



## **MICHAEL PARK SCHOOL AND KINDERGARTEN MANAGEMENT POLICY**

### **INTERNATIONAL STUDENTS**

#### **Rationale**

In New Zealand schools it is common that students are enrolled who are not entitled to free access to education in this country. Such students are defined as International Fee-Paying Students (IFPS). In addition, Michael Park School supports a reciprocal exchange programme for students in Waldorf schools around the world. As exchange visitors these students do not usually pay fees to attend Michael Park School. In line with the Code of Practice for the Pastoral Care of International Students, the Board delegates to the Principal to put in place appropriate policy and procedures to ensure:

- enrolment is consistent with the school's overall enrolment policy
- a suitable fees structure for IFPS
- protection for fees paid by IFPS
- all international students obtain the same quality of education as do full time New Zealand students
- the wellbeing of international students
- host families receive appropriate guidelines re hosting of international students
- timely resolution of any difficulties which arise
- administration is efficient

#### **Guidelines**

##### **Code of Practice and Compliance**

Regular review will be undertaken in relation to policy and procedures relating to international students to ensure alignment with the current Code of Practice, particularly in matters relating to pastoral support, safety and provision of language assistance, as well as legislative compliance.

##### **Acceptance and Enrolment**

International students are to have reasonable proficiency in English. This is a condition of enrolment. Placement also depends on available places in each class and is at the discretion of the Principal.

The Principal will approve enrolment of all international students. The Enrolment Officer will be responsible for coordinating the enrolment of all international students and will liaise with the accounts department and the Principal, as appropriate, to facilitate this. Relevant forms and procedures will be developed.

While enrolled, international students have full access to school programmes, sporting and cultural opportunities and to all guidance facilities and programmes. They are also subject to the code of conduct and school expectations regarding behaviour, as well as disciplinary procedures. In addition, international students will be subject to the code of conduct for international students.

All records of international students will be subject to New Zealand's privacy legislation.

**Fees**

The Board annually sets the fees for IFPS.

An instalment and deposit structure will be developed, and fees will be held in a separate account to be withdrawn only once the student has completed their placement. If a student does not complete the full term, fees may be refunded once all costs have been deducted.

If an IFPS gains residence then any refund of fees will be at the discretion of the Board, as will the rate if such a refund is permitted.

**Host Families**

International students requiring accommodation will be hosted by a family in the wider Michael Park School community who is known to the International Student Officer (ISO). This helps ensure a safe living environment and supports integration and academic progress through continued exposure of the international student to spoken English. Host families and their accommodation will be formally assessed by the ISO and all family members over the age of 18 will be police vetted.

In accordance with the code of practice for pastoral care for international students, guidelines will be developed for overseeing host families and their selection, and for the person in charge of liaising between the host family and international student, to ensure the wellbeing of the international student and that the international student experience works out well for all parties.

**Grievances**

Though the school aims to ensure that the international student experience is a positive one, it is important that appropriate procedures are in place for resolution of problems and handling of grievances. Such procedures will be developed and reviewed regularly to ensure compliance with the current Code of Practice, and students will receive a copy of these procedures at the point of induction.

The contract between the international student and the school will limit the school’s financial liability, for example, the school will not be liable for airfares if the student returns to their home country earlier than originally planned.

**Legislation and Supporting Documentation**

- NZQA Code of Practice for Pastoral Care of International Students
- International Students Procedure
- International Students Applications & Enrolments Procedure
- International Students Fees Procedure
- International Students Grievances Procedure
- International Students Host Families Procedure
- International Students Induction & Pastoral Procedure

Policy type:	<b>Management Policy</b>	NZSBA Governance Framework:
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