

## 4.03

### Foreign Fee Paying Students

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#### Outcome Statement

The school will provide a New Zealand educational experience for a limited number of international students each year and in doing so will promote further opportunities at our school for people from diverse cultures to work alongside each other and enhance their understanding of each other's culture.

#### Guidelines

An international students director is appointed and they will have overall responsibility for:

- Enrolment of international students (includes selection, offer of place, collection of fees).
- Orientation of international students.
- Pastoral care/course of study of international students (in consultation with the appropriate deans and form teacher).
- Keeping accurate records on all international students.
- Liaison with recruitment agents and parents.
- Handling complaints from international students. Preparing an annual report to the board of trustees.
- Ensuring all students hold a valid student visa and comply with immigration requirements.
- Ensuring all students hold a valid and approved health and travel insurance on enrolment.
- Conduct a self-review and attestation which will be signed by the principal and chairperson of the board of trustees.

A homestay coordinator is appointed and they will have responsibility for ensuring that the school complies with the relevant sections of the Education (Pastoral Care of International Students) Code of Practice 2016.

The board of trustees will annually set the fees payable by international students. Fees and refund policy statements are to be included in the prospectus issued to international students.

The board of trustees will annually determine the budget for the international students programme as part of the overall school budget. This will include promotions/recruitment initiatives.

The principal will lead an annual review of procedures/practices associated with our international students programme to ensure that the school is fully compliant with all legal requirements for such programmes. This process will also monitor and review our performance against the education code to ensure ongoing code compliance.

## **Selection procedures for international students**

The board of trustees will annually set a desired maximum number of students for its international students programme.

The following will also be considered when decisions are made by the international students director as to whether or not an application is successful:

- Country of origin the school will attempt to provide places for students from a diverse range of countries.
- Age preference will be given to students in the 14-17 age bracket.
- English ability as a general rule, applicants should have a minimum level of English competency equivalent to IELTS 4-4.5.
- Academic ability preference will be given to students who are likely to make a positive contribution to our school.
- Interests

## **Review**

This policy will be reviewed in accordance with the Board's regular policy review process.

## **Ratified by Ruapehu College Board of Trustees**

Chairperson: Elijah Pue



Signed: \_\_\_\_\_ Date: 25.02.21

Date for policy review: February, 2024