



INTERNATIONAL STUDENT OPERATIONAL POLICY

No 613

Rationale

Devon Intermediate accepts a number of fee-paying international students each year. The school believes that these students bring a valuable contribution to the school and the community. The school will abide by the mandatory Education (Pastoral Care of International Students) Code of Practice 2021 and as a signatory to the Code, Devon Intermediate will ensure that all international students, their parents, and relevant staff have a clear understanding of how the Code is implemented.

Purposes

1. Provide international students a quality, unique and “Kiwi” experience during their time at Devon Intermediate.
2. Ensure a personalised learning programme for each international student, in line with Devon Intermediate's philosophy for teaching and learning.
3. Ensure the pastoral care and wellbeing of each international student, adhering to the requirements outlined in the Education (Pastoral Care of International Students) Code of Practice 2021.
4. Enrich the learning environment for students by exposing them to students from other cultures. To provide opportunities for the wider community to support, interact and provide services to international students and their families.

Guidelines

All policies and contractual information for international students complies with New Zealand law, including.

- The Education and Training Act 2020
- The Fair-Trading Act 1986
- The Consumer Guarantees Act 1993
- The Immigration Act 2009
- The Education and Training Act (Stand-down, Suspension, Exclusion & Expulsion) Rules 2020
- The Human Rights Act 1993
- The Vulnerable Children Act 2014
- The individual contract with the student

General Information

1. Devon Intermediate will actively seek to understand the information needs of international students and their families and ensure that copies of full and accurate information, including costs, policies, procedures, and the Code of Practice will be made available through the school website, and will be available to all prospective international students prior to them making a financial or contractual commitment to attend Devon Intermediate.
2. Fees for international students will be reviewed annually.
3. Individual international students are admitted at the discretion of the Principal, and each application will be made with consideration for its individual merit and the circumstances prevailing at the school at the time of the application.
4. All contractual and financial arrangements between Devon Intermediate and an international student will be recorded in a written contract, a copy of which will be provided to the parent/legal guardian of the international student, and which must be in place prior to enrolment commencing.
5. International students are required to pay tuition fees in advance.
6. A student who withdraws may apply for a refund, as outlined in Policy - International Student Fees Refund Policy.
7. The International student is required to live with one biological parent or their legal guardian while they attend Devon Intermediate.
8. The international student and accompanying parent are required to have the correct visa/permit for the duration of the student's enrolment.
9. All international students are required to have current medical and travel insurance policies for the duration of their enrolment at Devon Intermediate.
10. All international students are subject to the same policies, rules, and expectations of behaviour as domestic students.
11. All policies and procedures will be reviewed annually to ensure Code compliance.

Devon Intermediate Procedures Governing International Students

1. International Student Application & Enrolment Procedure

Application and enrolment are two separate procedures. An application to be an international student must be completed to start the process. Once the application has been processed, a letter of offer will be issued, enabling the relevant visa and insurance documents to be processed. Once this documentation is received, Devon Intermediate can confirm the enrolment.

2. Conditions of Acceptance

- Enrolment is provisional on Devon Intermediate being able to meet the needs of the international student, this will take into consideration the current role and capacity, any special learning needs of the international student and other factors that may impact on the school's ability to deliver teaching and learning to the student.
- Enrolment is provisional on full disclosure of any special learning needs and medical conditions that the student may have that could impact on the delivery of teaching and learning.
- Enrolment is provisional on the international student living with a parent for the entire duration of their enrolment at Devon Intermediate.

- Enrolment is provisional on production of a valid student visa and proof of travel and medical insurance.
- The school may require an interview, either in person or on Skype, prior to confirming enrolment.
- Parents agree to advise the school of any changes to their contact details, emergency contact details, insurance information or any other detail of the application.
- Payment of fees in advance, as invoiced.

3. Immigration Requirements

International student enrolments for more than three calendar months are subject to the student obtaining a current student visa, which is endorsed with Devon Intermediate as place of study. The biological parent or legal guardian that is to live with the student to study at Devon Intermediate must obtain the appropriate Visa and Permit for the duration of the student's time at Devon Intermediate. Students whose study period is less than three months can enter on a visitor's visa.

Devon Intermediate is obliged to ensure all international students have the appropriate documentation to study in New Zealand and at Devon Intermediate and has a process in place to manage this. This can be made available to Immigration New Zealand on request. Devon Intermediate will follow the procedures set out in the New Zealand Immigration Service (NZIS) guidelines and advise NZIS immediately if an international student's enrolment has been terminated.

4. Medical & Travel Insurance

Medical and travel insurance is compulsory for all international students studying in New Zealand. Evidence of an appropriate insurance policy must be supplied to Devon Intermediate before enrolment will be confirmed. Alternatively, Devon Intermediate can organise insurance on their behalf.

5. Tuition & Pastoral Care

Devon Intermediate recognises that international students (and accompanying parents) are in a new cultural environment and may need support to make the necessary adjustments. Devon Intermediate will take responsibility for identifying and addressing the needs of students to help them fully engage in New Zealand culture.

- International students will be given the same opportunities as domestic students, with all educational programmes based on the New Zealand Curriculum.
- Devon Intermediate will provide all international students and their accompanying parent an orientation programme designed to ensure a successful start and a smooth transition to life at Devon Intermediate.
- A dedicated staff member will be available to international students and their families on a 24x7 basis, via mobile phone.
- Tuition and pastoral care, while at school, will be overseen by the student's classroom teacher, with input from the ESOL Specialist and the International Student Co-ordinator. Devon Intermediate recognises that parents of international students will also need pastoral care and will include them in the orientation programme. The orientation programme will be reviewed regularly to ensure Code compliance and that it is meeting the needs of international students. The

orientation programme will include assistance to whanau to ensure abuse and/or bullying in any form is identified and addressed by the school immediately.

- Absences will be managed proactively by the school in instances where an international student is absent and the parent has not contacted the school, in accordance with Attendance procedures.
- Continued and unexplained absenteeism and/or poor behaviour will be reasons to terminate the Tuition Agreement.
- All school policies and procedures will apply to international students attending Devon Intermediate.
- Wellbeing and welfare checks as outlined in the Code of Practice 2021 will be carried out regularly by the International Student Coordinator. This will include wellbeing and safety information on the following:
 - (1) safe health and mental health literacy and support; and
 - (2) suicide and self-harm awareness; and
 - (3) promoting drug and alcohol awareness; and
 - (4) promoting healthy lifestyles for learners.

6. Accommodation

All students must live with at least one caregiving parent (or legal guardian) while studying at Devon Intermediate. The parent that is living with the student in New Zealand must have a Guardian Visa and Permit for the duration of the student's study at Devon Intermediate. Students are not to live with designated caregivers or guardians. Should a student be found not to be living with a parent, the school is required to notify the Immigration Department and the student permit may be revoked.

The type of accommodation is at the discretion of the parent, and can be a rental, homestay, personally owned dwelling, or staying with friends.

7. Dispute Resolution Procedures

In the case of complaints, the school will follow procedures that honour people and recognise the importance of maintaining productive and caring relationships. Devon Intermediate has a proactive approach to the resolution of conflict, which focuses on achieving a solution that is suitable to all parties. Open dialogue is encouraged, and issues or concerns are regarded as an opportunity for self-review. The school takes an honest and respectful approach to resolving concerns or conflict. Every effort will be made to resolve the concern internally first.

Where parents of international students are not satisfied with the outcome of an internal dispute resolution procedure, they may wish to take a complaint via the International Student Contract Dispute Resolution Scheme Rules 2016.

The full procedure for complaints relating to the International Student Programme is outlined in the International Student Dispute Resolution Procedure. This procedure clearly outlines key staff members that should be approached with different types of concerns or complaints.

8. Withdrawals & Termination of Contract

Should an International Student choose to withdraw from Devon Intermediate one term's advance notification of intent to withdraw must be given. The International Student Fee Refund Policy will apply, and the New Zealand Immigration Service will be notified that the student has withdrawn.

In the case of gross misconduct and / or serious disobedience by a student, the New Zealand Ministry of Education Stand-Down, Suspension, Exclusion and Expulsion Rules 2020 will be followed.

A student's tuition may be terminated at the Board of Trustees discretion when:

- A student has breached the terms of their contract with the school.
- The student has continued and unexplained non-attendance.
- A student is required to leave the school for a breach of rules and conditions of enrolment at the school or has broken a New Zealand law.
- A student returns home for any reason other than serious illness, accident, or death of a close family member.
- The enrolment application is found to be inaccurate in any way.

If an international student's tuition has been terminated, the New Zealand Immigration Service will be notified.

9. International Fees Refund

If a student withdraws from their course of study before the completion date, they may be eligible for a refund of tuition fees. The procedure is outlined in the International Student Fee Refund Policy.

10. Fee Protection

Devon Intermediate must ensure that the fees paid by international students are secure and protected in the event the school closes or the educational instruction is not provided. The International Student Fees Protection Policy outlines the fees protection system.

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