



INTERNATIONAL FEE-PAYING STUDENTS POLICY

No 610

Rationale

The school will provide a New Zealand educational experience for a limited number of international students each year and in doing so will promote further opportunities at our school for people from diverse cultures to work alongside each other and enhance their understanding of each other's culture. Full compliance with the Code of Practice for the Pastoral Care of International students is a key aspect of our international students' programme.

Purpose

1. To ensure that the enrolment of foreign fee-paying students is well controlled.
2. To ensure that The Code of Practice for the pastoral care of international students is complied with.
3. To ensure that foreign fee-paying students gain the same educational opportunities as do full time New Zealand students.
4. To ensure that the administration related to foreign fee-paying students is efficient.

Guidelines

1. A staff member will be nominated as having overall responsibility for
 - I. Enrolment of international students (includes section, "offer place," collection of fees).
 - II. Orientation of international students
 - III. Pastoral care/course of study of international students in consultation with appropriate house managers and form teachers
 - IV. Keeping accurate records on all international students.
 - V. Liaison with agents including exchange organisations.
 - VI. Handling complaints from international students.
 - VII. Preparing an annual report to the Board of Trustees.
2. The Board will confirm costs payable by international students. Fees and refund policy statements are to be included in the International Students' Prospectus.
3. The Board will annually determine the budget for the international students' programme as part of the overall school budget.
4. The Principal will, in consultation with the Board member responsible for school promotion, organise the production of an International Students' Prospectus that is reviewed annually.

5. The Principal will lead an annual review of procedures/practices associated with our international students' programme to ensure that the school is fully compliant with all legal requirements for such programmes. The process will also monitor and review our performance against the code to ensure ongoing compliance.

Selection Procedures for International Students

The Board will annually set a desired maximum number of students for its international students' programme when necessary.

The following will also be considered when decisions are made by the Principal as to whether or not an application is successful:

1. Country of origin: The school will attempt to provide places for students from a diverse range of countries.
2. Age: Preference will be given in the 10-13 age-bracket.
3. English Ability: As a general rule, applicants should have a minimum level of English competency.
4. Academic ability: Preference will be given to students who are likely to make a positive contribution to our school.
5. Interests: Preference will be given to students who are likely to make a positive contribution to our school.

Ratified by Board: 7 August 2023	Next Review: August 2024
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