



INTERNATIONAL STUDENTS POLICY

RATIONALE

Three Kings School will enroll visiting international students from other countries where there is available space in classrooms and in compliance with the International Students' Code of Compliance. Three Kings School is a signatory to the Code for International Students.

PURPOSES

As foreign fee-paying students do not generate any state funding or staffing entitlement, schools are required to charge foreign students a fee, which is sufficient to cover all costs, including tuition. The fees are determined solely by the school and include the government levy.

GUIDELINES

A school which enrolls or continues to enroll a student after being notified by the NZ Immigration Service that the student is not entitled to be enrolled, commits an offence and may be liable for a fine.

Dependants of foreign fee-paying students who wish to study in New Zealand are also foreign fee paying students.

In determining whether a student is a foreign fee paying student it is necessary to check documentation to see how the student has entered New Zealand.

A foreign fee paying student needs to be issued with a student permit that names the school or tertiary institution where the student is going to study. This permit is not transferable without official approval from the New Zealand Immigration Service.

Students must pay at least one term's fees to the school in advance of tuition. Tuition fees for the next year will normally be advised no later than 1 October and remain in force for that year.

Individual or small group teaching will not be a right for an overseas student but it may be given if a part time teacher is available.

Accommodation and welfare of foreign fee paying students will remain the responsibility of parents/guardians. International students who are not part of a short stay (group) venture must live in NZ with their parents or legal guardian.

Enrolment is accepted on the condition that a student visa is produced prior to beginning tuition at Three Kings School.

No refund will be given except in special circumstances. All refunds must be approved by the Board of Trustees. A request for the refund of fees must be made in writing to the Board of Trustees explaining reasons for seeking a refund. Fees refunded will be less the administration charge to cover costs incurred by the school and the government levy and less a reasonable amount determined by the school for tuition, care and services rendered. No refund will be made to a student who is expelled from the school by the Board of Trustees. The Board will ensure that sufficient funds are in reserve for refund situations.

Senior management and classroom teachers will carry out duties of reasonable care for fee paying students. This is to be supervised by the teacher with responsibility for pastoral care of international students. Student safety and careful induction into Three Kings School will follow the duty of care shown to all Three Kings students. Student achievement will be reported to the student (s) parents.

CONCLUSION

Each application will be considered on its own merit taking into account the availability of placement and compliance with the ministry Code of Compliance requirements.