



## **International Student Policy**

### **Rationale**

The International Student Policy covers any student programme where the enrolment is from international students. International Student is defined as a student that does not meet the criteria of a Domestic Student set out in the Education (Domestic Students) Notice 2020 (Notice Number 2020-go4198). This policy is designed to be read in conjunction with the Terms and Conditions of Enrolment, other reference policies and the International Procedures.

### **Purpose**

1. The school aims to foster international cooperation and relationships now and in the future. Providing opportunities for students and staff from different cultures to work alongside each other in teaching and learning, as well as providing different perspectives to develop each individual's understanding of other cultures.
2. Our goal is for all our students to become connected global citizens, ready to live and work in the diverse and connected modern world.
3. It is also important to recognise that this is a revenue stream of Greenhithe School and the right governance and management of this programme is key to its success at Greenhithe School, as well as realising the benefits it provides to the school, the International Students and our Domestic Students.

### **Guidelines**

#### **Programmes and Placement**

1. The programmes are available only to students 6 years of age or no older than 12 years of age at the time of completion of the programme.
2. Will enable long term International Students to enrol in general education classrooms. For these long term enrolments, discretion will be given to the Principal where a student is younger than the programme age criteria.
3. Will have short term programmes within mainstream classes and English language classes. Short term is defined up to and including two NZ school terms.
4. Programmes can run in any and all NZ school terms. The international procedures will set out the schedule of programmes available for the current and next NZ school year. The total number of programmes should balance the demands on the school, its staff, administration staff, impact to the Domestic Students and the overall demand. The decision regarding the number of programmes available is determined by the Principal, noting point 6 below.

5. May enrol international fee paying students at any NZ primary year level. The total number of students enrolled will be determined by the Principal. The number of enrolled students can be reviewed by the Principal as needed.
6. Major changes to the programme, for example intake ratio or programme changes, need to be discussed and agreed with the Board.
7. New placement will only be confirmed when Terms and Conditions and policies are accepted, signed and fees paid as per Payment Schedule. Any exceptions need to be agreed with the Board Chairperson.

#### **International Fees and Payments**

8. International Student Fees are set to cover tuition and resources for International Students, Ministry fees, staffing resources, administrative costs, and related incidental costs to enable high quality support and will be detailed in the International Agreement for transparency. Fees will be reviewed by the Principal as required and by the Board as part of an annual review as per International Procedures.
9. All tuition and administrative costs are to be paid in advance of placement and all remaining fees paid in advance of the start of the programme. Any exceptions agreed with the Board Chairperson.
10. Any costs Greenhithe School incurs on behalf of the student ahead of the start of the programme must be paid in advance.
11. The fees for the international programme are set by the Principal in conjunction with the International Programme team and should be reviewed annually. Refer to the International Procedures for information on the fee breakdown.

#### **International Termination and Refunds**

12. We will allow programme deferment, for any reason, within the New Zealand School year to the next available programme within the same calendar year. This will always be subject to availability and additional administrative charges. The following deferral conditions apply;
  - If **at least** 4 weeks prior to the programme commencement, deferral will be offered, no additional charge.
  - If **less than** 4 weeks prior to the programme commencement, deferral will be offered, less administrative fee, homestay placement fee and insurance fees and any other fee already incurred or committed that cannot be deferred.
  - If **after the commencement of the programme**, then no deferral option will be provided. Consideration by the Board for exceptional circumstances can be requested in writing and the Board will give this fair and reasonable consideration.
13. If there is a student withdrawal in either long or short term programmes the following refund conditions apply:
  - If **at least 4 weeks** prior to the programme commencement, refund will include all fees paid, less an administrative, cancellation fee and any costs incurred or committed.
  - If **4 weeks or less** prior to the programme commencement, refund will include all fees paid, less administrative, cancellation fee, homestay placement, insurance, and costs incurred or committed and,
    - 50% of tuition for a short term programme or
    - 1 full term tuition, for a long term programme.

- If **within 7 days of commencement or after commencement of the programme**, then no refund will be provided. Consideration by the Board for exceptional circumstances can be requested in writing.
- 14. Refer to International Procedures for details on the deferment and refund procedure.
- 15. If Greenhithe School cancels the programme then in the first instance Greenhithe School will offer a place in the next available programme. If no programme can be offered within the same calendar year then a full refund will be provided.
- 16. If Greenhithe School terminates on the grounds of unacceptable behaviour defined in 18 (below) then no refund will be provided.

### **Behaviour, Disciplinary and Complaints**

- 17. International Students must follow the same policies and rules as Domestic Students e.g. attendance, uniform, etc.
- 18. Student behaviours and declaration of any issues will also be included in termination clauses. Circumstances in which enrolment may be terminated include:
  - Violation of the Contract
  - Continual misbehavior and disregard and violation of school rules
  - Criminal acts
  - The school being unable to provide for the students needs
  - Poor attendance and truancy
  - The school not being advised if there is a change on Contract details
  - Undisclosed behaviour or learning needs
  - Visa becomes invalid during period of enrolment

The decisions on termination rest with the Principal.
- 19. The Immigration Department will be informed if the Contract is terminated.
- 20. Complaints will be managed in accordance with the Complaints Policy.

### **International Programme Administration**

- 21. All invoices to students for the international programme can only be issued by Greenhithe School only.
- 22. All fees received from International Students will be specifically coded within the school accounts. Funds will not be utilised until revenue is recognised.
- 23. All expenses must be captured and offset against revenue in a NZ school year to determine the overall net profit, as defined in the financial procedures.
- 24. Delegation of financial authority (including approval of expenses) must follow the standard Financial Policy.
- 25. All International Students entering Greenhithe School must have a signed and valid International Student Agreement.
- 26. The financial source of truth is the Greenhithe School accounts, reviewed and approved by the Board.
- 27. The Agreement used for our international programme enrolments is governed and approved by the Board.
- 28. Commit the appropriate staff and resources for the recruitment, administration and pastoral care requirements of International Students and the international programme.

### **Agents and Use of Agents for International Programme**

- 29. If the student family is using an agent to ensure that the school complies with the Education (Pastoral Care of International Students) Code of Practice 2016, **a valid Agent Agreement must be in place in order to arrange a programme** with Greenhithe School.

30. Agent agreements for the international programme are governed and approved by the Board.

**Recognition and Remuneration of Staff that support International Student Programme**

31. Staff that administer the International Programme will be remunerated in accordance with an employment agreement with the Board.

**Reporting Requirements**

32. Regular programme reporting is required for the International Programme. This should seek to inform the Board of sufficient detail to stay informed on programme success, potential risks or issues, through-put/enrolments etc. This should be presented as part of NAG 6 in the monthly Principal's report as required but with the following minimum frequency requirements ;
- 1 Month prior (or nearest Board meeting) to next programme
  - Annual Report in November
33. In addition a Summary Financial Report for overall Profit and Loss of the Programme should be issued once all costs have been provided at the point the revenue is recognised.

**This policy is approved by the Board of Greenhithe School**

Signed: ..... Date: .....  
Board Presiding Member

Annual Review  
Review Date: .....