

6.04 International Students (Foreign Fee-Paying Students)

Rationale

Liston College will maintain high professional standards in the delivery of education and pastoral care and safeguard the educational interests and welfare of all Foreign Fee-Paying International Students.

Purpose

1. To ensure that the guidelines are consistent with current legislation.
2. To ensure compliance with **The Education (Pastoral Care of International Students) Code of Practice 2016 (including Amendments 2019 - referred to as "The Code of Practice")** and the relevant sections of the **Education and Training Act 2020**
3. To actively encourage the integration of Foreign Fee-Paying International Student into the life of the College.
4. To provide for the welfare, support and education of international students.
5. To benefit the school by enhancing the learning environment of the school by exposing domestic students to a variety of cultures and to widen the understanding of other cultures
6. To optimise resources for Non English Speaking Background and ESL students
7. To contribute towards staffing for all programmes, in order to offer the widest possible curriculum.
8. To create discretionary income, and to utilise this for the best interests of the College as a whole.
9. To define the conditions under which refunds are payable to Foreign Fee Paying International Students who do not complete the course for which they have paid.
10. To provide guidelines for the hosting of visiting groups ("Group Student Guidelines") from time to time.

Guidelines

1. Students will be required to respect the Catholic Character of the College and will be expected at times to participate in ceremonies and classes related to that Character.
2. The Board of Trustees will be a Signatory of the Ministry of Education's "Education (Pastoral Care of International Students) Code of Practice" and recognises the International Educational Appeals Authority.
3. A Director of International Students / Head of ESL (Dean of International Students) will be appointed to manage the Pastoral Care of International Students and the day to day running of the ELS (English Language Support) Department (Responsibilities as per Job Description).
4. The Board of Trustees will annually, in consultation with the Principal and the Director of International Students.
 - Review the fees / refund guidelines (see Appendix 1)
 - set a scale of fees (that ensures no cross subsidisation as per guideline 6)
 - review the maximum roll for Foreign Fee Paying International Students.
 - Review the business plan / marketing strategy

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5. The operation and management of this policy will be reviewed annually by a group comprising: the Principal, Director of International Students / Head of ESL (Dean of International Students), The Business Development Manager, ESL Teachers and the Director of Pastoral Care.
6. In accordance with the **Education and Training Act 2020, Subpart 6**
 - no Foreign Fee Paying International Student shall occupy a place in preference to eligible domestic students.
 - fees shall be set at such a rate that there is no cross subsidisation of the International Student's education by New Zealand taxpayers.
7. It is the schools responsibility to ensure that all Foreign Fee Paying International Students have current and appropriate medical and travel insurance, personal insurance (Personal insurance is optional but advisable) and comply with all requirements of the New Zealand Immigration Service. The Director of International Students / Head of ESL (Dean of International Students) is to ensure that all insurances are current and appropriate.
8. All Foreign Fee Paying International Students must have a current Student Visa / Permit as per the requirements of the New Zealand Immigration Service.
9. The Board of Trustees undertakes to ensure that there are sufficient funds, at all times (for Fees Protection), to reimburse unused portions of Foreign Fee Paying International Student's fees (**according to Education and Training Act 2020, Subpart 6 section 452(1)(e)**)
10. The Principal, on behalf of the Board of Trustees, will ensure that there is adequate staffing, programme resourcing and marketing budgets, appropriate facilities, compliance with legislation and timely reporting of the ESL Department.
11. Every Foreign Fee Paying International Student is required to sign a Tuition Agreement.
12. Every Foreign Fee Paying International Student must live in a school approved home-stay or with a school approved adult family member, or close family friend. Relevant Agreements and data collection forms will be used for this purpose.
13. The Director of International Students / Head of ESL (Dean of International Students) will ensure that the requirements of the Code of Practice for the Pastoral Care of International Students with respect to student accommodation are complied.
14. The College treats Foreign Fee Paying International Students as it does domestic students and as such the College's policies will apply.
15. The College will provide courses of instruction that lead to NZQA qualifications and entrance to University.
16. Students will have access to the Director of International Students / Head of ESL (Dean of International Students) or a member of the ESL Department:
 - to provide assistance, and / or pastoral care
 - to make a complaint
 - in the event of an emergency
17. All Foreign Fee Paying International Students will be informed of the complaints procedures.
18. Foreign Fee Paying International Students will be encouraged to take advantage of the extensive range of College cultural, sporting and educational opportunities
19. The Director of International Students / Head of ESL (Dean of International Students) will:
 - Prepare monthly reports for the BOT
 - Prepare an annual budget (in September/ October) in consultation with the Accountant / Business Manager

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- will review annually (in November) the ESL Department and all associated documentation / information provided for Foreign Fee Paying International Students, Parents, Recruitment Agents and Homestays etc.
 - **complete all mandatory Ministry / NZQA Documentation, including annual reviews**
20. Official documentation shall include but not limited to:
- Agents contract
 - Tuition Agreement (between parents and school)
 - Indemnity Document - for students living with a designated caregiver
 - Homestay Contract – for students living with a school organised homestay
 - Short term International Student Group Agreement
 - Offer of Services Contract (outside tutors)
 - Use of College Facilities (hireage outside normal school hours)
21. The College may from time to time host additional short-term international fee paying students. The guidelines for the organising and hosting of such students / groups are contained in Appendix 2 ‘Group Student Guidelines.’
22. An agreement must be signed between the Principal or his nominee and the agent / group organiser where a group of short term International students are studying at Liston College.
23. Where the organiser of such a group wishes to use school facilities, outside of normal school hours, a written agreement of the costs, responsibilities and rights of each party must be signed.

Conclusion

Open and transparent guidelines ensures equitable and quality outcomes for Foreign Fee Paying International Students.

Refer to Procedures : 6.04 International Students

Adopted by Board of Trustees

Review Date: _____ Chairperson: _____

Reviewed:

30/8/05

2007 –

26/8/08 – revised to incorporate old Group Student’s Policy

23/2/11

Next Review: 2017 – Annually

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