



International Student Policy

RATIONALE: Providing a framework for the enrolment of international fee-paying students that complies with the Education (Pastoral Care of International Students) Code of Practice 2016.

PURPOSE: To ensure that each international fee-paying student has a safe and supportive learning environment, where their learning and pastoral care needs are met in a high quality and responsive manner.

GUIDELINES:

Application for Enrolment

- To be considered for a place at Churton Park School as an international fee-paying student, the Application Form and Contract must be completed in full, and all required documentation must be supplied.
- The prospective student and their caregiving parent will be required to meet with Churton Park School staff prior to an offer of place being made. This meeting can be in person or remotely (i.e., via Skype, WeChat or Facetime).
- Churton Park School will make an assessment of the application based on the school's ability to meet the student's needs, before making an offer of place to the student. Offers of place to international fee-paying students is entirely at the discretion of the Principal.

Prime Conditions of Enrolment

- The international student is required to live with one biological parent or a legal guardian for the entire time that they are enrolled at Churton Park School.
- All contractual arrangements and payment of fees in full must be in place before an offer of place is made. All contractual arrangements between Churton Park School and the international fee-paying student will be recorded in writing, a copy of which will be provided to the caregiving parent.

Other Conditions of Enrolment

- Churton Park School will make a limited number of places available each year for international fee-paying students. This is at the discretion of the Principal and Board of Trustees. Individual students will be offered a place at Churton Park School depending on availability at the time of the application.
- All international fee-paying students are subject to the same policies, procedures, and expectations of behaviour as domestic students.
- The international fee-paying student and caregiving parent will have the relevant visa for the duration of the student's enrolment at Churton Park School, with Churton Park School endorsed as the place of study.
- The international fee-paying student will have comprehensive travel and medical insurance for the duration of their enrolment at Churton Park School.
- All other required documentation must be supplied before an offer of place will be made.
- The application must fully disclose any learning or behavioural needs, to enable Churton Park School to fully assess whether the student's learning needs can be met.
- Fees must be fully paid in advance, as invoiced before an offer of place is made.



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- There are no minimum English language requirements for entry to Churton Park School.

Fees

- Fees for international fee-paying students are set by the Board of Trustees and will be reviewed annually.
- International tuition fees must be paid advance.
- An international fee-paying student withdrawing from Churton Park School may apply for a refund. Refer to International Student Fees Refund Procedure.

Accommodation

- International fee-paying students must live with the caregiving parent (or legal guardian) named on their study visa while studying at Churton Park School.
- If an international fee-paying student is found not to be living with their caregiving parent, New Zealand Immigration will be advised, and the student's study visa may be cancelled.
- The student's caregiving parent is responsible for organising their own accommodation.

Pastoral Care

- Churton Park School has a full pastoral care program for international fee-paying students and their caregiving parent, designed to help both student and parent settle into the school and the local community. The pastoral care program will comprise an orientation program and ongoing support, assessment of language, cultural and learning needs and development of a learning program for the student.
- A dedicated staff member (the International Student Co-Ordinator) will manage the pastoral care program and be responsible for the well-being of international fee-paying students.
- A dedicated staff member will be available to international fee-paying students and their families via mobile phone, 24/7 (see 24/7 Emergency Contact Procedure).
- International fee-paying students will be integrated into classroom programs, learning the New Zealand Curriculum, and will be given the same opportunities as domestic students.

Educational Agents

- Churton Park School may use educational agents to recruit international students.
- All educational agents must have a contract with Churton Park School and undergo a full reference check prior to representing the school.
- All educational agents will need to demonstrate a knowledge of Churton Park School, Wellington, and the New Zealand education system.
- Educational agent are expected to act with utmost integrity when representing Churton Park School, and contracts will be terminated where misconduct has occurred.

Termination of Contract

- International fee-paying students are required to give one term's notice of withdrawal from Churton Park School.



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- Immigration New Zealand will be advised if an international fee-paying student has withdrawn from the school prior to the end of their enrolment.
- The Board of Trustees may terminate an international fee-paying students' enrolment in the following circumstances:
 - A breach of contract with Churton Park School.
 - Continued and unexplained absence from school.
 - A breach of the student's visa conditions
 - A breach of school policy or rules or breaking a New Zealand law.
 - Where the student has returned home for any reason other than serious illness, accident or death of a close family member.
 - Where the enrolment application is found to be inaccurate in any way,
- In the case of gross misconduct and / or serious disobedience by a student, the New Zealand Ministry of Education Stand-Down, Suspension, Exclusion and Expulsion Rules 1999 will be followed.

International Fees Refund

If a student withdraws from their course of study before the completion date, they may be eligible for a refund of tuition fees. The procedure is outlined in the International Student Fee Refund Procedure.

Fee Protection

Churton Park School undertakes to ensure that fees paid for international student tuition are protected and available for refund in the event the school closes or the educational instruction is not provided. Refer to the International Student Fees Protection Procedure for further details.

Dispute Resolution

Churton Park School has a robust Complaints Policy designed to resolve concerns or complaints in a satisfactory manner for all parties through a transparent and consistent process. A copy of the Complaints Policy can be found at www.schooldocs.co.nz username: churtonpark password: learningforlife, which includes a copy of the International Student Dispute Resolution Procedure.

All policies and procedures will be reviewed annually to ensure Code compliance