



# The Cathedral Grammar School

## POLICY FOR THE ENROLMENT AND ATTENDANCE OF INTERNATIONAL STUDENTS AT THE CATHEDRAL GRAMMAR SCHOOL

### 1.0 General

1.1 This policy has been written to protect the interests of the International Students attending The Cathedral Grammar School. The Cathedral Grammar School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education.

1.2 This policy should be read in conjunction with the New Zealand Code of Practice for the Pastoral Care of International Students (see Appendix i). Additional copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.education.govt.nz/quick-links/international-students/>

1.3 The Education Act 1989 requires that the School must be a signatory to the Code of Practice to enrol International Students.

1.4 This policy shall, for International Students, be included in the School Prospectus.

### 2.0 International Students

2.1 Pupils who enroll at the School and who require a study permit from the New Zealand Immigration Service to be in New Zealand are classified as International Students.

2.2 Should a pupil enrolled at this School be the dependent child of the holder of an unexpired work permit then their status may not be that of an "International Student". Staff at the School office will assist pupils to ensure that their status as an "International Student" is correct.

2.3 The School may only enroll International Students for a course lasting longer than three months if the student is the holder of a current student visa or permit which is endorsed with the School name.

2.4 To enroll or remain enrolled at the School the student must at all times live with their parent or parents. At least one parent must remain in the New Zealand at all times whilst the pupil is in New Zealand (see also section 7.4 Immigration).

### 3.0 The School

3.1 The Cathedral Grammar School is a private educational establishment providing pre-school (early childhood) education for children aged 3 years - 4 years and primary school education for children from Year 1 to Year 8 inclusive.

3.2 The School has an established curriculum, with emphasis being placed on English and Mathematics. The school curriculum meets all statutory requirements placed on the School for pupils in Years 1 – 8 inclusive.

3.3 Entry to the School is by application from the prospective pupil's parents and on receipt of a letter of offer from the Principal. Year level allocation and course placement is at the sole discretion of the Principal.

### 4.0 Information

4.1 The following information is contained in the School prospectus and, for International Students should be read in conjunction with the relevant sections of this policy:

- the cost of tuition and other course related costs,
- application requirements and procedures,
- conditions of acceptance,
- refund conditions, and
- information on facilities and staffing.

## 5.0 Accommodation

5.1 The School does not offer any accommodation for pupils or their families. Accommodation is the responsibility of the parents of the pupil to arrange.

5.2 To enrol at The Cathedral Grammar School International Students must live with their parent or parents. Enrolment is conditional upon the parent living and continuing to live with the student in Christchurch. Should a student be found not living with a parent:

5.2.1 the child shall immediately be withdrawn from the School, with Section 13 of this Policy to be applied as if the parents had withdrawn the student from the school at their request and without notice; and

5.2.2 the School is required to notify the Immigration Service and the student permit may be revoked.

5.3 If any of the details provided at the time of enrolment change, it is the responsibility of the parent to notify the School of the change. The decision to offer a child a place at the School will be subject to review every time a detail given at the time of enrolment is found to have been changed.

5.4 To confirm that parents will be able to reside full time in New Zealand while the child is a pupil at the School, a photocopy of the relevant pages of the passports of parents' will be taken by the School office staff on enrolment of the pupil (see also section 7.0 Immigration).

## 6.0 Health and Travel Insurance

6.1 Most International Students are not entitled to publicly funded health services while in New Zealand unless they are:

- A resident or citizen of Australia; or
- A national of the United Kingdom in New Zealand; or
- The holder of a temporary permit that is valid for two years or more.

6.2 If you do not belong to one of these special categories and you receive medical treatment during your visit, you will be liable for the full costs of that treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health, and can be viewed on their website at <http://www.moh.govt.nz>

6.2 The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://www.acc.govt.nz>

6.3 International Students must have appropriate and current medical and travel insurance while studying in New Zealand. Prior to enrolment or re-enrolment the School Administration Staff must view the medical and travel insurance documents, of the prospective international student and of their parent(s) or their designated caregiver(s). Photocopies will be taken of each of these documents.

## 7.0 Immigration

7.1 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 (NZIS), and can be viewed on their website at <http://www.immigration.govt.nz>."

7.2 Prior to enrolment the School Administration Staff must view the passports and associated visas and permits, of the prospective international student and of their parent(s) or their designated caregiver(s). Photocopies will be taken of each of these documents.

7.3 The School shall notify the NZIS through their website where:

- a. Course attendance by the student had been terminated as a result of completion of the course, withdrawal of the student at their own request, or removal from the student from the course at the School's direction.
- b. The student has an unexplained absence from the course for a period of five days or more and where the School has not been able to contact the student or their parent.

7.4 At all times at least one parent must remain in New Zealand with the pupil. Prior to enrolment the parent must sign a privacy waiver that enables the School to confirm the international travel movements of the parent on whose passport the pupil's visa is issued. (A sample waiver is attached as Appendix iii).

## 8.0 English Language

8.1 A basic understanding of English is required prior to enrolment at The Cathedral Grammar School. The School **does not** cater for pupils who do not speak English, nor does it offer any extra English tuition as part of the curriculum or of the normal tuition fee. The School **does** provide tuition rooms and qualified tutors to give extra instruction in English to assist pupils to reach a standard of English competence that shall enable the pupil to fully participate in the normal classroom environment in the School.

8.2 The requirement for a pupil to take extra English tuition using the School's tutor shall be at the sole discretion of the Principal, upon the grounds that the child cannot otherwise participate in age appropriate classroom learning experiences. The cost of providing the tutor shall be charged to parents and is payable in advance (see sample invoice attached for typical costs). Refusal to take extra tuition shall result in the pupil being removed from the School.

## 9.0 Employees / Agents

9.1 The Cathedral Grammar School does not employ staff who works overseas, nor does it engage the services of Contracted Agents, be they Recruitment or Accommodation Agents.

9.2 Contact with the School for enrolment purposes shall be the sole responsibility of the parent.

9.3 The School does not provide assistance with or arrange the finding of accommodation or the obtaining of visas. Such tasks shall be the sole responsibility of the parent.

## 10.0 Enrolment Contracts

10.1 The of the International Student shall be required to sign the standard enrolment contract contained in the prospectus, in addition to signing a copy of this policy to indicate that they have read, fully understand and accept it.

10.2 The Principal may, at his sole discretion, terminate the enrolment contract:

- If any of the terms of the enrolment contract or the provisions of this International Students Policy are not fulfilled or maintained (including the requirement to live with a parent).
- In the case of the student's gross misconduct or continual disobedience.
- If a student is found not to be attending their classes (see Section 7.3 b).

## 11.0 Grievance Procedures

11.1 The International Student has the same rights regarding any grievance with the School as Non-International Students. These grievance procedures are outlined in the various School (Pre School, Junior School, Boy's Preparatory and Girl's Preparatory) handbooks.

11.2 **Complaint procedures for International Students are available from the School office.**

International Students have the same rights when they have a concern or a complaint as non-international students. The Parental Concern policy and the Formal Complaint policy is available on the school website: <http://www.cathedralgrammar.school/school-family/parent-info>. Additionally, copies of the school brochure entitled "If you have a concern....", which gives further information on what to do if you have a concern or complaint, is available from the school office.

11.3 All parents have access to the School Principal and, thereafter, Chairman of the Board of Trustees, at any time. Should the grievance not be resolved at this level, the complaint may be forwarded to the International Education Appeal Authority (IEAA), in accordance with the procedures laid down in the Code of Practice.

11.4 All disputes shall be dealt with under New Zealand law.

## 12.0 Costs

12.1 The costs of tuition are set by the Board of Trustees and are promulgated in the School Prospectus. In addition, additional charges may be made on a cost recovery basis for visits, camps, stationery and other activities. The Principal approves these additional charges.

12.2 **Fees Payment in Advance.** International students are required to pay all fees in advance covering the period from the time of enrolment until the end of the academic year. Payment of fees for subsequent years shall also be paid in advance, in full, prior to the child starting school for that year.

12.3 **Additional Levy.** International students are required to pay an International Students levy of \$7500 (GST inclusive) per annum in addition to the tuition costs as promulgated in the School Prospectus. This levy covers:

- The loss of the Government funded Per Student Subsidy otherwise payable to the School.
- Government costs and charges imposed on the School through enrolling International Students.
- Other School costs.

12.4 **English Tuition Costs.** See Section 8.

## 13.0 Fees Refund Policy

13.1 Where a child leaves the School at the request of their parent, tuition fees paid in advance shall be refunded, calculated from the date that advice of withdrawal, plus the required term of notice as required in the School prospectus, after reasonable costs already incurred (for example staffing, resource and administration costs) are deducted.

13.2 Where the child is required to leave at the direction of the School (see Section 10.2) there shall be no refund of fees.

13.3 There is no refund for the International Student Levy.

13.4 No refund is available on the basis of a change in Immigration Status.

**14.0 Fees Protection Policy**

14.1 The School Board undertakes to hold in reserve sufficient funds to be able to refund fees pre-paid by International Students, under the terms of the Fees Refund Policy outlined above (see Section 13).

**15.0 International Student Welfare**

15.1 The designated Class Teacher has primary responsibility for the care and welfare of International Students during the School day.

15.2 Any other inquiries about pastoral care issues should be directed to the relevant Head of Department.

15.3 International Students are allocated to an ESOL Teacher who provides, in conjunction with the Class Teacher, an appropriate induction and orientation programme.

15.4 Where the class teacher and/or ESOL teacher have concerns relating to welfare, attendance and/or meeting of course requirements then they shall refer the issues to the appropriate Head of Department. The Head of Department is responsible for counselling/investigating the various issues further, and making contact with the designated caregiver and/or parent. In particular circumstances referral to an outside agency may be appropriate.

**16.0 Policy Review**

16.1 This Policy shall be subject to an annual review, to be completed prior to 31 October annually. The Education Committee of the School Board of Trustees shall undertake the review. The Board shall confirm each review, irrespective of whether changes have been made to the Policy.

16.2 The Board of Trustees must ratify changes made to the Policy outside the annual review process prior to new revised Policy taking effect.

16.3 Parents of International Students shall be advised of any changes to the Policy as soon as possible after the Board has ratified the revised Policy.

**Acknowledgment**

I certify that:

a. I am the parent of

\_\_\_\_\_ (child's name).

b. I have read and understand this Policy.

c. I agree to all the conditions contained in this Policy.

d. I understand that year level allocation, course placement and the requirement to undertake ESOL tuition is at the sole discretion of the Principal.

\_\_\_\_\_ (Signed)

\_\_\_\_\_ (Signed)

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Name)

\_\_\_\_\_ (date)

\_\_\_\_\_ (date)

**NB:** Persons who sign this Policy must be the same Persons who sign the Acceptance and Registration Form i.e. the child's parent(s).

**Appendices**

- i) Summary of Code of Practice for the Pastoral Care of International Students
- ii) The Cathedral Grammar School sample invoice
- iii) Privacy Waiver for Travel

## **The New Zealand Code of Practice for the Pastoral Care of International Students**

### **Summary of the Code of Practice for the Pastoral Care of International Students**

#### **Introduction**

When students from other countries come to study in New Zealand, it is important that those students are well informed, safe, and properly cared for.

New Zealand educational providers have an important responsibility for international students' welfare.

This pamphlet provides an overview of the "Code of Practice for the Pastoral Care of International Students" (the Code), and provides a procedure that students can follow if they have concerns about their treatment by a New Zealand educational provider or agent of a provider.

#### **What is the Code?**

The Code is a document which provides a framework for service delivery by educational providers and their agents to international students. The Code sets out the minimum standards of advice and care that are expected of educational providers with respect to international students. The Code applies to pastoral care and provision of information only, and not to academic standards.

#### **When does the Code apply?**

The Code commences on the 31st of March 2002. Educational providers then have six months to sign the Code. Between the 31st of March and the 30th of September 2002 you will need to check with the Ministry of Education to see if your provider is a Signatory to the Code.

#### **Who does the Code apply to?**

The Code applies to all education providers in New Zealand with students enrolled on international study permits. The Code is mandatory to these providers and must be signed by them.

#### **What is an "international student"?**

An "international student" is a foreign student studying in New Zealand on a student permit from the New Zealand Immigration Service.

#### **How can I get a copy of the Code?**

You can request a copy of the Code from your New Zealand educational provider.

The Code is also available online from [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international).

#### **How do I know if an educational provider has signed the Code?**

The New Zealand Ministry of Education will maintain a register of all signatories to the Code. This list will be available from [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international). If the educational provider that you are seeking to enrol with is not a signatory to the Code, you will not be granted a permit from the New Zealand Immigration Service and you will not be able to study at that institution.

#### **What do I do if something goes wrong?**

If you have concerns about your treatment by your educational provider or by an agent of the provider, the first thing you must do is contact the principal, the international student director, or another person who has been identified to you as someone that you can approach about complaints at your institution. The Code requires all institutions to have fair and equitable internal grievance procedures for students and you need to go through these internal processes before you can take the complaint any further.

If your concerns are not resolved by the internal grievance procedures, you can contact the International Education Appeal Authority (IEAA).

#### **A summary of the Code of Practice for the Pastoral Care of International Students**

The Code sets standards for educational providers to ensure that:

- high professional standards are maintained
- the recruitment of international students is undertaken in an ethical and responsible manner
- information supplied to international students is comprehensive, accurate and up-to-date
  
- students are provided with information prior to entering into any commitments
- contractual dealings with international students are conducted in an ethical and responsible manner
- the particular needs of international students are recognised
- international students under the age of 18 are in safe accommodation
- all providers have fair and equitable internal procedures for the resolution of international student grievances

Full details of what is covered can be found in the Code itself.

The Code also establishes the IEAA and the Review Panel to receive and adjudicate on student complaints.

#### **What will the IEAA do?**

The purpose of the IEAA is to adjudicate on complaints from international students. The IEAA will investigate complaints and determine if there has been a breach of the Code. The IEAA has the power to impose sanctions on educational providers who

have committed a breach of the Code that is not a serious breach. These sanctions include an order for restitution, publication of the breach, and / or requiring that remedial action be undertaken.

The IEAA will refer complaints that are not about pastoral care to another regulatory body if appropriate.

The educational provider will be given a reasonable time to remedy the breach. If the breach is not remedied within that time, the IEAA may refer the complaint to the Review Panel.

The IEAA can determine if it considers that a breach of the Code is a serious breach. If the breach is a serious breach, the IEAA will refer the complaint to the Review Panel.

#### **What can the Review Panel do?**

The Review Panel can remove or suspend an educational provider as a signatory to the Code, meaning that the provider would be prevented from taking any more international students. Only the IEAA can refer complaints to the Review Panel.

#### **What is the International Education Appeal Authority (IEAA)?**

The IEAA is an independent body established to deal with complaints from international students about pastoral care aspects of advice and services received from their educational provider or the provider's agents.

The IEAA enforces the standards in the Code of Practice.

#### **How can I contact the IEAA?**

You can write to the IEAA at:

The International Education Appeal Authority,  
C/- Ministry of Education,  
PO Box 1666,  
Wellington,  
New Zealand.

**G.S.T. Reg.No. 10-415-632**

[date]

[parent]  
[address]

**Re: School Fees [child's name] Year 4 – 20xx**

Tuition Fees @ \$3500.00 x 4 terms (GST Inclusive)	\$14,000.00
International Student Levy	7500.00
Miscellaneous: 4 x \$50.00 (e.g. stationery, badges, buses)	200.00
English Tuition (ESOL) 5 x 30 minutes per week @ \$40 per hr = \$100.00 per week	
Term 1 @ 9 weeks	900.00
Term 2, 3, 4 @ 10 weeks	<u>3000.00</u>
Sub Total	25600.00
Application Fee	<u>100.00</u>
	\$ 25700.00

Appendix iii)  
**Example of Privacy Waiver**

To: The Department of Labour - Workforce  
NZ Immigration Service  
Border & Investigations  
Level 4, 450 Queen Street  
AUCKLAND CITY  
(Ph: 09 914 4140)

Re: \_\_\_\_\_  
(Parents Name)

Please release all information relating to my travel movements to:

THE CATHEDRAL GRAMMAR SCHOOL, CHRISTCHURCH

This authority is given pursuant to the Official Information Act 1982 and Privacy Act 1993.

Yours faithfully,

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)