students are protected against unexpected costs that they may face in travel or due to ill health.

Most students are not entitled to publicly funded health care while in NZ unless they are a resident or citizen of Australia; or the holder of a temporary permit that is valid for two years or more. Students and their parent/s, must have full travel and medical insurance. Enrolment will be terminated if this requirement is not met.

## 11. **IMMIGRATION**

To ensure that international students are fully aware of the legal requirements of them to enter NZ and become a student in a New Zealand School.

Full details of visa and permit requirements, advice on rights to employment in NZ while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at :  
*[http: // www. immigration.govt.nz](http://www.immigration.govt.nz)*