

*Educating for Time and Eternity*

## **Policy No. 50 Group Students (International Students)**

*But thou O Lord art a shield for me, my glory and the lifter up of mine head.*

*Psalms 3:3*

### **Rationale**

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

*Group:* two or more international students aged (New Zealand) 10 years old and over, holding a group visa or a visitor's visa issued by Immigration New Zealand.

### **Westminster Christian School will:**

1. Comply with the rules and regulations of the Code, to which it is a signatory:  
<http://www.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html?sr=c=qs>
2. Accept students on the proviso that all rules and regulations, as required by New Zealand Government agencies, e.g. NZ Immigration and Ministry of Education, are complied with
3. Accept students who understand the special character of Westminster Christian School and who will abide by its code of conduct
4. Enrol students for the period of their stay
5. Provide tuition at their educational facility
6. Provide suitable accommodation, if requested and if available
7. Provide a 24/7 contact, to deal with any emergencies or welfare concerns that may arise
8. Undertake an annual review to ensure their ongoing compliance with The Code
9. Maintain the right to terminate this agreement, if a serious breach of The Code occurs
10. Adhere to all requirements in Policy No 48 – Accommodation for International Students Policy

### **Visiting International Group will:**

1. Comply with all the rules and regulations as required by New Zealand Government agencies e.g. NZ Immigration and the Ministry of Education and Westminster Christian School, including Education Outside The Classroom (EOTC) policy and procedures. Evidence of compliance must be submitted to Westminster Christian School, prior to their group entering New Zealand
2. Recognise and accept the special character of Westminster Christian School and its code of conduct
3. Provide a New Zealand 24/7 contact, i.e. International coordinator/teacher
4. Monitor and be responsible for all of students' activities outside school hours, and to ensure that the Code is complied with. Furthermore, Westminster Christian School's

Principal must be informed of all activity and travel arrangements prior to these events taking place

5. Maintain the right to terminate this agreement, if a serious breach of The Code occurs

### **Each Signatory must ensure:**

1. That the educational instruction on offer is in accordance with the act and is appropriate for students' expectations, English language proficiency and academic capability.
2. Before entering into a contract with the signatory or enrolling with a signatory, each international student (or the student's parents or legal guardians if the student is under 18 years) is informed of the student's rights and obligations in relation to receiving educational instruction, including the rights under this Code.
3. That there is a written contract entered into between the signatory and each international student (or the student's parents or legal guardians if the student is under 18 years) which includes clear information about the beginning and end dates of enrolment, the conditions for terminating enrolment, and conditions for terminating the contract.

### **Verification of Policies**

Westminster Christian School must verify groups are in receipt of an acceptable Medical and Travel Insurance policy. Refer to Policy No 49 – Medical & Travel Insurance Policy. Verification of policies will be undertaken by the Principal/Secretary/International Coordinators prior to enrolment.

As part of the verification process, Westminster Christian School shall ensure that:

1. The insurer/re-insurer is a reputable and established company with substantial experience in the Travel Insurance business, and has a credit rating no lower than "A" from Standard & Poor's, or "B+" from A M Best.
2. The Insurer is able to provide emergency 24-hour, 7-day per week cover.
3. Students have a "certificate of currency" and policy wording from the Insurance Company stating that the student has purchased the cover for the duration of the planned period of study. The certificate and policy wording must also detail medical sums insured, repatriation benefits etc.
4. Education (Pastoral Care for International Students) The Code of Practice 2016 - Outcome 3, 5 (a-d)  
<http://www.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html?src=qs>

### **Eligibility for Health Services**

Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may 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 [www.moh.govt.nz](http://www.moh.govt.nz).

### **Accident Compensation Corporation (ACC)**

ACC 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 [www.acc.co.nz](http://www.acc.co.nz).

### **Recording of Policy Details**

For each student group Westminster Christian School shall record the:

1. Name of the Insurer

2. Policy number
3. Policy start and end dates.
4. Coverage details

### **Policy Renewals**

Prior to the expiry of a student/s medical and travel insurance policy, the Office shall issue a written reminder to the student/s advising that their policy is up for renewal. A copy of the renewal policy must be presented to the Office prior to its expiry date.

### **Agents**

Agent means a person, body, or organisation acting on behalf of a provider or signatory, and includes a sub-contracted agent.

Agents play a critical role in representing schools to prospective students. Schools should learn as much as they can before entering into a partner agreement.

Signatories are required to complete and record reference checks, enter into written contracts, terminate contracts where misconduct has occurred, and ensure agents have access to information relating to their duties.

### **Managing and Monitoring of Agents** (*Outcome 2:13*)

Signatories must effectively manage and monitor their agents (that is, those agents that signatories have contracted to represent them) to ensure that those agents:

1. To provide international students with reliable information and advice about studying, working, and living in New Zealand; and
2. To act with integrity and professionalism towards prospective international students.

### **Written Contracts**

Written contracts are required with each agent used, whether it be for recruitment or accommodation. A written contract sets out the terms and conditions for the partnership.

The following could be included in an agent contract:

1. Expectations of the roles and duties of the agent and of the school
2. Reference to the London Statement of Principles
3. Timing and circumstances for payment
4. Responsibilities for communicating with parents and legal guardians
5. Adherence to ethical standards and obligations under the Code
6. Westminster Christian School's Code of Conduct
7. Procedures for monitoring agent performance
8. Conditions for terminating the contract

Information provided to agents should be reviewed and updated regularly.

### **Conclusion**

All International Student related policies will be reviewed annually.

Chairman: \_\_\_\_\_

Date Revised: 16 May 2019

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June 2021