

Onewhero Area School



Policy:

INTERNATIONAL STUDENTS – FEE PAYING

Legislation and Regulations (National Administration Guideline 5)

Rationale:

This policy is required to comply with the Code of Practice for the Pastoral Care of International Students. Onewhero Area School is committed to provide an opportunity for all children to become members of the school community, regardless of their religious, ethnic or social background, abilities and interests.

Purposes:

The purpose of this policy is to provide guidelines for student enrolment, management, and fees.

Guidelines:

1. An International Student is on a study permit under the Immigration Act, 1987 and is defined by section 2 or section 159 of the Education Act, 1989.
2. The school is a signatory to and will comply with the Code of Practice.
3. The school may decline or terminate enrolment if the student does not comply or is in breach of contract of the conditions set out in the student application form.
4. Any serious breach of rules or poor academic progress will be reported to all relevant parties and may result in a review of that student's enrolment.
5. The funding gained from the enrolment of Fee Paying Students will be used for their special education and administrative requirements, as well as to support the general curriculum.
6. The student will be placed in classes according to their academic aspiration, taking into consideration their academic potential and availability of courses. Entry into any subject or class will be in negotiation with the HOD, DP of the year level and/or the staff member responsible for their pastoral care.
7. The school will provide tuition based on an integrated and holistic teaching and learning approach at the appropriate level for each student.
8. A diverse enrolment of students will be actively sought in order that many countries are represented and no one group is dominant.
9. Approved homestay accommodation will be paid for by the students and monitored by the school.
10. The school has the responsibility to monitor the designated caregivers, to ensure they adhere to the conditions as outlined in the Accommodation Guidelines for Homestay Families and Caregivers.
11. OAS will ensure that the conditions and policies of the school are clearly understood by each relevant party prior to enrolment.
12. An orientation programme will be provided for students enrolling at the start of the year. Students that enrol at other times of the year will be provided with a shortened orientation programme provided by the staff member responsible for their pastoral care. On-going support and pastoral care will be provided by the staff member responsible for their pastoral care

13. All relevant parties will be kept informed of the student's progress through the regular reporting cycle.
14. The number of International students accepted will not exceed 7% of the New Zealand School roll as of the 1st March Return.
15. No International students will be permitted to own or drive motor vehicles while they are enrolled at school.
16. Medical & Insurance is compulsory and documentation must be produced to this effect before the enrolment process can be concluded.

Fee Protection

1. All fees received will be receipted and identified in the school's accounts, as "Foreign Fee Paying Students' Income".
2. Tuition and boarding fees will be paid in advance each year.
3. The Executive Officer will ensure sufficient funds are always available to enable full refunds.
4. Unearned fees (fees paid in advance) will be identified on a monthly basis and credited to an appropriate balance sheet account in the school accounting system. The Executive Officer will ensure that funds on hold in the general bank accounts cover at least the balance of the unearned fees account.

Refunds

1. If a student changes their mind **before coming to New Zealand**, full fees are refunded, minus a \$300 cancellation fee.
2. If a student withdraws from their course of study before the course completion date, they will NOT receive a refund of school fees except in exceptional circumstances. In such cases, the parents should write to the Board of Trustees explaining what the exceptional circumstances are. The Board's decision is final. In such cases under New Zealand law, the school will retain amounts to cover costs already incurred. The balance will be refunded.
3. No refund will be made to a student who is asked to leave the school because of misbehaviour, poor attendance, non-compliance with Home stay regulations or violation of the New Zealand law, including traffic laws.
4. No refund of tuition fees will be made to an International student who changes visa status to one which entitles them to regular/domestic student status after one month from date of payment.
5. On written request the balance of Home stay money will be refunded in full at the time the student signs out of school.
6. If a student cancels their Homestay contract before they move into the Home stay, the fees will be refunded in full, less the Home stay placement fee of \$150.

References or Sources:

1. Code of Practice for the Pastoral Care of International Students (revised 2010)
2. Fee schedule attached.

Board of Trustees Chairperson _____ 21/10/2013

Policy to be reviewed annually. Next review date October 2014.

Onewhero Area School



	2018		2019	
	Yrs 1 - 8	Yrs 9 - 13	Yrs 1 - 8	Yrs 9 - 13
TUTION	NZ \$13,000	NZ \$13,000	NZ \$13,000	NZ \$13,000
Administration Fee	NZ \$1000 (1 st year only)		NZ \$1000 (1 st year only)	
Two Terms (inc. admin)	NZ \$7,000		NZ \$7,000	
ACCOMODATION with a Homestay family				
Placement fee (one off payment)	NZ \$150		NZ \$150	
Homestay	NZ \$270 per week		NZ \$270 per week	
Other Fees				
NCEA exam fees	NZ \$390		NZ \$400	
Uniform	NZ \$400 approx.		NZ \$400 approx.	
Stationery	NZ \$150 approx.		NZ \$150 approx.	
Insurance	NZ \$500 approx.		NZ \$500 approx.	
Course Fees	Subject specific course fees as per the Curriculum Handbook		Subject specific course fees as per the Curriculum Handbook	

Additional Information

1. Full payment of tuition and administration fees are payable before an Offer of Place can be confirmed. Fees will be paid into the Onewhero Area School bank account, and recorded individually as International Fees. Should your application to attend Onewhero Area School not be successful all fees will be refunded in full.
2. Should a Student staying less than a year extend their stay the balance of the Full Administration Fee will be charged. For Example: The Administration Fee is \$800 for the first 12 months of a student's study. If a student paid \$400 for 2 Terms and extends their stay for another 2 Terms the \$400 balance of the Full Administration Fee will be charged. Once a student has paid the Full Administration Fee amount no further Administration Fees are charged.
3. Students wishing to store luggage over the Xmas period can use the school facilities free of charge.
4. Fees are for term time only; International Students needing Homestay for holidays will be charged at the weekly rate per above and any part week in homestay will be paid at \$35.00 per night.
5. If a student is going away on holiday, apart from the Christmas holiday period, a \$50.00 holding fee can apply per complete week. A \$100.00 holding fee can apply for the entire Christmas holiday period.
6. These prices are offered as a guide only; fees will depend on individual student requirements. All money remaining at the end of the school year will be refunded to the parents.
7. Additional costs may be incurred dependent on course selection (please refer to the OAS Annual Curriculum Handbook)