



## **Policy: International Students - Enrolment and Fee Protection**

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### **Policy Statement**

Jireh Christian School (“the School”) is committed to providing a safe, nurturing, gospel-informed environment to all our students. We seek to provide international students with a place of learning where they can thrive.

This policy is aligned with the Education (the Pastoral Care of International Students) Code of Practice 2021. The School is a signatory to the Code and is therefore bound to adhere to the requirements of the Code’s guidelines.

The Board delegates to the Principal the responsibility to ensure that these guidelines are adhered to.

### **Procedural Guidelines**

#### **Enrolment**

The Board 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 the School 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 e.g. 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. The School will support the parents or legal guardian of international students to make well-informed enrolment decisions that are appropriate to the educational outcomes sought.
7. The School will ensure that the parents or legal guardian of international students have the information required to understand their interests and obligations before entering into a legally binding contract with the School.
8. The School must ensure that the educational instruction on offer is in accordance with the Education and Training Act 2020 (“Act”) and is appropriate for international students’ expectations, English language proficiency, and academic capability.
9. The School must ensure international students receive, as a minimum, information about the following before entering into a contract with the parents or legal guardian of the student:
  - 9.1. the most recent results of their evaluations by education quality assurance agencies;
  - 9.2. compliance notices and conditions imposed under the Act that the code administrator requires to be disclosed to prospective international school learners;
  - 9.3. the education provided and its outcome, for example, whether a qualification is granted;
  - 9.4. refund conditions that comply with the outcome and process in clauses 80 and 81 of the Code;
  - 9.5. insurance and visa requirements for receiving educational instruction from the signatory;
  - 9.6. a copy of the Code and the relevant Dispute Resolution Scheme Rules; and
  - 9.7. full expected costs that will be payable upon receiving an offer of educational instruction;
  - 9.8. the learner’s rights and obligations in relation to receiving educational instruction from the School, including the rights under the Code.



10. Complaints with regards to attendance requirements, terminating tuition conditions, pastoral care and grievance procedures, must first go through the internal grievance procedure. If no agreement is reached then the New Zealand Qualification Authority (NZQA) and the Dispute Resolution Scheme (DRS) can be contacted.
11. 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.

## **FEE PROTECTION**

### **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.

### **Fees**

1. International students are charged as follows:

All costs are quoted in New Zealand dollars and are subject to change at any time.

- Administration Fee (GST included; non-refundable) (per student / family)		\$400
- Government Levy (GST included; non-refundable) (per student)		\$400
- Tuition Fees (GST included) – payable in advance	Annual	\$12,000
	Per Term	\$3,000
	Per Week	\$300
- Attendance Dues, Land and Buildings – Term in advance	Annual	\$3872
	Per Term	\$968
	Per Week	\$97
- Homestay Fee (where applicable)	Per Week	\$350

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. The School's Board reserves the right to adjust fees.

2. The School's Refund Policy covers eligibility for refunds, international fees' protection and homestay/residential caregiver's fees.
3. Neither party shall be in default or in breach of their obligations in the event of an incident beyond the reasonable control of either party.

### **Guidelines**

1. 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.
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.
3. These monies will be audited separately on an annual basis.
4. These monies will be available for approved refunds resulting from withdrawal from the School or in the event of the School not being able to provide tuition; in accordance with the International Students – Refund Conditions Policy.



## EVALUATION

The Principal shall report to the Board annually with reference to the effectiveness of the policy.

## Legislative Compliance

Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021,  
Part 5 (Subpart 6) Education and Training Act 2020

## Review schedule: **Annually**

<b>ADOPTED BY BOARD</b>	
Date 20 <sup>th</sup> February 2023	Presiding Member <b>A Coombridge</b>

Reviewed Date    26<sup>th</sup> March 2024  
                          21<sup>st</sup> October 2025

Presiding Member **A Coombridge**  
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