

**HOKOWHITU SCHOOL INTERNATIONAL STUDENT POLICY (2024)****PURPOSE**

The Hokowhitu School Board approves the enrolment of international fee-paying students and is committed to supporting their educational and pastoral needs through compliance with the Education (Pastoral Care of International Students) Code of Practice (Code of Practice).

**GUIDELINES**

1. Hokowhitu School will be a signatory of the Education (Pastoral Care of International Students) Code of Practice.
2. The principal is authorised to negotiate fees for international students.
  - a. International students are required to pay tuition fees in advance of beginning each term.
  - b. If an international student withdraws from Hokowhitu School before the agreed completion date, the parent/guardian may apply for a refund of tuition fees on the following basis:
    - i. Failure by the student to obtain a study visa.
    - ii. Voluntary withdrawal by the student.
    - iii. Hokowhitu School ceasing to provide the course of educational instruction as contracted with the student, whether it stops of its own accord or as required by an education quality assurance agency.
    - iv. Hokowhitu School ceasing to be a signatory to the Code of Practice.
    - v. Hokowhitu School ceasing to be a provider of education to international students.
3. The managers for international students will have overall responsibility for matters relating to international students and will regularly review the needs of individual students.
4. International students will be placed in regular mainstream classes studying the New Zealand curriculum according to their age.
  - a. International students will be withdrawn for specialist ESOL tuition and pastoral care according to their needs.
5. Hokowhitu School will carry out a self-review of its adherence to the Code of Practice on a yearly basis, as part of the school's ESOL accreditation requirements

**ASSOCIATED POLICIES/PROCEDURES/HANDBOOKS**Legislation

- Education (Pastoral Care of International Students) Code of Practice (2019 amendments)

Guidelines

- Guidelines for the Education (Pastoral Care of International Students) Code of Practice 2016

School Policies, Procedures, and Other Documents

- Procedures for attendance, non-attendance, follow-up and withdrawal of international students
- Delegations Policy
- Self-Review Policy

**Ratification date:** 6 August 2024

**Review date:** Term 3 (August-September) 2027

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**Presiding Member**

**Principal**