



International Students (also known as Foreign Fee Paying Students)

Definition

International Students (or Foreign Fee Paying Students) are all those defined by the Ministry of Education available at the following link:

<https://gazette.govt.nz/notice/id/2013-go545?noticeNumber=2013-go-545>

Rationale

Silverstream School endeavours to provide the primary level education needs to families in our community. From time to time international families live in our community.

The Ministry of Education requires schools to pay NZ \$430 or \$10.73 per week for each International Student (Ministry of Education Clawback). The Ministry provides **no funding** to the school for International Students.

Guidelines and Procedures

1. All prospective international students apply to the Principal in writing using the Silverstream International Students Application. An interview with the principal will follow to affirm answers, tour the facilities and answer questions and caregivers are provided with the Student Handbook, this current policy and our Health & Safety policy.
2. International Students must reside in New Zealand with at least one legal parent or a legal guardian at all times, to be considered for enrolment at Silverstream School. Acceptance of students is at the discretion of the principal.
3. Students are required to produce their passport (and parent's passports if applicable) to verify their immigration status. **Any anomalies, termination of enrolment or confusion around status requires communication with immigration to ascertain eligibility or special conditions.**
4. Student documentation is collected and verified by the principal before an offer of place is issued. Documents are loaded into the Ministry Enrol site and copies are added to the student files. Enrol alerts (visas) and annual review procedures identify required policy (e.g. insurance) renewal.
5. International Students are required to pay the following fees:
 - a) \$430 per annum fee to cover the Ministry of Education levy or \$10.73 per week (this is set annually)
 - b) Administration Fee (*non-refundable*) NZ \$1000.00

c) Tuition Fees (*annual payable in advance*) NZ \$6,500 + GST (\$975.00) per year plus \$70 for minor trips and transport costs (museum, art gallery etc.)

TOTAL: NZ \$8 975 per year

d) All stationery, activity and other fees as are charged to other Silverstream School students.

6. Non-refundable fee accounts are paid in advance on a term-by-term basis.

7. The principal, with the approval of the Board, has the discretion to amend the fees (upwards or downwards) if special circumstances exist.

8. **Termination:** Either party may terminate this agreement with 5 (five) days' written notice. Upon termination of this agreement, refunds will be made in accordance with the School's Fee Refund Policy.

9. **Limitations of liability:** In no event shall the School liability exceed an amount equal to the amount of tuition fees paid by the Applicant.

10. Silverstream School adheres to the Code of Practice for the Pastoral Care of International Students, including an **annual review** as below.

International Student Self Review Procedures

- **All programmes, systems, current applications and resources available to our international students are reviewed by the leadership team annually.**
- **Promotional material is updated annually to reflect changes in resources, staffing and programmes.**
- **Our Health & Safety Team meet twice per term and 'International Students' is included in our agenda to identify risks and review procedures relevant to health and safety.**
- **Health & Safety is part of the BOT agenda in every meeting.**
- **A review and report is tabled on International Students for the BOT annually.**