



Rotorua Primary School

PRINCIPAL: F. WHATA B.Ed Dip. Tchg.

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CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

Rotorua Primary School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. Copies of the Code are available on request from the school or from <http://www.education.govt.nz/>

We welcome International Learners at Rotorua Primary School.

Rotorua Primary School is open to a small number of International Learners so long as regular New Zealand students are not disadvantaged. The Principal considers each application on its own merits and circumstances at the time of the application.

CONDITIONS OF ENROLMENT

Rotorua Primary School can only enrol International Learners who can be under 10 years of age and in Y6, or 11-13 years (Year 7-8 students).

Rotorua Primary School does not arrange accommodation.

International Learners enrolled at Rotorua Primary School *must reside* with parent/s or a legal guardian appointed by the Courts if under 10 years. If over 10 years they may live with a designated caregiver in a supervised home-stay situation. Passport details will be used for verification purposes.

Students will *only* be accepted for enrolment if they have immediate and *ongoing* parental or legal guardian supervision.

Rotorua Primary School accepts International Learners based on the number of places available at the time of application.

HEALTH AND TRAVEL INSURANCE

Rotorua Primary School requires students to have appropriate and current medical and travel insurance from SCTI <https://www.uni-care.org/Policy/NzStudentPlan> for the duration of their planned period of study.

Rotorua Primary School will accept no liability for Medical Expenses or Insurances.

APPLICATION REQUIREMENTS AND PROCEDURES

To apply to enrol your child please contact the school for an application form. The form, complete with relevant immigration documentation, then needs to be submitted to the school office. The Parent/Legal Guardian will be informed in writing if a place is available.

Once a place has been offered to an International Learner the enrolment process will be finalised, all fees payable, and the Contract signed by the Principal on behalf of the Board of Trustees.

FINANCIAL INFORMATION

Tuition fees are set annually in consultation with the Rotorua Primary School Board of Trustees.

TUITION FEES: \$3625.00 per term / \$14,500.00 per year

ADMINISTRATION FEE: \$500.00

The administration fee covers the cost of stationery, one set of uniform and trips. All fees are inclusive of GST. Extra-curricular activities (camp, after school activities) are not included.

REFUND CONDITIONS

Any International Learner who withdraws from his/her course of study before the student's originally advised course completion date will be eligible for a refund of some school tuition fees.

An application for refund of school tuition fees must be made in writing. Parents must write to the Board of Trustees explaining why the student has withdrawn from the course and the reasons for seeking a refund.

If the application is made before the start of the student's course, school tuition fees will be refunded in full.

If the application is made after the start of the student's course, school tuition fees will be refunded less:

- The administration fee of \$500.00
- Costs to the school already incurred for tuition

No refund will be given to a student who is expelled from the school by the Board of Trustees.

No refund will be given to a student who has breached the terms of their contract with the school.

Any student whose immigration status changes to that of a Domestic Student during their course of study will have their unused school tuition fees refunded from the end of the school term in which their status changed.

WITHDRAWAL PROCEDURE

If you wish to withdraw your son/daughter from Rotorua Primary School, please advise the Principal in writing at least two weeks in advance. The school refund conditions will apply in the event of any withdrawal.

TERMINATION

Rotorua Primary School reserves the right to terminate the enrolment of any International Learner on the basis of continued and unexplained non-attendance. In this event the New Zealand Immigration Service will be notified.

In the case of gross misconduct and/or serious disobedience by a student, the New Zealand Ministry of Education Stand-down, Suspension, Exclusion and Expulsion Rules 1999 will be followed.

These rules can be found on the Ministry of Education website at:

<http://www.education.govt.nz/>

FEE PROTECTION FOR INTERNATIONAL STUDENTS

The Rotorua Primary School Board of Trustees guarantees a refund of unspent fees if the school becomes unable to continue to deliver the course.

GRIEVANCE PROCEDURES

If you experience any problems while your child attends Rotorua Primary School, you may arrange a meeting with your child's classroom teacher by calling the school office and arranging an appointment. If the problem is not resolved, or it is more serious, please contact the Principal. The Principal will assist you in resolving the issue.

If the Principal is unable to assist you in resolving the issue, you must write a letter to the Board of Trustees outlining the problem.

If you are still not satisfied that the issue has been resolved, you may wish to contact the International Education Appeal Authority. Contact details for the Authority are:

Fax: (09) 374 5403 Ph: (09) 374 5481 Email: info.ieaa@minedu.govt.nz

IMMIGRATION

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website

at <http://www.immigration.govt.nz>

ENGLISH TUITION

When your son/daughter starts school, he/she will be assessed to determine the level of English tuition required.