

Educating for Time and Eternity

Policy No. 42 Enrolment & Fee Protection (International Students)

So He will sprinkle many nations and Kings will shut their mouths because of Him for what they were told they will see and what they have not heard they will understand.

Isaiah 52:15

This policy is aligned with the Education (the Pastoral Care of International Students) Code of Practice 2016.

ENROLMENT

Rationale

International students, whose parents or legal guardians have established a particular connection with the special character of the school through attendance at a Christian church in their home country, will be treated as preferential students and admitted into the school, providing there are vacancies available at the time their application is approved.

Guidelines

The Board of Trustees has agreed to the following:

1. To record a clear beginning and end date for the duration of the visit.
2. To enrol International fee paying students on a case by case basis (not actively recruiting) if living with a parent/s or legal guardian/s or designated caregiver.
3. Enrolment will be subject to sufficient class and space size not limiting access to domestic students, as well as any appropriate testing results that may present needs that we cannot meet.
4. Any health, learning or behavioural issues need to be declared at the time of enrolment. Failure to provide correct details may result in the student's placement being terminated. All students, regardless of their needs, will be treated equitably eg. If a child is gifted they will be placed on the gifted register or an IEP will be provided if required for learning difficulties.
5. Staffing, facilities and support services will be outlined at the interview.
6. Complaints in regards to attendance requirements, terminating tuition conditions, pastoral care and grievance procedures, must first go through the internal grievance procedure, Westminster Christian School's Board of Trustees and if no agreement is reached, then the New Zealand Qualification Authority (NZQA) and the Dispute Resolution Scheme (DRS) can be contacted.
7. International students are charged an administration fee of \$500.00 per student (non refundable); tuition costs of \$13,200.00 per annum, equating to \$3,300 per term, inclusive GST. Further additional compulsory costs e.g. insurance and uniforms and non-compulsory costs e.g. class trips and camps, are the responsibility of the student.

8. Westminster Christian School's Refund Policy No. 51 covers eligibility for refunds; international fees protection and homestay/residential caregiver's fees.
9. **Force Majeure:** Neither party shall be in default or in breach of their obligations in the event of force majeure. Force majeure means an event beyond the reasonable control of either party.
10. Westminster Christian School's Board of Trustees reserves the right to adjust fees.
11. A proportion of all international fees received will be allocated to classroom resources.
12. International students must have appropriate and current medical and travel insurance whilst studying in New Zealand. Students must provide evidence of medical and travel insurance on enrolment. The insurance must cover the full length of time that will be spent in New Zealand. New Zealand Insurance cover will be accepted or an overseas policy, if it is accompanied with an English translation. The school will keep a record of the Insurance Policy number and the type of cover provided. (*Refer to the Education (Pastoral Care of International Students) Code of Practice 2016 (Outcome 3: 16; 5 (a d))*).
13. Immigration – if an international student withdraws from Westminster Christian School, for whatever reason, the New Zealand Immigration Service will be notified. 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 and can be viewed on their web site www.immigration.govt.nz

FEE PROTECTION

Rationale

International Student fees are to be handled and assessed in a way that is consistent with normal accounting practice. This means that those funds are secure from misappropriation and are only made available to the school in accord with its Refund Policy No. 51.

Purpose

1. To ensure that in the event that the school is unable to continue to run a course or programme that the unspent portion of the fees are available to be returned to the student.
2. To ensure that funds from international students are accounted for separately and in such a way that individual student contributions can be protected and monitored.
3. To ensure that international students' payment may be drawn down in accord with the Refund Policy No. 51.

Guidelines

1. Accounting procedures are in place to ensure that monies are available for release.
2. International fees shall be paid into the school's Trust account for 'Foreign Fees', and drawn down at intervals of one term throughout the academic year. **10 days into the term the fees become non-refundable.**
3. These monies will be audited separately on an annual basis.
4. These monies will be available for approved refunds resulting from withdrawal from Westminster Christian School or in the event of the school not being able to provide tuition.

Evidence

1. Accounting records
2. General School Account

Evaluation

The Principal shall report to the Board of Trustees annually with reference to the

effectiveness of the policy.

This policy will be reviewed as part of the regular review cycle under the National Administration Guidelines (NAGs) in the Board of Trustees/Management calendar.

Westminster Christian School is a signatory to the Education (the Pastoral Care of International Students) Code of Practice 2016 (the 'Code'), New Zealand Ministry of Education.

Copies of the Code are available from the Ministry of Education website:

<http://www.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html?src=qs>

Conclusion

All International Student related policies will be reviewed annually.

Chairman: _____

Date Revised: 16 May 2019

Review Date: 2017
November 2020
June 2021