

Henderson Intermediate School

International Students Policy

ANNUAL REVIEW OF INFORMATION FOR INTERNATIONAL STUDENTS & CODE OF PRACTICE

RATIONALE

A review is carried out annually by the Board of Trustees through the Principal, to ensure that the School meets the Ministry of Education, Code of Practice for International Students. The Principal will report to the Board in the December meeting.

GUIDELINES

Reviewing information is delegated and carried out as follows:

- Prospectus and promotional material: **Principal's PA**
- Orientation programme and support services: **Principal's PA**
- Grievances procedures: **Principal**
- Withdrawal and termination processes: **Board of Trustees**
- Fee protection and refund policies: **Board of Trustees**
- Compliance with the Code: **Board of Trustees**
- Programme quality and feedback: **Principal**

The information given to International Students will be reviewed annually before the December meeting of the Board of Trustees to ensure it is accurate and relevant.

The Review will be done by way of the Principal's Report to the Board of Trustees

Approving changes highlighted in the Review will be done by the Board. These changes will be implemented by the Principal.

The Ministry of Education 6 monthly Review will be completed by the Principal's PA.

FEES, REFUNDS & PROTECTION

Fees are protected in the event of a refund becoming necessary. The School holds sufficient funds for the purposes of possible claims being made in respect of this policy. These funds are not spent in advance.

GUIDELINES

- Fees will be set annually by the Board of Trustees.
For short term, less than a term, a charge of \$350.00 per week
For a year \$11,500.00 per annum
- Fees are to be paid in advance on an annual or Term by Term basis.

Fees Refund Conditions for International Students

- See Appendix A as attachment to this policy

Fees Protection

- All International Students will be required to have insurance which protects the payment of fees.
- In the event of a refund becoming necessary, the school will hold sufficient funds in a designated a budget and these funds are not spent in advance.

ACCOMMODATION FOR INTERNATIONAL STUDENTS

The School arranges homestay accommodation for short term and long term students where appropriate, and ensures that they provide support for students living in homestay accommodation.

GUIDELINES

1. Homestay Accommodation

If the parent selects a caregiver then the parents will need to sign the indemnity agreement as well as if a student is staying in a homestay situation with either a caregiver or relative. The School is responsible for all Homestays.

A Police Vet will be obtained by the school for all homestay caregivers who are not members of the International Students family.

The Principal's PA and Homestay Manager/s will meet with homestay students to ensure that their accommodation is suitable as per Ministry requirements.

2. Process for the selection and monitoring of student accommodation

- If the student is not living with a parent, the school will check homestay or designated caregiver accommodation for suitability on enrolment
- Homestays and designated caregiver accommodation will be visited as per required by our International Student Management staff. Students will also meet and discuss their homestay, with the Principal's PA once a term.
- A record will be kept of each visit.

Reviewed on 6 December 2021