



Churton Park School

Next review: Term 1 2026

International Enrolment

This policy outlines how Churton Park School meets the requirements of Code Outcome 15, clauses 62–64.

As required by the Code of Practice, we provide international learners and their families with information to help them make an informed decision to enrol at our school, and we ensure the enrolment contract is fair and reasonable.

Pre-enrolment

Pre-enrolment information may be provided in a variety of ways. See **Marketing and Promotion**.

Before enrolling an international learner, we assess their suitability for our school and their proposed living situation. See **International Offers**.

As required by the Code, we ensure the following information, as a minimum, is provided to the parents of international learners before entering an enrolment contract:

- the most recent results of evaluations by education quality assurance agencies
- compliance notice disclosure (if applicable)
- the education provided and its outcome (such as a qualification, if applicable)
- **refund conditions**
- staffing, facilities, and resources (e.g. **International Safety and Wellbeing, International Learners at Risk or with Additional Needs**)
- available **services and support**
- **insurance** and **visa** requirements
- the Code of Practice and the **dispute resolution scheme**
- full costs of the **offer of place**
- the learner's rights and obligations in relation to their schooling.

Enrolment

At enrolment, we send an invoice and an **offer of place** and collect all necessary information and documentation from learners and their parents/caregivers to ensure that we can appropriately support the learner and meet Code requirements.

Enrolment tasks include:

- checking **insurance, passport, and visa** and taking copies of these for filing
- checking the enrolment contract is complete (and signed)
- receiving and receipting the full **fee** amount or deposit
- enrolling the learner and updating ENROL with the learner's information
- arranging class placement, **orientation**, and support, and informing the learner and their parents/caregivers about these.

Also see [International Learner Personal Information](#).

Enrolment contract

The Code of Practice requires a signed written **contract of enrolment** between the school and an international learner's parents or legal guardians (if the learner is under 18 years). Signed contracts will be in English.

The Code specifies that the enrolment contract must be **fair and reasonable** and include:

- clear information about the beginning and end dates of enrolment (which align with the signatory's pastoral care responsibilities)
- conditions for terminating the contract of enrolment
- the circumstances under which the learner's conduct would be in breach of the contract (including behaviour when the learner is not under the supervision of the school)
- the types of **disciplinary actions** the school may take against the learner (other than termination of contract of enrolment) and the processes the school follows when taking such actions
- the processes the school follows when seeking to **terminate** the contract of enrolment.

The disciplinary actions and enrolment termination processes for international learners may be different from the rules for domestic students. We note where there are any differences. Our disciplinary actions and termination processes are always in accordance with the principles of **natural justice**.

The contract may also include the following as appropriate:

- key conditions of enrolment
- authorisation processes for occasions when the parent or legal guardian's authorisation cannot be obtained
- the parent's obligation to keep the school informed of their up-to-date contact details (home country/New Zealand)
- any **accommodation** requirements, limitations, or agreements (e.g. a designated caregiver agreement)
- **attendance** policy and absence procedures and expectations (including holiday information)
- an outline of the **orientation** programme
- the school **fee protection and refunds** policy
- the school **concerns and complaints** procedures
- information about **withdrawal procedures**
- declaration of **medical or learning needs**
- guidelines about possible supports and outcomes if learners are (or become) at risk and have (or develop) additional **learning needs**.

Resources

- NZQA | Mana Tohu Mātauranga o Aotearoa: [International School Learner Profile](#) 

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