

INTERNATIONAL STUDENTS POLICY

Chaucer School recognises the far reaching benefits of having International Students enrolled and attending the School.

International students seeking to be enrolled at the School need to be living with their parents or guardians in New Zealand.

The number of International Fee Paying Students will not exceed three per classroom. Parents/Guardians of International students must agree to be bound by the same rules and conditions that apply to all other students at the School.

CODE

Chaucer School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the code are available on request from the School or the Ministry of Education website at: www.minedu.govt.nz.

INFORMATION FOR INTERNATIONAL STUDENTS AND THEIR FAMILIES

HEALTH AND TRAVEL INSURANCE

Most students are not entitled to publicly funded health services while in New Zealand unless they are:

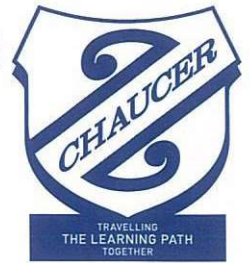
- A resident or citizen of Australia or
- A national of the United Kingdom in New Zealand or
- The holder of a temporary permit that is valid for two years or more.

If you do not belong to one of these special categories, and you receive medical treatment during your visit, you will be liable for the full costs of the treatment. We strongly recommend that you have insurance that will cover the cost of medical treatment in New Zealand for the duration of your stay.

We also strongly recommend that you obtain insurance to cover your travel to and from New Zealand.

IMMIGRATION

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 website at www.immigration.govt.nz.



POLICY INTERNATIONAL STUDENTS FEE AND FEE PROTECTION POLICY

The education costs of International students are not met in any way by the funding received from the Ministry of Education thus ALL costs to educate these children needs to be met by the fee charged of their parents/guardians.

These fees need to be paid in advance. Refunds of fees may be made if the child is withdrawn because of medical or family reasons.

The BOT will not spend fees in advance of these fees being earned.

GUIDELINES

FFP FEES CHARGED

The Fees to be charged for the following year will be decided upon when the Annual Budget is set.

The Fee charged is used towards

- Uniform charges
- Stationery requirements
- Class or School excursions and camps
- ESOL teacher expenses
- Proportional teacher expenses
- Administration costs
- Curriculum equipment needs
- Ministry payment

Fees must be paid at least a term in advance, but it is preferred that if the child is enrolled for the year that the full years fee be paid prior to the child starting at the School.

Where the years fees are paid in advance, money needs to be held in the main account to refund fees if requested and approval given for a refund is made by the Board.

The fees from International Students will be separately coded and audited.

The fees are not to be spent in advance on the chance that future students will come.

The Board will always have sufficient reserves to be able to return to students their fees or the unspent portion of their fees should, for some reason, the school be unable to provide or to continue to provide a course or programme.

REFUNDS

These will only be considered if the child is withdrawn for medical or family reasons.

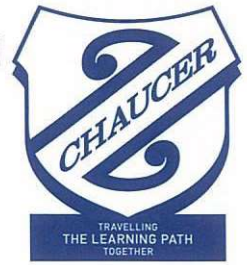
These will only be given for school terms that have not been commenced.

No rebate will be given for holidays.

No refunds of the administration fee will be given.

No refunds of any uniform charges will be given.

Application for a refund must be made to the BOT.



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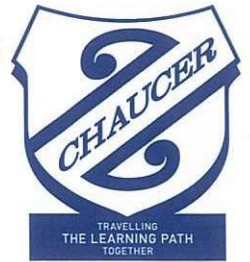
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REASONS FOR TERMINATION

The International Students are expected to behave like ALL students at the School. Stand downs and exclusions will be carried out for continual bullying, harassment, violence or illegal activities carried out by the student.

Normal school rules apply to International Students and failure to comply with these may result in exclusion from school (in which case no refund of fees will be given.)

Any false information or failure to disclose relevant information or should the School be unable to meet the needs of the student could also result in termination of the contract.

Section 13 to 18 of the Education Act 1989 will be followed should stand-downs, suspensions, exclusions or expulsions need to be considered. This information is available from the School.

If termination of tuition eventuates for any of the above reasons then there is no guarantee tuition fees will be refunded.

Signed: *R. M. M. M.* Board Chairperson

2014