

BELMONT PRIMARY SCHOOL

POLICY STATEMENT:

INTERNATIONAL STUDENTS (NAG)

Rationale:

Foreign fee paying students bring financial benefits to the school and added value to the diverse cultural mix of Belmont Primary School.

Objectives:

1. To acknowledge that children of different cultures can bring a richness and diversity to our school and to the education it offers.
2. To provide opportunities for fee paying students to experience NZ culture and to develop a grounding in the English language.
3. To provide guidelines for consistency in payment and refund methods for International Student Contracts
4. To establish guidelines for provision of tuition for International Students

Guidelines:

General

1. All International Students will be required to sign an enrolment contract and attend an interview (where applicable).
2. A maximum of 3 pupils in any classroom will be accepted, at any one time, with consideration of existing class mix and teacher discretion.
3. The regulations established by the Ministry of Education, Ministry of Immigration and the Code of Practice for the Pastoral Care of International Students will be adhered to.
4. The school will only enrol students who are living with their parent/s and / or legal guardian.
5. Class placement will be determined by age and suitability. International students are accepted from the age of 5 to 11 years old.
6. All procedures for International Students will be reviewed annually against current MOE Codes of Practice.

Payment of Tuition Fees

1. All fees must be paid in full prior to the student commencing their course at Belmont Primary School.
2. Places are not guaranteed until the tuition fees have been paid in full.
3. No student shall continue to be enrolled unless the appropriate tuition fees have been paid.
4. All fees received will be held in the BPS bank account.
5. Payment may be made to the BPS bank account or by cash/bank cheque.
6. Bank drafts and telegraphic transfers or cheques should be to the credit of BPS. The student's name and identification number must be entered on the document and quoted by the remitting bank.
7. When payments are made by telegraphic transfer, the bank charges are debited to the student.
8. At the discretion of the Principal, Belmont Primary School may pay up to 15% commission each year to the appropriate agent for each year that a student remains at the school paying the International Student fee. For the second and subsequent year the commission may be paid at the end of the school year.

Increases in Fees

The school reserves the right to amend its fees. Once updated the latest fees will be available on the Belmont Primary School website: www.belmont.school.nz.

International Students who obtain Permanent Resident Status

1. International students in programmes at Belmont Primary School, who have paid an annual tuition fee in advance and subsequently obtain permanent residency and provide evidence of their new status to the Principal of Belmont Primary School prior to the Ministry of Education 1st March return date, may apply for a refund of the difference in the fees.
2. The refund will be calculated for Terms 2 to 4 in cases where permanent residency is obtained after school commencement and before the end of February.

Refund Policy after Cancellation/Withdrawal by Student

1. All notices of cancellation/withdrawal must be made in writing to the School Principal.
2. If written notice of cancellation is received between 2 and 5 months prior to school commencement, a refund of all tuition fees less a cancellation fee of twenty per cent (20%) of the school fee shall apply.
3. If written notice of cancellation is received between 1 and 2 months (30 and 60 days) prior to school commencement, a refund of all tuition fees less a cancellation fee of thirty per cent (30%) of the school fee shall apply.

4. If written notice of cancellation is received less than 1 month (30 days) prior to school commencement, there will be no refund of tuition fees.
5. A notice of withdrawal due to exceptional circumstances may be accepted as grounds for a refund of tuition fees. This is subject to the provision of acceptable documentary evidence in support of the applicant for the refund, and subject to the date the Principal receives written notice of withdrawal. This includes:
 - Inability to obtain a student visa;
 - Serious illness or disability of the student;
 - Death of a student or close family member (parent, sibling, spouse or child);
 - Political, civil or natural event that prevents arrival of the student.
6. In the event of a withdrawal from a course, the School must be reimbursed for any fees, which have been paid or incurred by the School or other representatives. Where the School refunds the tuition fees, the school representative/student's agent fees will be deducted from the refund. The cost of any additional services that were completed prior to withdrawal will also need to be retained.

Refund Policy after Withdrawal of Offer of Place by School

1. If the School withdraws an Offer of Place, or is unable to provide the course, all tuition fees are fully refundable.
2. Where a conditional offer of place is made and the academic condition is not met, the tuition fees paid for the course will be refunded in full.

Circumstances when No Refunds will be given

1. The School will not refund the tuition fees of any student whose Offer of Place is withdrawn through the supplying of incorrect and/or fraudulent documentation, from a period beginning 4 weeks prior to school commencement.
2. The School will not refund the tuition fees of any student who is removed from the school role through non-attendance and/or is expelled by the School Board.
3. The School will not refund the tuition fees of any student because their student visa expires and they are withdrawn from school until the student visa is updated or withdrawn permanently.

Payments of Refunds

1. Refunds will be made by bank draft/telegraphic transfer in New Zealand Dollars or foreign currency equivalent at the time of the refund.
2. The bank draft/telegraphic transfer will be made out to the student and sent to the student's home country address, unless other arrangements have been approved by the Principal.

Liability

To the fullest extent permitted by the Consumers Guarantee Act 1993 or otherwise at law or in equity, the School shall under no circumstances be liable to the student or the applicant(s) or any other person for direct or indirect or consequential loss or damage of any kind arising out of or attributable to any breach by the School of its obligations under the Contract of Enrolment, negligence on the part of the School or any act or thing done or not done by the School. Consequential loss shall include (without limitation), loss of income or profit and loss or damage to persons or property.

Obligation by the School

After accepting an Offer of Place from the School, and once the conditions of the enrolment contract have been met by student and applicant(s), the School undertakes to provide tuition as set down in the prospectus. The School reserves the right to amend the details of tuition in the prospectus. Once updated the latest prospectus information will be available on the Belmont Primary School website: www.belmont.school.nz.

Conditional Acceptance

During the student interview process (where applicable), the student's "Disciplinary Record" is examined. The Contract of Enrolment and subsequent Offer of Place are conditional upon this record being accurate and there being no change to this position until the student's first day at the School.

Privacy Act

The information collected by the School during the enrolment process and during the period in which the student is enrolled at the School is intended for use in connection with the education and well-being of the student and may be used by any of the staff of the School or consultant to the School in connection with that purpose. The student has right of access to and correction of the personal information collected by the School.

Conclusion:

This policy statement acknowledges the rights of non-residents to have a New Zealand education, without disadvantaging local pupils.


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Chairperson
BOARD OF TRUSTEES

Policy Date: 27/02/20

Review Date: 27/02/23