



# Christchurch SOUTH Intermediate

## INTERNATIONAL STUDENTS

**The following documentation and procedures form Christchurch South Intermediate School's Policy on International Student Education.**

- **Conditions of acceptance**
- **Conditions of Enrolment**
- **Fee Information**
- **Fee Protection and Refund**
- **Education Programmes**
- **Student Welfare and Support**
- **Complaints and Grievance**
- **Application for Enrolment**
- **Consent to Disclosure of Information**
- **Indemnity Documentation**
- **Summary of Code of Practice**
- **Enrolment Form**

As signatories to the Code of Practice for the Pastoral Care of International Students, these policies and procedures will be annually reviewed as part of the School's Effectiveness Review Programme.



# CONDITIONS OF ACCEPTANCE

By providing opportunities for International students to study at our school we encourage the sharing of our values and vision for students across international cultures that will enhance our school and community.

## GUIDELINES

The number of places available to International students for any year will not exceed two per home room.

All applications will be subject to the School's Application Procedures and Conditions of Acceptance.

International fee-paying students will be enrolled under the conditions of the Code of Practice for the Pastoral Care of International Students (including meeting Immigration requirements). Copies are available from school or from the New Zealand Ministry of Education website: [www.minedu.govt.nz](http://www.minedu.govt.nz)

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website: [www.immigration.govt.nz](http://www.immigration.govt.nz).

All enrolments will be at the discretion of the Principal and subject to:

- Assessment for ESOL/classroom support programmes.
- Class placement and level.
- Provisional enrolment for up to one month to ascertain the School's suitability for the student.
- Mandatory Health & Travel Insurance.

International Fee-paying students will comply with School Policies, Code of Conduct, School Rules, School Disciplinary Procedures and New Zealand Law.

## HOMESTAY

Indemnity authorisation in a homestay situation by the natural parent(s) or legal guardian(s) is mandatory prior to enrolment.

All homestays will be evaluated by a school representative and be subject to Police vetting procedures.



# CONDITIONS OF ENROLMENT

- If a place is available at your child's age and class level you may be offered a place.
- To enrol at Christchurch South Intermediate School International Fee Paying Students must live in one of the following categories:
  - (a) Live with their parent(s)
  - (b) Live with a designated caregiver (Indemnity Documentation must be signed)

Our school does not organise homestay accommodation for International students.

- If a student is to live with a designated caregiver a representative of the school will visit the home prior to enrolment to:-
  - Meet and establish communication with the caregiver,
  - Determine that living arrangements are of an acceptable standard as required by the Code,
  - Ensure the required Police Vetting forms for any persons aged 18 or over living in the same residence has been carried out.
  - If the accommodation and/or Police Vetting is unsuitable the school has the right to refuse enrolment. If acceptable the enrolment process will continue.
- The Director of International students will visit a designated Caregiver's home at least twice a year to monitor accommodation. The Director will also meet with each student at least quarterly to ensure that the accommodation is suitable.
- Although New Zealand Health Services are free to children this does not include students studying under a student visa/permit. Therefore it is mandatory for International Fee Paying Students studying at Christchurch South Intermediate School to have Medical and Travel Insurance. Evidence of this is required prior to enrolment.
- Course placement (ie Year 7 or Year 8) is provisional and subject to final assessment. The school reserves the right to change the level of programmes.



# FEE INFORMATION

All New Zealand children enrolled at a State school are entitled to a free education. State schools are funded by the Government and teachers are paid by a Central Government pay service. International students do not qualify for free education and are required to pay a fee.

- The level of fees payable (subject to GST) will be determined annually by the Board of Trustees. Fees will be paid in advance of enrolment. Other charges and fee components are outlined below.
- The fee for International Students is set by the Board of Trustees and includes:
  - The cost of employing extra staff
  - E.S.O.L.
  - Portion of the school's operational costs
  - Administration
  - Ministry of Education fee
  - Signatory to the code costs
  - Liaison and other related costs
  - Government Goods & Services tax
- The fee for 2012 for one year is \$11,000 including GST.  
Term fees are \$2,750 including GST  
There is also an administration fee of \$500 the first time a student is enrolled.
- Included in this fee are:
  - Stationery
  - Technology fees
  - Extra-curricular activities
  - Outdoor Education
- Other costs
  - School uniform (approximately \$150)
  - International Student Health and Travel Insurance
- Other charges an International Fee-Paying Student may incur include:
  - The cost of dental/medical treatment
  - Specialist Support Services eg. Speech Therapist, Psychological Services.

In the unlikely event of the school not being able to deliver its normal teaching programmes, the Board of Trustees guarantees it will refund all unspent fees paid by International Students.



# **FEE PROTECTION, REFUNDS & COMPLAINTS**

## **FEE PROTECTION and REFUNDS**

- If the decision to attend Christchurch South Intermediate is changed prior to entering New Zealand, the fees will be refunded less an administration fee of NZ\$50.
- Refunds or partial refunds of fees paid will be made at the discretion of the Principal. Except in exceptional circumstances fee refunds will not be made for a term that has already commenced.
- An application for the refund of fees should be made in writing to the Board of Trustees. This should be addressed through the Principal. The reasons for the refund request are required.
- Refunds will not be made for excluded students.
- Where a student's immigration status changes during the course of the year the school will pay back pro-rata the proportion of unspent fees calculated from the end of the current term.
- Protection is guaranteed for all unspent monies. The Board of Trustees undertakes to hold sufficient reserves in the event of a fee refund.

## **COMPLAINTS**

- All complaints will be dealt with under the School's Complaints Policy.
- Any disputes with the Board of Trustees will be dealt with under NZ Law in New Zealand.
- International students have access to adequate and fair procedures within the school for dealing with grievances. In the first instance students should discuss problems with the school's Director of International Students, Wendy Lynch.
- Complaints procedures for International Students will be displayed in the office of the Director of International Students.

International students who consider the services provided by the school do not satisfy the requirements of the Code may seek redress through the International Education Appeal Authority



# EDUCATIONAL PROGRAMMES

- All International students will study the NZ Curriculum for Year 7 and Year 8 in mixed ability classes.
- These programmes are listed in this prospectus and include home-room programmes, specialist studies, extension opportunities, sporting and cultural activities.
- In addition International students will receive an ESOL programme carried out by a specialist ESOL teacher.
- After an initial assessment each student will be provided with an appropriate programme of support to meet their needs of learning.
- This programme and support will be individually programmed by the ESOL teacher who will regularly report on progress to students and their caregiver/parents.

(Please refer to 'Meeting Student Needs', 'Sport & Cultural Activities' and 'Other Programmes' sections for more details on learning programmes and activities.)



## STUDENT WELFARE & SUPPORT

- Prospective International Students and families will be provided with an orientation tour of the school and an introductory programme upon enrolment.
- If your child has difficulties adjusting to school there are procedures available to get help. The following staff are available for assistance:-
  - Home room teacher
  - Director of International Students
  - Team Leader
  - Deputy Principal
  - Principal
- In addition to the above staff the school has a Guidance Team who work closely with support agencies for students experiencing difficulties.
- If you as parents, or the designated caregivers for your child, have concerns about any aspect of your child's schooling, please follow the procedures outlined in the Complaints & Grievances section in this prospectus.
- If you have concerns about a breach of the Code, advocacy procedures are outlined in the Summary of the Code of Practice for the Pastoral Care of International Students.
- If a student does not attend school without the school being notified of a reason for the absence, the school's internal network system will follow up the absence.
- If a student continues to fail to attend, the Principal will follow Ministry of Education procedures where appropriate, or engage the South Area Truancy Officer.
- If South Intermediate is concerned that your child has been, or is likely to be, ill treated, harmed, abused or neglected, the school is obliged to notify the Children's, Young Persons and Families service (CYFS) or the New Zealand Police and follow the 'Breaking the Cycle', CYFS reporting protocol.
- All students are bound by the Code of Conduct and expectations as set out in the school Prospectus.

The Education Rules 1999 (stand-down, suspension, exclusion and expulsion) apply to all students including International Students enrolled at South Intermediate and these rules must be complied with.



# APPLICATION FOR ENROLMENT

All enrolments are provisional upon the following:

- A place available according to policy and class numbers
- Immigration status
- Medical & Travel Insurance
- Accommodation standards including Police Vetting
- Indemnity Documentation completed
- Enrolment Forms completed
- Fees paid in advance
- Four weeks of attendance in which time the school is satisfied through its initial assessment and evaluation that the student does not possess any previously undisclosed learning, behavioral or developmental needs that the school is not resourced for.

## APPLICATION PROCEDURES

The school will provide the following to prospective International Students before enrolment is considered by both parties:

- School Description
- Course information including resourcing ESOL needs.
- Conditions of Acceptance.
- Fee information.
- Refund information.
- Prospectus.
- Tour of the school.
- Summary of the Code of Practice for the Pastoral Care of International Students.

The status of the student is determined by sighting his/her passport.

Application for Enrolment Forms including Consent to Disclosure of Information & Indemnity Document completed.

An Offer of Place for the Immigration Service is completed and given to the parent/guardian after:

- Fee is collected (and held in trust)
- Receipt issued
- Documentation photocopied for school records.

The student is officially enrolled when:

- Parent/guardian returns with student visa
- Police vet and accommodation satisfactory
- Official school enrolment form is then completed
- Uniform is purchased