



## International Student Policy

As a signatory to the Education (Pastoral Care of International Students) Code of Practice 2016, Heaton Normal Intermediate School may enrol international fee-paying students. Heaton Normal Intermediate School will ensure that each student has a safe and supportive environment in which to learn.

This policy gives an overview of our full policies and procedures for international students, which are contained in SchoolDocs. Our policies are designed to meet Code of Practice requirements and ensure that high quality systems are in place.

Heaton Normal Intermediate School provides:

- places for fee paying students who wish to attend our school
- immersion in mainstream classes
- pastoral care of International students that complies with the Education (Pastoral Care of International Students) Code of Practice 2016.

### GUIDELINES

#### *Recruitment agents*

1. Our school may use recruitment agents and we expect them to act with the utmost integrity at all times. We have a written contract with each agent we use, carry out careful reference checking, and monitor the behaviour of agents.
2. We ensure that agents have complete and accurate information about our school, and renew their contracts regularly. *See Managing and Monitoring Agents & Recruitment Agents – SchoolDocs.*

#### *Enrolment*

3. Heaton Normal Intermediate School may enrol international fee paying students at any year level. The total number of students enrolled will be determined by the principal. The number of enrolled students is reviewed as needed in accordance with the school's enrolment policy.
4. An offer of place, enrolment, and class level placement is at the discretion of the principal and International Coordinator. *See Offers, Enrolment, and Contract – SchoolDocs.*

#### *Fees*

5. 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. Fees will be reviewed by the principal and board of trustees as required. *See International Student Fees – SchoolDocs.*
6. We pay a government levy per student as required.
7. Our refund policy outlines the circumstances in which a refund will be given, and how this process works. *See Fee Protection and Refund Policy – SchoolDocs.*

### *Living situation for international students*

8. All students must be in accommodation that complies with the Education (Pastoral Care of International Students) Code of Practice 2016. *See Accommodation – SchoolDocs.*

### *School support for international students*

9. An orientation programme is in place for students and their parents. *See Orientation – SchoolDocs.*
10. International students have access to the same facilities and learning opportunities as domestic students.
11. International students must follow the same policies and rules as domestic students e.g. attendance, behaviour etc.
12. Staff provide English support for students to develop their English communication skills as required, and to ensure international students are able to be successful in all curriculum areas. *See English Language Learners – SchoolDocs.*
13. Cross cultural training will be provided to staff. *See Staff Training – SchoolDocs.*
14. Cultural and language support is available as needed. *See Student Support, Advice, and Services – SchoolDocs.*
15. We deal with grievances according to our school grievance procedures and those established by NZQA. Financial or contractual disputes are managed through the International Student Contract Dispute Resolution Scheme. *See Dealing with Grievances and Compliance with the International Student Contract Dispute Resolution Scheme – SchoolDocs.*

### *Staffing*

16. We define staff roles and responsibilities for our international programme to ensure compliance with the Code of Practice, and ensure that the following needs are met:
  - overall management of the programme
  - administration and financial allocations
  - marketing
  - pastoral care
  - orientation
  - English support
  - accommodation
  - professional development
  - reviews and reporting.

### *New Zealand Curriculum*

17. Our international programme is designed to increase and enhance our New Zealand students' awareness and understanding of other cultures and countries, which is a key aspect of the New Zealand Curriculum.

This policy statement, along with our SchoolDocs international policies and procedures, is reviewed annually as part of the Code of Practice self-review.

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International student coordinator:

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Signed:

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Principal:

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Signed:

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Review date:

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