

## **POLICY 16 INTERNATIONAL (FEE PAYING) STUDENTS**

*The daily life of the College will be permeated with the values of Jesus Christ and the teachings of the Catholic Church. Special links will be maintained with the Sisters of Our Lady of the Missions as the College Founders and their special charism reinforced in the College.*

### **1.0 Purpose and Scope**

Sacred Heart Girls' College welcomes students from other countries and recognises that students from overseas culturally enrich the life of the college. International students are encouraged to participate fully in the life of the college and are treated under the same policies and procedures that apply to all students.

This policy shall be read in conjunction with the Schools International Education Business Association of New Zealand Incorporated and Ministry of Education Code of Practice for the Pastoral Care of International Students at [www.education.govt.nz/ministry-of-education/legislation/regulations-to-support-international-students/](http://www.education.govt.nz/ministry-of-education/legislation/regulations-to-support-international-students/).

### **2.0 Guidelines**

2.1 The Principal (or delegate) has the delegated authority and responsibility for the care, safety and wellbeing of the international students while they are at the college.

2.2 The Principal shall:

- 1) appoint a teacher with ESOL qualifications or equivalent to provide appropriate English language teaching;
- 2) ensure that the number of international fee-paying students will not exceed 5% of the maximum roll;
- 3) regularly receive and act on (if necessary) reporting on international students, and student achievement;
- 4) provide the Boards finance sub-committee with a monthly and annual financial/programme report;
- 5) be responsible for any within school hours disciplinary matters which involve international student(s) in accordance with the grievance and disciplinary practice procedures afforded a New Zealand non-international student at Sacred Heart Girls' College;
- 6) ensure access to the Director of International Students, International Manager or work with Deans or Counsellors, to assist in safe-guarding the educational interests and welfare of international students
- 7) ensure preference will be given to students who have:
  - a. enrolled at a Catholic college in their home country; and/or;
  - b. studied English for at least three years;
  - c. ensure there are procedures in place which;

- d. maintain professional standards in the delivery of education for international students;
- e. safeguard the educational interests and welfare of international students;
- f. comply with the approved “Code of Practice for the Pastoral Care of International Students;”
- g. comply with the approved “Schools International Education Business Association of New Zealand Incorporated.”

### 2.3 The Board of Trustees is responsible for:

- 1) formally delegating the responsibility for the care and safety of the international students while students are attending the school/student programme, to the Principal;
- 2) the annual review of the international student fee framework;
- 3) reviewing the annual financial and programme report and make the necessary informed decisions, as required;
- 4) completing a strategic review of the international students programme on a triennial basis, or sooner if required;
- 5) reviewing on an annual basis the operational plan for the marketing, support and resourcing of international students;
- 6) agreeing that fee paying international students are primary beneficiaries of revenue generated by their enrolment and that any surplus from fees will be reviewed in order to improve facilities and resources for the whole student body.

### 3.0 Review

This policy will be reviewed by the Board of Trustees

Review schedule: February Triennially

Review due next: February 2024

### 4.0 References

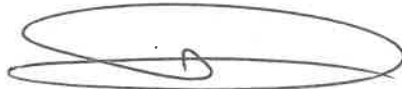
- Code of Practice for the Pastoral Care of International Students 2016
- Department of Labour (Immigration) Policy, July 2005
- Procedures for International Students Fees; Refunds and Fee Protection
- Board Delegations of Authority
- NZ Immigration requirements
- Schools International Education Business Association of New Zealand Incorporated
- Application for enrolment which includes responsible use agreement, code of behaviour fees, contract for acceptance and terms of condition
- Education Act 1989 [www.education.govt.nz/ministry-of-education/legislation/regulations-to-support-international-students/](http://www.education.govt.nz/ministry-of-education/legislation/regulations-to-support-international-students/)

This policy shall be read in conjunction with the Board of Trustees Fee Protection, Accommodation, Managing Agents and Refunds Policies.

- 4) Resolving Difficulties  
Where difficulties arise in residential care, the school will liaise with residential caregivers, contracted agents, students and parents as appropriate to resolve such difficulties.
- 5) Safety Checking  
Safety checks, including Police vetting as appropriate, will be carried out for residential caregivers. Other adults aged 18 years and over living in the accommodation will undergo an appropriate safety check.
- 6) The Designated Caregivers
  - The school will have written Designated Caregiver Agreements with all designated caregivers;
  - The monitoring of students living in designated care will be managed in accordance with this policy and the Designated Caregiver Agreement.
- 7) Homestay
  - The school will have written Residential Caregiver Agreements with all homestays;
  - The school will have written Homestay Accommodation Agreements with all students and their families;
  - The monitoring of students living in homestays will be managed in accordance with this policy and the Homestay Accommodation Agreement;
  - Homestay fees paid to the school will be held by the school on behalf of students and paid to host families in regular payments. Remaining homestay fees at the end of enrolment will be refunded according to the schools' refund policy.
- 8) Licensed Hostel
  - The school will have written Residential Caregiver Agreements with licensed hostels;
  - The school will have written Hostel Accommodation Agreements with all students (or their legal guardian) living in a licensed hostel ;
  - The monitoring of students living in a licensed hostel will be managed in accordance with this policy and the Hostel Accommodation Agreement.
- 9) Temporary Accommodation
  - The school will assess the suitability of the accommodation considering the age and gender of the students;
  - The school will ensure adequate supervision is in place for all students;
  - The school will ensure all pastoral needs of the students are met including meals and laundry;
  - The school will ensure that supervisors in temporary accommodation undergo an appropriate safety check;
  - The school will monitor and manage risks to students.

**Me aro koe ki te hā o Hineahuone**  
*'Take heed the power and dignity of women'*

Approved by the Board of Trustees at the meeting held on 24/05 2021



CHAIRPERSON