

# STELLA MARIS CATHOLIC SCHOOL

## **POLICY: INTERNATIONAL STUDENTS POLICY**

Ko te pae tawhiti, whaia kia tata. Ko te pae tata, whakamaua kia tina.  
Seek out horizons, and cherish those you attain.

### **PURPOSES**

1. To ensure that all international students have the best possible learning opportunities while at Stella Maris School.
2. To ensure that all barriers to learning specific to these children are recognised and addressed.
3. To ensure that the school recognises its responsibility to oversee the wellbeing of all fee paying students enrolled at Stella Maris School.
4. To ensure that the requirements concerning the care of these students as set out in the Ministry of Education's current Code of Practice for the Pastoral Care of International Students are met.
5. To recognise the importance of marketing for the acquisition of international students.

### **GUIDELINES**

- Each year the school will offer places to international students. The maximum number of international students will depend on the school's preferred class maximum levels, and that there are no more than two long term international students in a class.
- International students will participate in and support the Special Character of Stella Maris.
- Support international students in their new cultural environment and help them to participate in New Zealand culture.
- Fees for international students will be reviewed as required by the BOT.
- The Director of International Students will have responsibility for matters relating to international students.
- International students will be admitted at the discretion of the Director of International Students. Factors taken into consideration when accepting a student will include: availability of places in a particular class, and level and degree of English language support needed.
- International students are required to pay tuition fees in advance.
- A student who withdraws may apply for a refund of tuition fees as outlined in the

International Fees Refund Policy. The School will notify the New Zealand Immigration Service if any student on a student permit withdraws.

- All long term international students are required to live with at least one legally recognised guardian while they are studying at Stella Maris School, as set out in the Ministry of Education's current Code of Practice for the Pastoral Care of International Students. This guardian is required to have a current Guardian Visa / Permit for the duration of the student's enrolment.
- All international students are required to have a valid student permit to study at Stella Maris school for the duration of their enrolment.
- All international students are required to have comprehensive current medical and travel insurance for the duration of their enrolment.
- A capped amount of 15% of the gross income for International students, less agents fees from the previous year is to be allocated towards the marketing budget.
- The school recognises the partnership of like-minded schools to promote the Hibiscus Coast area and to broaden the marketing strategies of Stella Maris School.
- The school uses international agents in accordance with the Ministry Code of Practice.

### **POLICY REVIEW DATE**

This Policy will be reviewed according to the Boards Effectiveness Review Programme