

Long Bay Primary School

Fee Paying Policy for International Learners

NAG 6

Long Bay Primary School ("the School") is an approved signatory to The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 ("Code of Practice"). The code sets out the requirements that education providers must meet for the wellbeing and safety of their learners.

Please click [here](#) for a copy of The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.

Rationale

The school may receive requests from visiting overseas families whose children are not entitled to New Zealand Government funded education for their children to be enrolled at the school for a period of time. This may range from one term to the full year and beyond.

Purpose

Section 10 of the Education and Training Act 2020 defines a domestic student as an individual who is:

- A New Zealand citizen, or
- The holder of a residence class visa granted under the Immigration Act 2009, or
- A person of a class or description of persons required by the Minister, by notice in the Gazette, to be treated as if they are not international students.

Anyone who does not fall within one of these categories is an International Learner with no automatic entitlement to education in New Zealand. Further information on the definition of a domestic student can be found [here](#)

International Learners at state or state integrated schools must pay fees to cover all the costs including:

- Administration Fee
- Activity Fee
- Ministry of Education Fee/ Levy
- School Tuition Fee

Guidelines

- International Learners may be enrolled at Long Bay Primary provided space is available and they meet the immigration and family care requirements.
- The enrolment of International Learners will be at the discretion of the Principal.
- All contractual and financial arrangements between the School and the International Learner will be recorded in a written contract. A copy of the signed Contract will be given to the International Learners parents/ legal guardians.
- International Learners cannot be counted in the school roll returns for government funding.
- International Learners 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 camp, sports, swimming, school uniforms etc, will be the responsibility of the parents.
- The school will be responsible for collecting the MOE levy for the International Student and passing this on to the Ministry of Education.

Fees

- Fees will be set annually and include GST.
- Fees must be paid in advance and a receipt issued.
- There is a minimum of one term of enrolment which is non-refundable. Exceptions can be made at the Board's discretion.
- If the International Learner leaves prior to the end of contract date (signed International Learners Contract), fees will be refunded for the period of time they were not enrolled, with exception to the one term of enrolment which is non-refundable, and after deduction of the administration/activity fee and MOE levy.
- Enrolment of an International Learner does not give the right to an out of zone enrolment should the visa status change.

International Learners Fee Protection

Long Bay Primary School Board of Trustees understands the importance of the security of tuition fees paid in advance. The following guidelines will be followed:

- International Learner tuition fees paid in advance will not be spent until the school has "earned" the funds by providing the tuition to the student.
- Tuition fees will be "earned" on a pro-rata basis as the year progresses with portions downloaded each term as the tuition fees are "earned". The "earned" portion of the tuition fees will be transferred to the schools main operating bank account.
- The tuition fees will be kept in a separate ledger within the schools accounting system.
- The Principal will inform the International Learners caregivers of the Refunds Policy, if the International Learner leaves prior to the end of contract date.
- Tuition fees received at the end of the school year, for the next year's tuition will remain in a separate ledger within the schools accounting system until it is required to pay for the fees for the new school year, with exception to the administration/ activity fee and MOE Levy fees which are non-refundable.

Termination of Contract

The School may terminate an International Learners contract in the following circumstances and in line the Code of Practice:

- Breach of Contract
- Continual misbehavior and disregard for school rules
- The International Learner is living with someone other than a parent or legal guardian
- Criminal acts
- The School is unable to provide for the International Learners needs
- Poor attendance and truancy

In the event of an International Learners contract being terminated, the School will advise the NZ Immigration Department.

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 the Policy is to be included in the Schools Policy Manual, a copy of which shall be available to all staff, and to students and parents at their request.

Date	Approved by:	Approved by:	Next Review:
5/9/22	 Rob Hutton (Principal)	 Autum Facer (Presiding Member)	