

*Educating for Time and Eternity*

## **Policy No. 52 Annual Review (International Students)**

### **Code Requirements**

Section 9.1: Signatories must review all information provided to prospective international students at least annually to ensure its accuracy and relevance.

Section 9.2: The annual review of information must be recorded in a form that can be made available to the Administrator if requested.

The information given to International Students will be reviewed annually in November.

Responsibility for overseeing the annual review of all information available to international students is as follows:

- The Principal is responsible for approving any changes highlighted in the review.
- The Principal is responsible for implementing these changes, both in hardcopy and on the Website
- The Principal is responsible for ensuring annual review of information is recorded in a form that can be made available to the Code Administrator if requested.

### **Annual Review of Information Checklist:**

- Section 4.2: Prospectus
- 4.2.1 Tuition Fees
  - 4.2.2 Application Requirements and Procedures
  - 4.2.3 Conditions of Acceptance
  - 4.2.4 Refund Conditions
  - 4.2.5 English Language Proficiency
  - 4.2.6 Information on Facilities, Equipment and Staffing
  - 4.2.7 Information on Courses/Qualifications offered
  - 4.2.8 Information on Medical and Travel Insurance
  - 4.2.9 Information and advice on the types of Accommodation available to students
  - 4.3.1 Availability and characteristics of accommodation options
  - 4.3.2 Realistic estimates of the cost of accommodation on and off campus
  - 4.3.3 Application process for securing accommodation
  - 4.3.4 Whether or not the suitability of accommodation has been assessed and the results communicated to students.
  - 5.3 The Standard CODE, IMMIGRATION, HEALTH AND TRAVEL INSURANCE, ELIGIBILITY FOR HEALTH SERVICES, ACCIDENT INSURANCE and MEDICAL & TRAVEL INSURANCE wording.
  - 17.1 Name and Designation of person or unit students can contact regarding accommodation queries

Section 7.2: Handbook

- 7.2.1 Orientation Programme and Support Services
- 7.2.2 Grievance Procedures
- 7.2.3 Summary Code
- 7.2.4 Withdrawal and Non-Attendance Procedures
- 7.2.5 Circumstances in which Tuition may be Terminated
- 7.2.6 Fees Protection and Refund Policy
- 7.6 Notifying of Change of Address
- 15.1 Name and Designation of Pastoral Support Person or Unit
- 15.2 Support Services
- 15.3 Additional Support Services (as applicable)

Other Information:

- Section 7: Offer of Place Letter(s)
- Section 13: Tuition Agreement
- Section 13: Refund Policy
- Section 13: Application for Enrolment Form

### **Conclusion**

All International Student related policies will be reviewed annually.

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

Date Approved:

Review Date: 2017  
November 2020  
June 2021