

Evans Bay Intermediate School

International Students Policy

ANNUAL REVIEW OF INFORMATION FOR INTERNATIONAL STUDENTS & CODE OF PRACTICE

Principles

Evans Bay Intermediate will annually conduct a review of the following:

- The school prospectus for international students
- Promotional material
- Information about the orientation programme and support services
- Grievance procedures
- Withdrawal and termination processes
- Fee protection and refund policies
- Compliance with the Code
- Quality of the programme

Authority for reviewing the information is delegated as follows:

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| • Prospectus and promotional material: | Principal |
| • Orientation programme and support services: | Principal |
| • Grievances procedures: | Principal |
| • Withdrawal and termination processes: | Board of Trustees |
| • Fee protection and refund policies: | Board of Trustees |
| • Compliance with the Code: | Board of Trustees |
| • Programme quality and feedback: | Principal |

Procedures

The information given to International Students will be reviewed annually before the November meeting of the Board of Trustees to ensure it is accurate and relevant.

The Teacher in Charge of International Students with support from the Principal will prepare the information for this meeting.

Overall responsibility for overseeing the annual review of information is as follows:

- The Review will be carried out Annually, before November.
- The Review will be done by way of the Principal's Report to the Board of Trustees
- **Approving** changes highlighted in the Review will be done by the Board. These changes will be implemented by the Principal.

The Ministry of Education 6 monthly Review will be completed by the Principal.

FEES, REFUNDS AND PROTECTION

Principles

Fees are protected in the event of a refund becoming necessary. The school holds sufficient funds for the purposes of possible claims being made in respect of this policy. These funds are not spent in advance.

Procedures

- Fees will be set annually by the Board of Trustees
- Fees are to be paid in advance on an annual or term basis.

Fees Refund Conditions for International Students

- An application for refund of fees must be made in writing by the parent/caregiver to the Board of Trustees of Evans Bay Intermediate School explaining why the student has been withdrawn from the course and the reasons for seeking a refund.

If the application is made before the start of the course, the fees will be refunded in full less an administration charge of \$500 to cover costs incurred by the school.

- If the application is made after the start of the course, the fees will be refunded less:
 - An administration charge of \$500
 - Costs to the school already incurred for tuition
 - Components of the fee already committed for the duration of the course, including appropriate proportions of salaries of teachers and support staff (if applicable)
 - Costs already incurred for the use of facilities and resources
 - The proportion of the Government Levy the school is required to pay
 - Any other costs already incurred.
- No refund will be made if the enrolment is terminated by the school.
- All other situations will be assessed on their merits and a partial refund may be made.

Fees Protection

- All International Students will be required to take insurance which protects the payment of fees.

ACCOMMODATION FOR INTERNATIONAL STUDENTS

Principles

The school does not arrange any form of homestay accommodation, but will ensure that they provide support for students living in homestay accommodation.

Procedures

1. Homestay Accommodation

Accommodation will need to be arranged privately but will be inspected by a school representative each term. Parents will need to sign the indemnity agreement if a student is staying in a homestay situation with either a caregiver or relative.

A Police Vet will be obtained by the school for all homestay caregivers.

The Principal will meet with homestay students once a term to ensure that their accommodation is suitable as per Ministry requirements. A record will be kept.

2. Process for the selection and monitoring of student accommodation

- The school does not arrange homestay accommodation
- If the student is not living with a parent, the school will check homestay or designated caregiver accommodation for suitability on enrolment
- Homestays and designated caregiver accommodation will be visited twice per year by the teacher in charge of International Students.
- A record will be kept of each visit

Reviewed: 11th November 2009