

# WAITAKERE COLLEGE

<b>Section H</b>	International Department
<b>Policy</b>	International Fee Paying Students
<b>Date of Review</b>	November 2016
<b>Reviewers</b>	Frances Thyberg Director of International Students, Kath Kemp Business Manager

## Goal

To define the purposes intended through enrolment of International Fee Paying Students (IFPS) and the operating protocols of the International Department.

## Objectives

- 1 To benefit the wider College community by applying any available funds derived from this business to improving facilities and resources for all students.
- 2 To operate the International Department in accordance with the conditions agreed to as a signatory to the The Education (Pastoral Care of International Students) Code 2016
- 3 To enhance the learning environment of the College by enabling and encouraging domestic students to benefit from their contact with students from a variety of other cultures
- 4 To foster international understanding while providing a distinctive cultural experience and enhancing the English language skills of International Students

## Guidelines

- 5 The Waitakere College International Department shall annually review practices and procedures to ensure compliance with The Education (Pastoral Care of International Students) Code 2016
- 6 The International Director and Business Manager will be responsible for reviewing strategic plans relating to IFPS. They will meet as needed to facilitate this and keep the Board of Trustees informed.
- 7 In accordance with the Education Amendment Act 1989, no fee-paying student shall occupy a place in preference to an eligible domestic student.
- 8 Also in accordance with the Act, fees shall be set at such a rate that there is no cross-subsidisation of the International students' education by New Zealand taxpayers. The scale of fees will be reviewed as necessary, by the International Director, to ensure that no cross-subsidisation occurs.

- 9 Paramount to the operation of the International department is activity that satisfies the requirements of the The Education (Pastoral Care of International Students)Code 2016.
- 10 Appropriately trained staff shall ensure that academic and pastoral needs are met by providing and maintaining robust systems and an organisational infrastructure to meet the needs of IFPS.
- 11 An annual review will be made of the business plan and market strategy by the International Director.
- 12 **Note: The College has policy and regulations for relevant areas incorporated in the Application to become a signatory The Education (Pastoral Care of International Students)Code 2016**

**(revised 2016) as listed below.**

- Fees and payment of fees
- Fee refund conditions
- Fees Protection
- Enrolments and offers of place
- Grievance and Harassment
- Insurance
- Discipline
- Agents and referral
- School and Home stay contract
- Withdrawal and termination procedures
- Home stay police vetting

---

Chairperson

---

Principal

---

Date