



ST BEDE'S COLLEGE BOARD OF TRUSTEES – POLICIES

CM5 POLICIES FOR INTERNATIONAL STUDENTS

International students are an integral part of the College community. Their presence serves to diversify the student body and allows New Zealand boys to learn of foreign cultures at a young age. The revenue collected from international students is also critical to the financial health of the College.

The following policies are required to preserve the legal status and rights of the international students as well as to assist with their integration into the College community.

1. International Education

RATIONALE

To define the basis by which foreign fee paying students will be educated at the College.

Principles

1. To ensure the College provides programs that are appropriate to the learning needs, abilities and stages of development of its international students.
2. To ensure effective pastoral guidance and support is provided to all its international students.
3. To ensure appropriately trained, qualified and registered staff are employed to teach the curriculum to its international students.
4. To ensure the Code of Practice for the pastoral care of international students is complied with.
5. To ensure an effective annual business and operating plan for international students is incorporated.
6. To maintain a transparent policy regarding the refund of international student fees when appropriate.

2. Code of Practice for the Pastoral Care of International Students

Rationale

The College is required to be a signatory to the Code of Practice for the Pastoral Care of International Students.

Principles

To ensure compliance with the Code of Practice is observed and reviewed on an annual basis.

3. Fee Protection

Rationale

As signatory to the Code of Practice for the Pastoral Care of International Students the College is required to have a fee protection policy.



Principles

To ensure that in the unlikely event of the College not being able to deliver its normal curriculum to international students, all unspent tuition fees will be refunded to the applicable international students.

4. Tuition Fee Refunds Policy

Rationale

As a signatory to the Code of Practice for the Pastoral Care of International Students the College is required to have a tuition fee refund policy.

Principles

St Bede's College has a no refund policy. If the student withdraws from his course of study before the course completion date, he will **NOT** receive a refund of school fees except in exceptional circumstances. In such cases, the parents should write to the Chairperson of the College's Board of Trustees explaining what the exceptional circumstances are: however, the College's decision is final.

If the application is made before the start of the course, fees will be refunded less:

- a) an administration fee
- b) costs to the school already incurred for tuition
- c) Components of the fee already committed for the duration of the course, including appropriate portions of salaries of teachers and support staff (if applicable)
- d) any other costs already incurred.

No refund will be made to a student who is excluded from the College by the Board of Trustees.

No refund will be made to an International student who acquires permanent residence or whose parents acquire a work or study permit or visa after having enrolled him at the college.

No refund will be made to a student who transfers to another school in New Zealand or overseas.

No refund will be made to a student if he or his parents/guardian or agent has withheld information relating to enrolment which the College regards as important (ie that he has been asked to leave his previous school/health issues)



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5. Grievances and Complaints Policy

Rationale

As a signatory to the Code of Practice for the Pastoral Care of International Students the College is required to have a policy to deal with complaints from international students or their authorised representatives.

Principles

1. To ensure that international students have access to and understand the procedures that will be followed in the event of them having a grievance or complaint against the College.
2. To ensure the interests, rights and responsibilities of the student and the College are met in dealing with complaints and grievances held by students.
3. To ensure the procedures (in particular the document titled "Internal Grievance Procedures: What to do if you have a problem") adopted by school management to deal with complaints and grievances are reviewed on an annual basis.

ADDITIONAL RELEVANT POLICIES

Refer to: FN1-Finance; AC1 Curriculum

SCHOOL PROCEDURES THAT RELATE TO THIS POLICY

As above

DATE APPROVED	19 November 2012	RESPONSIBILITY	Community
REVIEW PERIOD	3 yearly	DATE LAST REVIEWED	November 2012