

International Student Policy

Education Policy

Rationale

Creating opportunities for Berkley students to learn alongside International Students has mutual benefits and supports our IB PYP. Our programme aims to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help create a better and more peaceful world.

Guidelines

The BOT will ensure that the “Code of Practice” framework for International Students is met.

The school will adhere to the “Code of Practice for International Students” and review annually.

All enrolments will be at the discretion of the school Principal.

Parents must sign an enrolment form, fee refund policy and tuition agreement prior to the student beginning instruction.

The school enrolment representative will adhere to guidelines set out by the school in line with the Code of Practice.

The Dean of International Students will be responsible for managing emergencies and traumatic incidents in line with the MOE document.

Parents of International students must complete a BNMS Indemnity Document for students living with a Designated Caregiver.

International Education at Berkley aims to achieve the following:

Promote an exciting and dynamic teaching and learning environment for all students:

- Provide programmes appropriate to the learning needs, abilities and stages of development of its international students
- Provide effective pastoral guidance and support for all international students
- Provide appropriate English for speakers of other languages programmes
- Employ trained, qualified and registered staff, to work on programmes
- Recruit teachers with ELL qualifications and support staff members wishing to gain ELL qualifications
- Promote language learning throughout the school and provide a balance of Asian, European, Pacific languages
- Provide appropriate facilities and resources for all staff and students
- Conform to the Ministry of Education Code of Practice for the Pastoral Care of International Students

Prepare students to take their place in an internationally integrated world.

- Foster the maintenance of student's first language/s and culture
- Provide programmes which develop an understanding of the contribution other cultures have made to our accumulated knowledge and understanding of the world
- Provide programmes which foster an understanding of people and their migrations, which explore issues and solutions to issues that may arise out of cultural difference

Develop an international education perspective for all stakeholders (students, staff, parents and caregivers and the wider community).

To diversify its sources of income to provide resources and facilities for all students.

Promote and maintain:

- Student international exchange programmes.
- Activities designed to recognise and celebrate cultural difference within the school e.g. clubs, concerts, international days
- Peer support and buddy systems within the school environment
- Opportunities for international students to gain knowledge and appreciation of New Zealand life and culture
- Specific relationships with schools in other parts of the world
- Cooperation with other schools and organisations undertaking similar programmes both informally and, where appropriate, through formal partnerships
- Relationships with international groups within the wider community to provide advice and mentoring and support to international students
- Involvement of the local community in the international education partnership
- An annual staff professional development programme for all staff, including strategies for working effectively with students from non-English speaking backgrounds.

Diversify its sources of income to provide resources and facilities for all students:

- Establish effective annual Business and Operating Plans for its international student business
- Ensure that fee paying students are the primary beneficiaries of the revenue their enrolments generate
- Apply any surplus from international student fees to improve facilities and resources for all students
- Review and establish international student fees annually and ensure that fees are set at a rate such that there is no cross subsidisation of the International student's education by New Zealand taxpayers or the parents of the school.
- Implement a transparent and fair policy regarding the refund of international student fees

Student Enrolment - Conditions of Acceptance:

- A designated caregiver must provide the overseas address, phone/fax and/or email address of parents of the prospective student on application of enrolment and the parents must be contacted by the school to acquire an indemnity statement designating the applying adults as caregivers to their child. THIS IS A REQUIREMENT OF THE CODE.
- Each prospective student will be interviewed by an ELL staff member to assess his/her level of proficiency in English.
- Once assessed, the student accepts placement in a class that will cater for the child's specific English language needs. The Principal's decision on placement is final. If the school declines the application on any grounds there is no right of appeal.
- Health & Travel insurance is compulsory and the staff member enrolling the prospective student must ensure to the best of their ability that the school is adequately informed of each child's health status before entry.
- The parent/caregiver accepts responsibility to keep the student's visa updated and presented at the office.
- The parent/caregiver accepts responsibility to keep the school informed of any changes of address, phone number, health status or caregiver.
- International student documentation such as passports and home details will be copied and kept at the school and at the home of a designated person.

Grievance procedures:

- If a student has any grievances concerning issues within the school, they or their caregiver are to approach the student's classroom teacher or ELL teacher or the Pastoral Carer for the International Students first.

- The above person approached will, if necessary, meet with the other two staff members mentioned above to discuss the grievance and the Pastoral Carer or person heading the meeting will report back to the student, caregivers and if necessary, the Principal. If this is the case the parents, if residing overseas, may also be informed.
- The relevant staff, members of the Management team and Board of Trustees should be informed once the grievance requires active involvement of the Principal. When the issue is discussed it will remain confidential, if necessary and beneficial to the student and any other parties involved. The parents, if residing overseas, may also be informed, depending on the nature of the decision.
- More serious issues may be directed to follow the processes outline in the International Student Contract Dispute Resolution Scheme - 2016- DRS.

Fee Payers Refunds

Rationale

The school has a responsibility to refund fees if such an application is eligible. This requires guidelines that are in line with other schools making the transition clear and simple for all those involved.

Objectives

- To refund fees if the student is eligible.
- To make it known under what conditions the student is eligible.
- To make it known what deductions shall be made.
- To supply students and caregivers with a copy of the refund policy.
- To provide this information in any promotional material concerning International Students.

Fee Refund Conditions For International Students School Fees:

- If you withdraw from your course of study before the course completion date you may be eligible for a refund of school fees.
- An application for refund of fees must be made in writing. You must write to the Board of Trustees explaining why you have withdrawn from the course and your reasons for seeking a refund.
- If your refund application is made before the start of your course, your fees will be refunded in full, less the annual administration charge to cover costs incurred by the school.
- Once the first term is commenced there will be no refund of the first term's fees. Any fees paid for the other terms would be refunded.
- If a student is withdrawn during any term that term's fees will not be refunded.
- No refund will be made to a student who is expelled from the school by the Board of Trustees.

Homestay Fees:

The principal will decide if the school is to provide any homestay services and on any related fees.

Fee Protection

Rationale

The school is responsible for protecting fees for the duration of the course in case refunds are made eligible following application or for other reasons stated by the Board of Trustees.

Objectives

To make fees available on demand for any exceptional reason approved by the Board of Trustees.

Fee Protection Policy

Provision for student fees to be held in and progressively drawn from an independent account for the duration of the course as suggested by the Ministry of Education International Policies Guidelines.

Conditions in which the school will terminate an enrolment:

- The student is excluded for reasons stated under the Suspension and Expulsion Policy outlined in the school's Policy Prospectus available at the main office. This is identical to the Ministry's policy.

- The agent, caregivers, Immigration authorities and parents overseas are to be notified by the school. The school will cooperate with the agent in this matter. (NB: The agent is to supply school with a forwarding address of the student).
- Immigration and overseas parents are notified by the school of the forwarding address of the student, which is to be supplied to the school by the caregiver/parent.

The Board's refund policy will apply if a student withdraws early from enrolment.

International Student Home Stays

Homestays are arranged for the students by the Homestay Coordinator designated by the principal

Students must fill out a 'Student Profile' prior to their arrival in New Zealand to assist the Homestay coordinator in finding a suitable host family.

Management of Homestays

The school employs a homestay Coordinator whose job it is to select and monitor homestay carers for international students. The focus is on finding families who will provide a safe physical and emotional environment. Families will complete an application process and sign a BNMS agreement.

Guidelines

1. All homestay carers will be vetted.
2. The Homestay Coordinator will make an assessment of the homestay carer's suitability to provide suitable accommodation and appropriate physical and emotional support and guidance
3. The school provides guidelines and a support structure for homestay providers through the Homestay Coordinator.
4. The Homestay Coordinator will carry out ongoing monitoring of the home stay families. This involves a physical visit to each student's home at least once a term.
5. The Homestay Coordinator will meet with each student a minimum of two times a term or as the need arises, to assess the student's happiness and well being.
6. Any families who wish to make private arrangements will need to have the host family checked by the school, which has the decision to make the final approval.

Appendix 1

A profile of homestay carers will be developed. This needs to include:

- Full names of all resident
- Address and contact phone numbers
- Occupations
- Information of relevance (description of home, family interests, etc)

All caregivers are provided with copies of policies and guidelines relating to the care of students.

Information about the homestay family must be provided to the International Dean in order for the student's family and agent to be fully informed about arrangements for the student's care.

Approved by the BOT 14 February 2018