



WAITAKI BOYS' HIGH SCHOOL

INTERNATIONAL STUDENT

INFORMATION BOOKLET



CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

CODE

Waitaki Boys' High 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 this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz/goto/international>

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 <http://www.immigration.govt.nz>

ELIGIBILITY FOR HEALTH SERVICES

Most international students are not entitled to publicly funded health services while in New Zealand. International Students are not entitled to free health care in New Zealand unless they are:

A resident or citizen of Australia, or

A citizen of New Zealand, or

The holder of a temporary permit that is valid for two years or more.

Therefore for all students not in one of the above categories, Medical insurance is compulsory. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health and can be viewed on their website at <http://www.moh.govt.nz>.

ACCIDENT INSURANCE

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://acc.co.nz>.

MEDICAL AND TRAVEL INSURANCE

International students must have appropriate and current medical and travel insurance while studying in New Zealand.

N.B. Students must provide evidence of medical and travel insurance on enrolment. The school will keep a record of the Insurance Policy number and the type of cover provided.

INSURANCE POLICY

All International students attending Waitaki Boys' High School are required to take comprehensive insurance for

- Health
- Travel
- Personal effects
- Fees protection

It is expected that students studying for the full year and duration have insurance cover for 365 days of the year. Students must also insure their personal effects, as they are not included in Don House Boarding and Homestay Insurance.

The unicare comprehensive policy is a government approved at meeting these needs. It guarantees under section B Additional Expenses, Section 4 1(d) cover for students due to 'the unforeseen insolvency, regulatory closure or withdrawal of accreditation of any education provider'. Unicare also offer a Family Emergency Travel Benefit. For more detail:

Unicare Educational Travel Insurance Service
P.O. Box 32-167 Devonport, Auckland 9, New Zealand
Tel: 64-9-446 1166
Fax: 64-9-445 8832
Email: insure@uni-care.org

PRIME CONDITION OF ENROLMENT

Waitaki Boys' High School requires that all international students live in one of the following types of accommodation:

- With their parents or legal guardians (proof of legal guardianship must be supplied).
- With a designated caregiver chosen by their parents / legal guardians. All accommodation offered by designated caregivers must be approved by the school, as required by the *Code of Practice for the Pastoral Care of International Students*. An indemnity must be signed by parents giving the designated caregiver authority.
- At Don House Boarding Establishment at Waitaki Boys' High School (this is recommend to all new international students in their first year)
- With a 'homestay family' selected by the school.

FEES PROTECTION

The school is required to ensure that all students' fees are protected in the event that the school is unable to continue to offer tuition to International Students, or in the event that a student is required to return home or is transferred to another institution.

REFUNDS POLICY

All fees for school and hostel/home-stay will be payable in advance, and will cover the remainder of the school year.

The school will not accept International Students who are not fee payers, unless they reside in the school's traditional catchment area.

Once a student has completed 10 days of study at the school there will be no refund of tuition fees /Accommodation fees other than in circumstances deemed by the Board of Trustees to be exceptional. All reasonable costs incurred by the school and or Don House will be deducted before refund is made.

Don House and Homestay

If a student leaves Don House before the end of the school year the Board may continue to charge fees for one term from the day that written notice of the student's withdrawal from the Don House is received, regardless of whether or not the student resides in Don House during that period.

After the period of 10 academic days accommodation fees for an international student are no longer refundable unless circumstances deemed by the Board of Trustees to be exceptional.

INTERNATIONAL STUDENT FEES

Tuition Fees	This is an annual charge which includes: <ul style="list-style-type: none"> • Annual Government Levy; • English Language classes • Airport pick up from Christchurch or Dunedin upon arrival in New Zealand on date specified by school before beginning of term. 	\$13,500	Tick to indicate payment
		\$250	
Accommodation	<i>Don House Boarding:</i> School term time only and Homestay accommodation will be arranged during public holiday weekends and April, July and September holidays.	\$11,520 Boarding \$1930 Term breaks and public holiday weekends	
	<i>Homestay Boarding:</i> Available to students in their 2 nd year of study onwards. This includes public holiday weekends and April, July and September school holidays. <i>Homestay Administration Fee</i> (This applies only to students that wish to live in homestay)	\$13,450 \$1000	
Insurance	Medical Insurance is compulsory. All students are required to take insurance with Unicare. This can be arranged through the school.	\$560	
Administration	<i>Administration Fee (non-refundable)</i>	\$500	
Uniform	All students are required to wear regulation school uniform. This is an approximate cost for the complete school uniform. Any balance will be refunded to student's school account.	\$1000	
	TOTAL for payment This amount will be invoiced		

Payment Procedures / Notes for International Students

- Boarding fees are to be paid in advance, as required for a student permit by Immigration New Zealand.
- Once an incidental account is set up at the WBHS school office, you may add to that account at any time.
- The refundable bond is paid back to you after all invoices and accounts have been settled at your final leave of the school. This usually occurs at the end of the year (December to January)
- You may also choose to set up a local bank account in Oamaru to allow your son access to money that you can manage from home. Please note this is optional. (WBHS uses the National Bank)
- Accommodation fees are collected by WBHS. This amount is non-refundable after 10 school days.
- International Students are expected to give one terms notice to terminate their agreement in writing.

Extra Costs	Annual Fees and Expenses (Fees and expenses are subject to change)																																						
All Students																																							
Annual School Donation Waitakian Year Book School Uniform (Day Student)	\$200 \$25 \$500 approx.																																						
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<ul style="list-style-type: none"> • Exam fees <table style="margin-left: 20px; border: none;"> <tr> <td style="padding-right: 20px;">Year 11</td> <td>NCEA Level 1</td> <td rowspan="3" style="font-size: 3em; vertical-align: middle; padding: 0 10px;">}</td> <td rowspan="3" style="vertical-align: middle;">\$76.70</td> </tr> <tr> <td>Year 12</td> <td>NCEA Level 2</td> </tr> <tr> <td>Year 13</td> <td>NCEA Level 3</td> </tr> </table> Scholarship Subject entry over 3 subjects • Course Fees <table style="margin-left: 20px; border: none;"> <tr> <td>Academic courses</td> <td>\$20 - \$30 per course</td> </tr> <tr> <td>Technical courses</td> <td>(depending on the project chosen)</td> </tr> <tr> <td>Year 9 Technology (Compulsory)</td> <td>\$150 - \$250 per course</td> </tr> <tr> <td></td> <td>\$70</td> </tr> </table> • Stationery <table style="margin-left: 20px; border: none;"> <tr> <td>Year 9</td> <td>\$130</td> </tr> <tr> <td>Year 10</td> <td>\$80 (Graphics students add \$60)</td> </tr> <tr> <td>Year 11,12 & 13</td> <td>\$60 (Course dependent)</td> </tr> </table> • Sports <table style="margin-left: 20px; border: none;"> <tr> <td>Basketball</td> <td>\$55 - \$60 (jnr/snr)</td> </tr> <tr> <td>Cricket</td> <td>\$40 - \$105 (jun/snr)</td> </tr> <tr> <td>Golf</td> <td>\$10</td> </tr> <tr> <td>Hockey</td> <td>\$150 - \$300 (jnr/1st XI)(includes turf fees)</td> </tr> <tr> <td>Rugby</td> <td>\$150</td> </tr> <tr> <td>Soccer</td> <td>\$75- \$100 (jnr/snr)</td> </tr> <tr> <td>Softball</td> <td>\$30 - \$45 (jnr/snr)</td> </tr> <tr> <td>Trapshooting</td> <td>\$360</td> </tr> </table> 	Year 11	NCEA Level 1	}	\$76.70	Year 12	NCEA Level 2	Year 13	NCEA Level 3	Academic courses	\$20 - \$30 per course	Technical courses	(depending on the project chosen)	Year 9 Technology (Compulsory)	\$150 - \$250 per course		\$70	Year 9	\$130	Year 10	\$80 (Graphics students add \$60)	Year 11,12 & 13	\$60 (Course dependent)	Basketball	\$55 - \$60 (jnr/snr)	Cricket	\$40 - \$105 (jun/snr)	Golf	\$10	Hockey	\$150 - \$300 (jnr/1 st XI)(includes turf fees)	Rugby	\$150	Soccer	\$75- \$100 (jnr/snr)	Softball	\$30 - \$45 (jnr/snr)	Trapshooting	\$360	
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<ul style="list-style-type: none"> Interschool Fixtures (Away) Timaru Boys' – Summer \$30 Otago Boys' - Summer \$35-\$55 King's High junior – Winter \$35 Otago Boys' – Winter \$35-\$55 Southland Boys' – Winter \$85 	
<ul style="list-style-type: none"> School Formal Year 12 & 13 Single Ticket \$65 Suit hire etc. (optional) \$120 	
<ul style="list-style-type: none"> Camps Year 10 \$80 - \$250 	

APPLICATION REQUIREMENTS & PROCEDURES

The applicant must complete the **International Student Application for Enrolment form** and produce the following documents before the application can be processed:

- Passport
- Student visa/permit
- Copies of recent school report with verified English translation are required
- Evidence of Medical and Travel Insurance.
- Completed Designated Caregivers Indemnity Form (*if applicable*)
- Medical information
- Additional information required by parents
- Administration fee: NZ \$500 (*non-refundable*)

Procedures once an enrolment has been received

If enrolment is accepted, the parents have 14 days, or less if they desire, to accept the placement by paying the fees. Once the fees have been received and receipted by the school, the pupil will be sent a letter of Offer of Place.

CONDITIONS OF ACCEPTANCE

In addition to the conditions listed here, all conditions that are part of the contract with parents, the fees refund policy and other school policies also apply.

- ✚ Although an elementary level of English is desirable no student will be refused acceptance due to their level of English, as all levels of English proficiency are catered for at Waitaki Boys' High School.
- ✚ Students and parents/legal guardians must accept and abide by rules regarding behaviour and conduct that apply to all students. Unacceptable behaviour may result in the termination of tuition.
- ✚ Students must observe the laws of New Zealand.
- ✚ Students must observe the conditions of their Visa and Student Permit. If a student breaks the terms of the visa/permit, the school will report the fact to the New Zealand Immigration Service, which may result in the student having to leave New Zealand.
- ✚ Because class placements are decided on the evidence of assessment after arrival in New Zealand, **all** information given before enrolment about placement on courses and in classes is **provisional**. The school reserves the right to adjust placements and individual programmes at any time, if it is in the student's interests to do so.
- ✚ The student will attend the school on all occasions when it is open unless prevented by illness or other urgent cause.
- ✚ Tuition may be terminated if the student fails to comply with the school rules or breaches the conditions of their visa.
- ✚ Tuition fees will be paid in full before enrolment, or before enrolment is renewed (whichever applies).
- ✚ All additional costs (as outlined in this handbook) will be paid promptly, as required.
- ✚ The conditions of the Fee Refund Policy will be accepted
- ✚ All students are required to have travel and medical insurance for the duration of their period of enrolment. Proof must be provided that the insurance purchased is adequate.
- ✚ All international students must live in one of the following types of accommodation:
 - ✚ With their parents or legal guardians (proof of legal guardianship must be supplied).
 - ✚ With a designated caregiver chosen by their parents / legal guardians. All accommodation offered by designated caregivers must be approved by the school, as required by the *Code of Practice for the Pastoral Care of International Students*. An indemnity must be signed by parents giving the designated caregiver authority.
- ✚ Don House Boarding Establishment
- ✚ With a 'homestay family' selected by the School.
- ✚ All disputes will be dealt with in New Zealand law.

- ✚ The school's complaints procedure for international students will be used to deal with grievances.
- ✚ Parents must inform the school of their address, telephone number, fax number and e-mail address (whichever applies). The student and/or parents/agent will advise the school of any change in the contact details of the student and/or parents.
- ✚ The student and/or parents/agent will provide academic, medical and other information that is relevant to the wellbeing and course placement of the student.

REFUND CONDITIONS for INTERNATIONAL STUDENTS

If a student withdraws from his/her course of study before the completion date, he/she may be eligible for a refund of tuition fees. The following procedures and guidelines would apply:

To be eligible for any refund:

The parents/agent must apply in writing to the Board of Trustees setting out the special circumstances of the claim within 10 days of the last day of attendance.

Once a student has completed 10 days of study at the school there will be no refund of tuition fees /Accommodation fees other than in circumstances deemed by the Board of Trustees to be exceptional. All reasonable costs incurred by the school and or Don House will be deducted before refund is made.

These include:

- Serious illness of close relative in home country
- Serious illness of student

Where a refund is granted it shall consist of no more than (but may, at the Board's discretion, be less than) full tuition fees for the remainder of the period that they have been paid for has been excluded or expelled by the Board of Trustees, or

- intends, after leaving Waitaki Boys', to study at another school in New Zealand, or
- has enrolled as a fee payer and subsequently gains Permanent Residence

There shall be no refund of tuition or Accommodation fees if a student is temporarily suspended from school or Don House by the Board of Trustees.

If the application is made before the start of the course:

It must be in writing by the parents/agent, a minimum of 1 terms notice prior to the student's last day, giving the date of the final day of attendance and the reason for leaving and the Immigration Service will be notified.

Fees will be refunded in full less the administration charge of **\$500**. This includes if a student is not granted a student permit to attend Waitaki Boys' High School.

The Board of Trustees will make no refund:

- Where a student has been stood down, suspended or excluded
- Where a student returns home for any reason other than serious illness or death of a close family member.
- If the enrolment application is found to be inaccurate in any way and the contract is terminated.

If an international fee-paying student gains residency during the course:

No further fees are to be paid and a refund may be made on the unused portion of the prepaid fees. The new resident will then abide by the school enrolment scheme if one is in place. Documentation of residency must be provided within 14 days of it being granted.

All fees for school and hostel/home-stay will be payable in advance, and will cover the remainder of the school year.

The school will not accept International Students who are not fee payers, unless they reside in the school's traditional catchment area.

CURRICULUM PROGRAMME

We challenge our students, extend them and teach them to think for themselves. Some schools are reluctant to set challenges for students because they carry with them the possibility of failure. We believe that learning to cope with failure, developing resilience, and setting new goals, is good both for academic achievement and for personal development.

A full range of academic and vocational subjects is offered at levels 1, 2 and 3 along with Cambridge Check Point at Year 9 and Year 10. Popular new subjects include Digital Design, Sports Studies and Future Studies. All students develop ICT proficiency. There are four class sets of computers and several smaller pods. The school is networked with ultra-fast broadband and every new boy is given an email account. There are impressive new Art, Careers, Technology, Guidance and Learning Assistance suites.

Our teachers have a good understand of the learning needs of teenage boys. We aim to empower boys as learners, and to encourage in them responsibility for their own learning, so they are active and not passive learners. In Year 9 the Learning to Learn programme, delivered across all subjects, teaches the learning skills that are a foundation for all learning.

There is a strong emphasis on Careers Education. The Careers Department interviews senior students regularly to encourage the development of realistic career goals. Visits to Universities such as Otago and Canterbury University occur throughout the year. There are also visits arranged to tertiary institutions and work shadowing and work experience is offered. The Gateway programme enables students to gain NCEA credits in the workplace.

Teachers and Deans closely monitor student performance and hold regular meetings to discuss the learning needs of students. Senior students set goals for the year and Deans regularly review progress towards meeting them.

Parents are kept informed of student progress through regular informal contact, parents' evenings and up to four written reports a year. The emphasis is on formative assessment that can feed back into further learning.

All boys are equally valued, but individual learning needs are targeted. Extension classes stimulate the most academically able. Senior English, Mathematics, Science all offer academic streams. Those with special learning needs gain extra assistance from their teacher or from teacher-aides, either in the classroom or the Learn Assistance Department.

“Teachers are progressive in their approach to teaching and learning” and are “constantly striving to improve all aspects of students’ learning.”- ERO 2010

ORIENTATION PROGRAMME AND SUPPORT SERVICES

Students will be provided with an informative orientation programme. The International Dean is responsible for the orientation of the students and their on-going welfare within the school community. This will be done in close liaison with students and their classroom teacher.

If students are travelling alone they will be met at the airport by a representative of the school. This is usually the International Dean or their delegate.

The Orientation Programme will include

On the students arrival he will meet with the Rector in his Study. Then Students are usually met by their Dorm Buddy and helped to settle into their room (dependent on their time of arrival).

On the student's first day, he will be met by the International Dean. All students will be mainstreamed immediately upon arrival with a small group withdrawn for further orientation, English testing, and teaching as required. Assistance with academic planning is given by our Junior or Senior Dean dependent on which Year they will be in.

The Tutor teacher will be responsible for ensuring the new student has a buddy student whose role is to help the new student with daily routines, timetables, and activities during the breaks. He will also ensure the student knows where to find the sick bay, dining room, toilets etc.

Orientation will include school layout, rules and regulations, counselling, support systems and resources available.

Information on banking, local travel systems, and familiarisation with New Zealand laws, culture and learning will be provided.

The International Dean is responsible for International Students will continue to monitor the student during the first few weeks while the student settles into the class and the school. The teacher will also be available for support of the students, the classroom teacher, and the parents/caregiver.

Once the initial period is over, the International Dean Responsible for International Students will continue to monitor the student and his/her progress through informal meetings, ESOL teaching times, and regular formal meetings with the student at least once a month, the classroom teacher, and/or the parents/caregiver.

Translators will be made available where necessary. These may be another student or an adult, depending upon the situation and the requirements.

Parents/Agents/Caregivers and students at Waitaki Boys' High School need to know that at any time they may make an appointment via the school office to see the classroom teacher,

or the International Dean Responsible for International Students to discuss any queries or concerns.

STUDENT SUPPORT SERVICES

The following staff members are specifically available for assistance, support and for emergencies:

Name: **Mrs Looms** Designation: **International Dean**

Phone: **(03) 433 1137** Email: bobbyl@waitakibhs.school.nz

For Emergencies only: Mobile Number: **021 962 1004** Phone: **(03) 437 0004**

Name: **Mr Paul Jackson** Designation: **Rector**

Phone: **(03) 437 0529** Email: rector@waitakibhs.school.nz

For Emergencies only: Mobile Number: **021 994 895**

WHAT DO YOU DO IF YOU HAVE A GRIEVANCE?

We want you to be happy at Waitaki Boys' High School. There may be times however, when things do not go as smoothly or as well as you may like. Here are some ideas about what you can do about it.

Problems with a teacher

1. Make a time to talk to your classroom teacher about your concern.

If your concern is the classroom teacher, make a time to talk to the International Dean/Rector.

Problems with school friends

1. Take the time to talk to your class teacher quietly about your concern.
2. You can also talk with the International Dean.

Problems with your designated caregiver

1. Make a time to talk to the International Dean. She will discuss the concerns with you and sort things out.

At all the above meetings, notes will be taken of your concerns and of the solutions put in place.

If, after all the above have been tried, it is felt that your problem has not been resolved, then the student/parent may contact the International Education Appeal Authority, whose address is:

International Education Appeal Authority
C/- Ministry of Education
Private Bag 47 911
Ponsonby Phone: (64 9) 374 5481
Auckland Fax: (64 9) 374 5403
New Zealand Email: info.ieaa@minedu.govt.nz

You must be able to show them that you have tried to get the school to act before you contact them. They will consult the school to see if anything can be done to help you.

If you do have a problem, please ask for help while it is still a little problem. Do not wait for it to become a big problem. If you are not confident that you're English is good enough you can always bring a friend who has better English.
We hope your stay at Waitaki Boys' High School is a happy one.

STUDENT WELFARE

- If a student is having difficulties adapting to the new culture, a meeting will be set up with the student to discuss the issues and put further support structures in place. This may be in the form of a buddy or host parents that are called upon.
- Information will be given regarding travel options to and from school for those students that are living in homestays or with a designated caregiver. This is to ensure that students and their families know there is a school bus service; know how and where to access public buses; understand basic pedestrian safety, and know that there are teachers on duty after school.
- Students are encouraged to seek advice from the International Dean on welfare issues, including personal health problems, mental health problems, drug problems and problem gambling. Referral information will be given and a referral made to the appropriate support agency if necessary.
- Health Clinics are available to boys' during the school week to speak with a Registered Public Health Nurse. Details for this can be found in the Waitaki Boys' High School International Orientation Booklet for International Students.
- Waitaki Boys' High School is smoke free. No smoking is permitted anywhere on the school property. In New Zealand, the sale of alcohol and tobacco products is not permitted to any person under 18 years of age.

PROCEDURES THAT APPLY WHEN A STUDENT WITHDRAWS / IS NOT ATTENDING THEIR COURSE

If a student withdraws from school:

1. It must be in writing by the parents/agent, a minimum of 1 terms notice prior to the student's last day, giving the date of the final day of attendance and the reason for leaving and the Immigration Service will be notified.
2. The Refund Policy for International Students shall apply.

If a child is not attending their course:

1. In the case of absences, the student/host parents/designated caregiver/parents must inform the International Dean and must follow the normal school procedure of notifying the school in the morning of the first day of the absence, and following this up with a written note on the first day of the child's return to school. If the absence can be foretold - eg an appointment - then the school is to be informed. This is usually done via Don House office for Boarders or Host Parents for those in homestays.

2. Where the student is absent with no reason then the International Dean/Host Parents/parents/caregivers will initially be contacted by the school for an explanation. Where a child is being truant from school, the school Truancy Officer will have a meeting with the International Dean to rectify the situation. If the Truancy continues then a meeting will be held and contingencies put in place. If this does not rectify the situation then the enrolment will be terminated and the Immigration Service notified.

3. If the student does not attend for more than twenty consecutive school days then the school will, in writing, notify the parents/agents/caregivers that the enrolment has been terminated and the Immigration Service notified. However if the parents have previously notified the school in writing that the child will be absent for a period of time, with the full reason for the absence, the place shall be held, providing all fees have been paid in full, as required.

4. If the student is withdrawn from or ceases to attend the school the Board of Trustees will notify the New Zealand Immigration Service.

CIRCUMSTANCES IN WHICH TUITION MAY BE TERMINATED

- Where a child is absent or consistently truanting from school (*see above*) then the signatory will terminate the enrolment.
- If a child's behavior is of an unacceptable level, then a meeting with the child, the International Dean/agent/host parents/parents/caregiver, and the school will be arranged. If the behaviour does not improve, written notification will be given to the parents warning of the danger of termination of the enrolment. If there is no further improvement, the parents and the student will be notified in writing that the student must leave at the end of that term, or earlier if the school decides, and will not be eligible to return the following term. There will be no refund of fees paid if this occurs.
- An 'acceptable level of behaviour' would be seen as following the school rules and the school 'Code of Conduct' as provided to each student.
- If an enrolment application is found to be inaccurate in any way the contract may be terminated at the school's discretion.
- Upon termination of enrolment, the Immigration Service will be notified as required.

SUMMARY CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

The Code sets standards for educational providers to ensure that:

- ✚ high professional standards are maintained
- ✚ the recruitment of international students is undertaken in an ethical and responsible manner
- ✚ information supplied to international students is comprehensive, accurate, and up-to-date
- ✚ students are provided with information prior to entering into any commitments
- ✚ contractual dealings with international students are conducted in an ethical and responsible manner
- ✚ the particular needs of international students are recognised
- ✚ international students under the age of 18 are in safe accommodation
- ✚ all providers have fair and equitable internal procedures for the resolution of international student grievances

Full details of what is covered can be found in the Code itself. You can request a copy of the Code from your New Zealand educational provider. The Code is also available online from **www.minedu.govt.nz/goto/international**.

The Code also establishes the IEAA and the Review Panel to receive and adjudicate on student complaints.

The IEAA is an independent body established to deal with complaints from international students about pastoral care aspects of advice and services received from their educational provider or the provider's agents. The IEAA enforces the standards in the Code of Practice. '

How can I contact the IEAA?

You can contact the IEAA at:

The International Education Appeal Authority,

Ministry of Education,

Private Bag 47 911 Phone: (64 9) 374 5481

Ponsonby Fax: (64 9) 374 5403

Auckland New Zealand. Email: info.ieaa@minedu.govt.nz