

# Long Bay Primary School

## Foreign Fee Paying Students Policy

NAG 6



### Rationale

The school may receive requests from visiting overseas families (whose children are not entitled to a NZ Government funded education) for their children to be enrolled at the school for periods of time. This may range from a few weeks to two or more terms.

### Purposes:

1. Fees are required for students who fall outside the following categories:-
  - 1.1 A NZ citizen including those born in the Cook Islands, Tokelau, or Nuie.
  - 1.2 A New Zealand permanent resident or citizen or Australian residing in New Zealand.
  - 1.3 Children of foreign nationals exempt from the requirement to hold a New Zealand residence permit.

### Guidelines

- Long Bay Primary School is approved as a signatory to the Code of Practice for the Pastoral Care of International Students. Foreign fee-paying students may be enrolled at Long Bay providing space is available and they meet the immigration and family care requirements.  
The enrolment of foreign fee-paying students will be left to the discretion of the Principal.
- Foreign fee-paying students cannot be counted on the school roll for Government funding.
- Foreign students will be placed in an appropriate class, and they will be supported in their learning, with the class programme adjusted as required to meet their educational needs.
- The cost of recreational/Education Outside the Classroom activities undertaken during the year (e.g. school camps, sport trips or field trips) will be the responsibility of the parents.
- School stationery, external exams and uniform costs will be the responsibility of the parents.
- The school will be responsible for collecting the cost of MOE levy for foreign fee-paying students and passing it on to the Ministry.
- For Foreign students requiring extra tuition in Reading and English, a fully qualified teacher may be employed at a cost to the parents.

### Fees

- Fees will be set annually and include GST.
- Fees must be paid in advance. A receipt will be issued.
- Where enrolment is for less than one term, a higher weekly fee may be charged.
- If students leave prior to the actual period of confirmed enrolment, fees will be refunded for the period of time they were not enrolled (after deduction of the school administration and MOE costs, which were quoted on enrolment).

## International Student Fee Protection

Long Bay Primary School Board of Trustees understands the importance of the security of student fees paid in advance and to the fact that schools have a legal duty to refund the 'unearned' portion of such fees.

The following guidelines will be followed:

- 1 The cash for all foreign fee-paying student funds paid in advance **will not be spent** until the school has '**earned**' the funds by providing the courses for the students.

Income will be '**earned**' on a *pro rata* basis as the year progresses with portions downloaded each term as the fees are '**earned**'. The '**earned**' portion would be transferred to the school's main operating bank account.

- 2 The funds will be kept clearly separate within the school accounts system, with separate accounting ledger codes to manage and track all international student fees.
- 3 The Principal will inform the student's caregivers of the **refunds policy** stating the conditions if a refund is required to be made to the student if they withdraw from a subject, course, or programme at the school.
- 4 Fees received at the end of the year for next year's foreign fee-paying student enrolments will remain in the specified account until it is required to pay the fees for the new school year, except for administration type costs which are non-refundable.

## Approval

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it can be made except with the approval of the Board. A copy of this policy is to be included in the School Policy Manual, a copy of which shall be available to all staff, and to students and parents at their request.

<b>DATE:</b> 2011 <b>Next Review:</b> 2014	<b>APPROVED BY:</b>	
	<b>PRINCIPAL</b>	<b>CHAIRPERSON</b>