



TE AWAMUTU COLLEGE



POLICY STATEMENT ON INTERNATIONAL FEE-PAYING STUDENTS

Rationale

Te Awamutu College will be approached to accommodate international fee-paying students by various Agents and Organisations. The majority of these students will not hold New Zealand residency and the College faces considerable responsibilities in these instances as outlined in the Code of Practice for the Pastoral Care of International Students signed between Te Awamutu College and NZQA.

Purposes

1. Te Awamutu College will meet the requirements of the Code of Practice for International Students.
2. The inclusion of international fee-paying students will in no way detract from the education of students from the local contributing area.
3. The recruitment of international fee-paying students will be carried out in a controlled and moderated manner.
4. There is a desire to further the understanding and tolerance of Te Awamutu College students through the school's involvement with international students.

Guidelines

1. Te Awamutu College will be a full signatory of the Code of Practice.
2. Te Awamutu College will set fees comparable to similar schools.
3. The Te Awamutu College BOT sets an enrolment maximum of twelve (12) fee-paying students on the school roll at any one time.
4. Te Awamutu College will not accept international fee-paying students without a homestay organised or approved by the College.
5. Te Awamutu College will also accept (through Principal and Assistant Principal in charge of International Students approval) short term stay groups of overseas students.

6. Te Awamutu College will use only accredited agents in the recruitment of students. It is also open to direct approaches from families.

7. At no time will fee-paying students displace students from the local contributing area.

(SEE ATTACHED APPENDICES)

Legislative Compliance: Education and Training Act 2020

CHAIRPERSON

DATE

22/6/21

PRINCIPAL

DATE

22/6/21

TE AWAMUTU COLLEGE

P O Box 369, Te Awamutu, New Zealand. Tel: 07 – 871 4199 Fax: 07 – 871 4198

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Appendix 1: International Education at Te Awamutu College

Rationale:

Te Awamutu College has developed International Education (IE) Guidelines because the College believes it is important to identify the principles and guidelines for international education at the school. This will also serve as a guide for decisions about the school's international education programme.

The IE Guidelines are consistent with Te Awamutu College's strategic direction (2021 – 2024), which is to create learning success for every student. The IE Guidelines are manifested in the following goals.

International Education Goals

1. To support international students to maximise their academic achievement in whatever areas of interest
2. That all students are committed to learning in an internationally integrated environment
3. That all students are able to learn in a positive safe environment
4. That we create a powerful partnership between school, students, parents, caregivers and the wider community
5. To ensure that the income generated from the school's international education programme is equitably distributed to benefit all students

Objectives

1. ***To support international students to maximise their academic achievement in whatever areas of interest***
 - Provide opportunities to all international students to achieve success in the essential learning and skill areas of the New Zealand curriculum
 - Provide concerted and comprehensive pastoral care and support for all international students
 - Provide English for Speakers of Other Languages (ESOL) programmes to support the language needs and abilities of international students
 - Employ trained and qualified staff to design and implement ESOL programmes
 - Recruit subject teachers with ESOL qualifications and support staff members wishing to gain ESOL qualifications
 - Promote the learning of other languages (Asian, European, Pacific languages) within the school

2. *That all students are committed to learning in an internationally integrated environment*

- Recruit international students who are highly motivated to learn and integrate in an international environment and with an appropriate level of English language proficiency
- Create opportunities to enable students who excel to extend their learning in curriculum areas or skills
- Provide an extensive range of academic, sporting, cultural, creative and social experiences
- Provide information, support and guidance to enable students to make informed decisions about further education and training

3. *That all students are able to learn in a positive safe environment*

- Ensure and monitor the homestay environment in that it is safe from physical and emotional harm for the student
- Advise students on the driving regulations in New Zealand
- Uphold consistency in enforcement of discipline procedures by all staff so that students are able to learn in a disruptive-free environment

4. *That we create a powerful partnership between school, students, parents, homestay carers and the wider community*

- Implement orientation programmes to help new students adapt to the school environment
- Empower students with knowledge of discipline and grievance procedures
- Foster the awareness and positive aspects of cultural differences through activities within the school, eg. clubs, concerts, international days
- Design, implement, and review peer support and buddy systems within the school
- Ensure parents or/and homestay carers are kept informed of student progress through school reports and regular parents/caregivers meetings
- Promote and maintain relationships with social support and international groups within the wider community to provide advice, mentoring and support to international students, if possible, in the student's first language

5. To ensure that the income generated from the school's international education programme is equitably distributed to benefit all students

- Ensure that benefits of the international education revenue are firstly accrued to international students, and any surplus thereafter to be used to improve facilities and resources for all students
- Review and determine international student fees annually in a manner that precludes cross subsidisation of international students by domestic students

Responsibilities

Board of Trustees is responsible for:

- ✓ Establishing the strategic goals of the school which includes the strategy for international education
- ✓ Approving and reviewing the International Education Guidelines
- ✓ Approving international student fees
- ✓ Approving the allocation of resources to implement the international student programme

The Principal is responsible to the Board of Trustees for:

- ✓ Reporting to the Board of Trustees
- ✓ Formulating the International Education Guidelines
- ✓ Reviewing and setting international student fees
- ✓ Complying with legislative requirements
- ✓ Staffing and resourcing the International Education Programme appropriately
- ✓ Approval of partnerships and/or contracts with international agents and/or student exchange organisations

Director, Dean or Assistant Principal:

- ✓ Delegated responsibilities by the Principal
- ✓ Establishing quality systems for the management and quality assurance of the international education programme
- ✓ Developing pastoral care systems and policies
- ✓ Conduct of review procedures
- ✓ Developing or oversight of appropriate curricular, extra and co-curricular programmes within the school
- ✓ Developing partnerships and/or contracts with international agents and/or student exchange organisations. On-going liaison with them, including ensuring contractual obligations are adhered to by all parties

Evaluation and Review

Evaluation and review of the International Education Guidelines will be carried out annually, and will include:

- Feedback from staff and students involved in the international education programme
- Evaluation of student results and course effectiveness
- On-going feedback from agencies representing International Students
- Complete self-review as required by the Code of Practice

As a result of the evaluation process, the Principal will present a report to the Board of Trustees with recommendations of changes to the International Education Guidelines as deemed suitable.

Review date May 2021

Signature:

(Chairperson, Board of Trustees)

Signature:

(Principal)



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Appendix 2: ACCOMMODATION FOR INTERNATIONAL STUDENTS

RATIONALE

International students are enrolled at Te Awamutu College only if appropriate accommodation is available to them, either through the college's homestay programme or with an approved designated caregiver.

OBJECTIVES

- To provide a suitable living environment conducive to study and to a safe and supportive home life.
- To involve a host family in the welfare of a student away from the student's family and home country.
- To assist the student to successfully integrate into the New Zealand lifestyle.
- To provide reassurance to overseas parents that the student is well cared for and happy in New Zealand.

GUIDELINES

- Students must either be in a homestay selected and monitored by the school or in a homestay designated by the student's parents subject to the school's assessment and monitoring.
- If parents have designated a homestay outside the school's homestay programme, the parents must sign the Statement of New Zealand Designated Caregiver Arrangement form.
- The selection of homestays is made based on prior inspection, interview with homestay applicants by the Homestay Co-Ordinator and police vetting of homestay applicants.
- When a homestay is selected and matched to a particular student, the school and the Homestay Co-Ordinator will monitor the performance and compatibility of both homestay parents and students. The school will also monitor homestays designated by the student's parents.
- Students are not permitted to own or rent a flat/room/house/apartment or live on their own.
- If there are problems in a particular homestay, the student must first discuss the situation with the Assistant Principal.

- Should the problems persist, the Assistant Principal may arrange for a change of homestay.
- Students must not make their own private homestay arrangements without the approval of the Assistant Principal in charge of International Students.
- Students are required to exhibit appropriate behaviour in line with the school's Homestay Information and Conditions.
- All homestay families in the school's homestay programme shall meet the NZQA's mandatory Code of Practice.
- Special care shall be taken with all students under the age of eighteen years in accordance with the NZQA's mandatory requirements.
- Where a student's behaviour or demands are such that homestay hosts cannot reasonably be expected to have the student continue in their care, homestay service may be discontinued.
- In cases where there is reasonable grounds to believe that the safety or the well being of the student is in doubt or that the homestay is affecting the student's behaviour or academic performance, the school may remove the student from the homestay immediately.
- Where the homestay student wishes to withdraw from studies at Te Awamutu College and applies for a refund, two weeks notice must be given to the Homestay otherwise two weeks homestay fees will be deducted from any refund.

EVALUATION

The Assistant Principal in charge of International Students shall include a statement about the effectiveness of the accommodation programme in the annual report.

EVIDENCE

- E-mail contact with host families
- recorded monitoring of host families
- recorded student progress reports
- Host family questionnaires
- International student questionnaires

Review date May 2021

Signature:

(Chairperson, Board of Trustees)

Signature:

(Principal)



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Appendix 3: Annual Review of Compliance with the Code of Practice for the Pastoral Care of International Students.

Te Awamutu College will conduct an Annual Review of all procedures and policies related to compliance with the Code of Practice for the Pastoral Care of International Students in order to ensure that the school is up to date with all existing and new Code requirements.

The **Assistant Principal in charge of International Students** ensures that there is co-ordinated record-keeping of:

- | | |
|------------------------|--------------------------|
| i) Social progress | ii) Academic progress |
| iii) Student grievance | iv) Accommodation issues |

This review will be carried out as follows:

Ongoing compliance with the Code at Te Awamutu College will include:

- Feedback from staff and students involved in the programme
- An evaluation of performances against the goals and objectives
- Analysis of results of external/internal examinations, where relevant
- Analysis of international academic progress through school reports
- Feedback from ESOL teachers, classroom teachers and the pastoral carer of international students (including social progress and integration) to the Principal
- Use of data from accommodation conferences with student and ongoing monitoring of international student accommodation as per the school's accommodation guidelines

All Code compliance information is reported to **Board of Trustees** annually, at the **last board meeting of the year**.

The **Assistant Principal in charge of International Students** is responsible for organising this Review.

- The **Assistant Principal in charge of International Students** will be familiar with the provisions of the Code of Practice for the Pastoral Care of International students and take responsibility for ensuring that the school is compliant with the Code on an ongoing basis.

The **Assistant Principal** is responsible for checking the NZQA & Ministry websites updates.

- The **Assistant Principal** will remain up to date with all Code amendments through the NZQA/Code of Practice website, which can be viewed at: <http://www.nzqa.govt.nz/studying-in-new-zealand/code-of-practice-for-the-pastoral-care-of-international-students/>

The **Board of Trustees** is responsible for approving changes to policies while the **Principal** is responsible for approving changes to procedures.

- Any changes will be filed with the Code Administrator to ensure ongoing compliance
- The resetting of goals and objectives will be done in conjunction with relevant stakeholders.

The **Assistant Principal in charge of International Students** is responsible for ensuring implementation of policy and procedures and the updating of the School's website.

- The **Assistant Principal in charge of International Students** will ensure that staff are appropriately informed of their obligations under the Code and that all changes in policies and procedures are implemented and updated as needed.

The **Assistant Principal in charge of International Students** is responsible for providing the Code Administrator (i.e. the NZQA) with an annual update and assurance statement of Code compliance.

- The **Assistant Principal in charge of International Students** will be responsible for liaising with the Code Administrator and ensuring that they are kept up to date with changes in policies and procedures that could affect Code compliance.

Review date May 2021

Signature:

(Chairperson, Board of Trustees)

Signature:

(Principal)



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Appendix 4: Annual Review of Information

Information to be Reviewed

- School Prospectus
- Promotional material
- Information about enrolment, homestay and pastoral care
- Information about the orientation programme and support services
- Grievance procedures
- Withdrawal and termination processes
- Fee protection and refund policies

Overall responsibility for overseeing the annual review of all information is as follows:

The Review Process	Details
WHEN will the Review be carried out?	Annually (May: Prospectus, Enrolment & Orientation info, Policies. October: Attestation of self-review - NZQA)
HOW will the Review be done?	Assistant Principal or such persons delegated to undertake the review will obtain feedback from staff, senior management, students, parents and homestay carers. A report of the outcome of the review will be prepared by Assistant Principal and submitted to the Principal. Appropriate changes will be proposed.
WHO is responsible for approving any changes highlighted in the Review?	The Principal and the Board of Trustees
WHO is responsible for implementing these changes, both in hardcopy and electronically, i.e. computer files, website, etc.	Assistant Principal

Signed:

Assistant Principal:

Date:

11/6/21

Principal:

Date:

11/6/21



Review of Information – Checklist

Information Review	Date of Review	Outcome (details of changes)	Who to amend hard copies/ Deadline
School Prospectus: Academic Excellence Sporting Prowess Cultural Activities Junior Curriculum Senior Curriculum	May 2021	Prospectus edited as required	CT/June 2021
Enrolment Information: Prospectus International Fees and Costs International Student Application Form Terms and Conditions of Enrolment Information for International Students Refund Policy (appendix 6) Home Stay Information and Conditions Home Stay Agreement: Parental Authority Statement of New Zealand Designated Caregiver Arrangements	May 2021	Documents confirmed & edited	HD/June 2021
Orientation Information Withdrawal From Studies Leaving Form Do You Need Help? Orientation for Int. Students Grievance Process Homestay-Orientation Homestay –Key Points Yearbook	May 2021	Processes reviewed & Documents confirmed & edited	HD/May 2021

Other Information

International Education
(appendix 1)

May
2021

HD/May 2021

Accommodation Policy
(appendix 2)

Review of compliance with
Code of Practice (appendix 3)

Student Welfare & Safety
(appendix 5)

Fee Protection Policy (appendix
7)



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Appendix 5: International Student Welfare and Safety

Rationale

The safety of international students is a critical issue given that the school has ultimate responsibility for the student's welfare in the absence of parents.

Guidelines

1. To ensure the well being and safety of international students at all times in accordance with the Code of Practice for the Pastoral care of International Students, both within the school and when with their Homestay families.

Indicators for concern could include:

- a) non-performance in school subjects
- b) attendance concerns
- c) student reports concerns

2. Homestay Caregivers acting in the place of parents and are expected to:
 - a) notify the school immediately when their student is absent from school
 - b) notify the Assistant Principal in charge of International Students urgently if a student's behaviour causes concern

Issues for concern could include:

- failure to return home overnight
- repeated infringement of basic homestay rules
- withdrawal or isolation by the student
- changes in attitude or behaviour

School Response

1. Where a student's behaviour, safety and well-being, either at school or with the Homestay family causes concern the school will:
 - Bring the matter to the attention of the international student's parents and/or notify the agent
 - Follow the school's procedures relating to pastoral welfare and safety

Initially the student will be interviewed by the International Student Co-ordinator who may use a range of intervention strategies that could include:

- referral to the Dean for action
- informing the Assistant Principal in charge of International Students
- referral to the guidance counsellor, including the use of an interpreter where possible
- peer support programme
- case conference with Parents/Designated Caregivers/Homestay Parents/ Agent/Guardian, as appropriate
- teacher/teacher aide support
- students will be subjected to appropriate disciplinary action (as explained in the International Student Contract) if welfare and safety concerns are not a factor
- communication with the student's support agency

2. Where the school is unable to resolve welfare and safety matters the school, as appropriate and necessary, may contact and utilise outside agencies such as Ministry of Education, NZQA DRS Scheme, Resource Teacher for Learning and Behaviour, learning Support Services, New Zealand Police, Integrated Attendance Service or Ministry for Children (Oranga Tamariki).

3. If a student ceases to attend Te Awamutu College the school will notify the student's parents and/or agent and the New Zealand Immigration Service.

Review date May 2021

Signature:

(Chairperson, Board of Trustees)

Signature:

(Principal)



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Appendix 6: International Student Fee Refund

DESCRIPTION

Te Awamutu College Board of Trustees Document on Fee Refund for International Fee Paying Students

RATIONALE

From time to time International Fee-Paying Students may need or desire to withdraw before the completion of their course.

OBJECTIVE

To ensure that an appropriate level of refund is made which is fair to both parties and recognises the current and ongoing expenses incurred by the Board.

GUIDELINES

1. In order to be eligible for any refund the student, parent or guardian shall apply in writing to the Principal, explaining reason(s) for withdrawal from the course, and why a refund is requested, including any special circumstances. The application letter should be made two weeks before the last day of attendance and no later than two weeks from the last day of attendance. Changing school is normally not sufficient grounds for a refund, particularly after tuition has started.
2. The Principal may consider the special circumstances of the withdrawing student but shall ensure that costs and commitments are funded before approving a refund. Such costs may include:
 - The application fee and administration charge for enrolment of the student (non- refundable)
 - Marketing payments, fees and levies to the Government (non-refundable)
 - The salaries of teachers and support staff already incurred by the Board and committed for the duration of the course, normally a full academic year
 - The need to cover other additional costs already incurred by the Board. e.g. curricular, capital facilities, etc.
3. Full refunds, less the non-refundable administration fee, will only be given in the following circumstances:
 - New Zealand Immigration Service (NZIS) has refused a student visa for study in New Zealand
 - Te Awamutu College is unable to provide a place in the desired study programme

4. Except in exceptional circumstances, no refund is payable to a student who withdraws in the second half of the course. In the case of a full year student, the second half of the course commences on the first school day in July.
5. A refund, if approved by the Principal, shall apply from the withdrawal date as notified officially in writing by the student and/or caregiver. The decision on the application for a refund will be in writing.
6. **No refund will be made:**
 - Where a student has been stood-down, suspended, excluded or expelled
 - Where a student returns home for any reason other than serious illness or death of a close family member
 - If the enrolment application is found to be inaccurate in any way and the contract is terminated
7. Homestay payments and expenses will be refunded in full once costs are deducted. The annual Homestay placement fee is not refundable. The Homestay has to be given two weeks' notice that the student is leaving, otherwise two weeks' Homestay fees will be deducted from any refund.

Any dispute arising from the decision of the refund application should be referred in the first instance to the Board of Trustees with an explanation in writing of the grounds for the dispute.

EVIDENCE

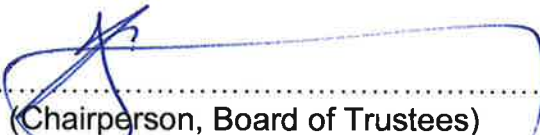
All details relating to a refund application, decision and/or dispute will be kept on file.

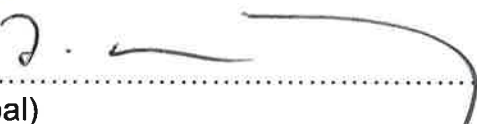
EVALUATION

The Principal or delegated staff shall report each year, on the number of and reasons for refunds made during the year, at the November Board meeting.

This policy should be read in conjunction with the ***Education and Training Act 2020***
(Part 5 – International Students at Schools, Section 529 – Refund Entitlements of International Students and Section 530 – Refund Requirements set by Gazette Notice)

Review date May 2021

Signature: 
(Chairperson, Board of Trustees)

Signature: 
(Principal)



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Appendix 7: Fees Protection – International Students

Rationale

International Student fees must be handled in a way that ensures those funds are accessed in a way that is consistent with normal accounting practice. This means that those funds are secure from misappropriation and are only made available to the school in accord with the Refunds Guidelines or should the school not be able to continue tuition.

Purpose

1. To ensure that if in the event, the school is unable to continue to run a course or programme that the unspent portion of the fees are available to be returned to the student.
2. To ensure that funds from international students are accounted for separately and in such a way that, individual student contributions can be protected and monitored.
3. To ensure that international students' payment may be drawn down in accord with the Refund Policy.

Guidelines

1. Accounting procedures are in place to ensure that monies are available for release.
2. International fees shall be paid into the school's separate special account for 'Foreign Fees' and drawn down at intervals of one term in arrears throughout the academic year.
3. These monies will be audited separately on an annual basis.
4. These monies will be available for approved refunds resulting from withdrawal from Te Awamutu College or in the event of the College not being able to provide tuition.

Evidence

1. Accounting records
2. General School Account

Evaluation

The Business Manager shall report to the Principal if there is the necessity to follow the above procedures.

Review date May 2021

Signature: _____

(Chairperson, Board of Trustees)

Signature: _____

(Principal)



INTERNATIONAL FEES AND COSTS 2022 (Short Term Stays)

All amounts are in NZ\$ and include GST

Fees

Weekly Tuition Fee _____ \$350
(includes government levies, textbook loans, school magazine, ESOL tuition)

Weekly Homestay Fee _____ \$240

TOTAL WEEKLY FEE **\$590**

Administration Fee _____ \$250
(one-off, non-refundable enrolment, placement and administration fee)

Homestay Placement Fee (paid once only) _____ \$250

Medical and Travel Insurance are to be organised independently.

Variable Expenses

Uniform _____ \$550
(Cost varies according to age, gender, size & optional items. For stays less than one term, students may wear their current school uniform)

Airport Transfer (if required), each way _____ \$120

Discretionary Expenses

There are other discretionary expenses which students could incur. These may vary from student to student but a conservative estimate would be \$2,500 per year. These expenses include:

- School camps/overnight trips
- Extra curricular activities
- NZQA Examination entry fees
- Airport transfers
- Summer holiday homestay retainer fee
- School stationery
- Specialist class fees
- Course related fees
- Visa applications
- Out of school tuition, eg. Music

These fees and expenses do not include personal weekly allowance as well as communication and stationery costs for personal use.

Te Awamutu College has a Fee Protection policy to safeguard the fees paid by International Students, in the unlikely event that the school may not be able to commence or continue to deliver tuition to the international student. The School's Board of Trustees guarantees to hold in reserve sufficient funds to meet the requirements of any refund in these circumstances.



INTERNATIONAL FEES AND COSTS 2022

All amounts are in NZ\$ and include GST

Fees

Annual Tuition Fee _____ \$13,500
(includes government levies, textbook loans, school magazine, ESOL tuition)

Administration Fee _____ \$250
(one-off, non-refundable enrolment, placement and administration fee)

Homestay Placement Fee (paid once only) _____ \$250

Homestay Fee _____ \$10,800
(At \$240 per week, this covers the 39 weeks of the school terms plus three term holidays of two weeks.
This can be paid in 3 instalments by prior arrangement with Te Awamutu College's Finance Officer.)

TOTAL ANNUAL FEE **\$24,800**

Medical and Travel Insurance are to be organised independently.

Variable Expenses

Uniform _____ \$550
(Cost varies according to age, gender, size & optional items)

Airport Transfer (if required), each way _____ \$120

Discretionary Expenses

There are other discretionary expenses which students could incur. These may vary from student to student but a conservative estimate would be \$2,500 per year. These expenses include:

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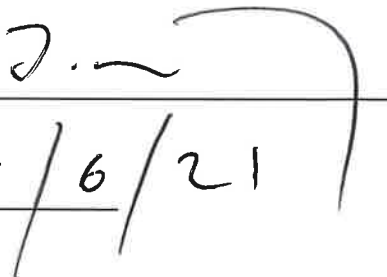
Te Awamutu College has a Fee Protection policy to safeguard the fees paid by International Students, in the unlikely event that the school may not be able to commence or continue to deliver tuition to the international student. The School's Board of Trustees guarantees to hold in reserve sufficient funds to meet the requirements of any refund in these circumstances.

Fees for International Students in an Approved Designated Caregiver Arrangement

In the event of an enrolment of an International Student who already lives locally with parents/caregivers or through Domestic Caregiver arrangements, holds a current student visa, does not require a school arranged homestay and is not through an agency, school may offer a discount on the Annual Tuition Fee to reflect the absence of commission fees that agencies charge to place students in our school (currently 15%).

In this circumstance the total Annual Tuition Fee payable will be \$11 475.

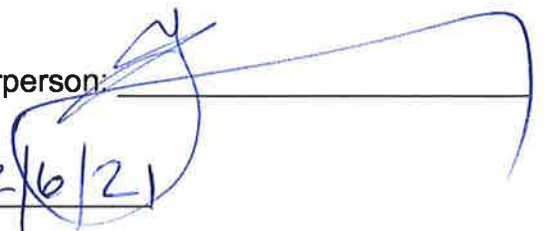
Principal:



Date:

11/6/21

BOT Chairperson:



Date:

22/6/21