



INTERNATIONAL EDUCATION REFUND POLICY

Objective 4

PART 1

RATIONALE

Elim Christian College will provide for students of a wide range of ethnicities, ages and abilities, a stimulating environment, and programmes:

- which glorify God
- contribute knowledge, skills and experience relevant to a contemporary internationally integrated world
- enable continued learning
- encourage and acknowledge endeavour and achievement in all activities
- engender school spirit and a sense of community
- encourage respect for the dignity and rights of each individual, where self-esteem, self-discipline, diligence, initiative, tolerance and caring are actively fostered.

PURPOSES

Elim Christian College endeavours to:

- provide a dynamic learning environment for all students
- prepare students to take their place in an internationally integrated world
- diversify its sources of income to provide resources and facilities for all students.
- Provide a rich cultural learning experience for all international students.
- Provide places for both long and short term students
 - Long term equates to 12 months or longer
 - Short term equates to less than 12 months

PART 2

FEES REFUND FOR INTERNATIONAL STUDENTS

(To be applied appropriately according to length of stay for short term students)

RATIONALE:

In some circumstances international students may wish to withdraw their enrolment at Elim Christian College after they have already paid course fees.

PURPOSE:

In accordance with the Education Act 1989 section 4B(7), the Consumer Guarantees Act and the Fair Trading Act the following guidelines will apply.

GUIDELINES:

School Fees

1. If an international student withdraws from the College before the end of the school year they may be eligible for a partial refund of school fees in some circumstances, at the discretion of the Principal.
2. An application for refund of fees must be made in writing. International students must write to the Principal explaining why they have withdrawn from the course and their reasons for seeking a refund.
3. If the application is made up to two weeks before attendance is scheduled to commence, fees may be refunded in full less an administration charge of 5% of the school fee to cover costs incurred by the College. If the request is made within two weeks of the scheduled start, commencement of the school year or the commencement of any subsequent term, fees may be made less full payment of one Term's Fees.
4. If the application is made after the commencement of attendance, but before the second half of the year (commencement of Term 3), fees may be refunded less:
 - An administration charge of 5% of annual fee.

- Components of the fee already committed for the duration of the course, including appropriate proportions of salaries of teachers and support staff (if applicable).
 - Costs already incurred for the use of facilities, resources and tuition.
 - The proportion of the Government Levy the College is required to pay.
 - Less 10 weeks of Attendance Dues as required to be paid to the Proprietors.
 - Any other costs already incurred.
5. If the application is made after the second half of the year, the student will not receive a refund except in exceptional circumstances.
 6. An international student or their parent/guardian/s who becomes a permanent resident or obtains a New Zealand work permit after 1st March and two weeks or more prior to the start of Term Three will be refunded their fees for the second half of the year, less any committed costs.
 7. No refund will be made to a student:
 - who is expelled or excluded from the College by the Board .
 - who is asked to leave the College for general poor conduct, or other behavioural or attendance reasons
 - where they wish to transfer to another school for any reason
 - where they return home for any reason other than their own serious illness, or serious illness or death of a close member of their family.
 - who becomes, or their parent/guardian/s becomes a permanent resident or obtains a New Zealand work permit after 1st July will not be refunded any fees for that year.

Home-stay Fees (based on all home-stay fees paid up front)

1. If an international student moves out of their home-stay before the end of their contract the portion of home-stay fees not already used will be returned.
2. To have home-stay fees returned, students must write to the Principal giving two weeks' notice, or pay two weeks' fees in lieu of notice.

If an international student cancels their home-stay contract before they move into the home-stay, fees will be refunded in full

PART 3

FEE PROTECTION FOR INTERNATIONAL STUDENTS

RATIONALE

It is recognised that tuition fees paid in advance to Elim Christian College by international students may, on occasion and as outlined in the Fee Refund Policy, need to be refunded. Sufficient funds need to be available to fulfil this obligation.

PURPOSE

1. To comply with the requirements and intent of the Code of Practice for the Pastoral Care of International Students. <https://www.nzqa.govt.nz/providers-partners/education-code-of-practice/>
2. To ensure there are sufficient funds to cover any international student fee refunds without compromising the day to day operation of the College.

GUIDELINES

1. Any reimbursement of fees to international students will be in accordance with the college's Fee Refund Policy.
2. The Elim Christian College Board will ensure that at any one time, there are sufficient funds readily available to make reimbursement to international students as per the Fee Refund Policy, if required, without disadvantaging other areas of operation within the College.
3. It is a mandatory condition of enrolment at Elim Christian College for international students to have medical and travel insurance in accordance with the Code of Practice.

PART 4

ACCOMMODATION FOR INTERNATIONAL STUDENTS

RATIONALE

International students enrolled at the College must have appropriate accommodation to foster their wellbeing in line with the Code of Practice for the Pastoral Care of International Students.

PURPOSE

1. To ensure each International Student is accommodated in a suitable living environment conducive to study and to a safe and supportive home life.
2. To involve host families in the welfare of international students living away from family and home country.
3. To assist international students to integrate into the New Zealand lifestyle.

GUIDELINES

1. Elim Christian College will comply with all accommodation requirements as set out in the Code of Practice for the Pastoral Care of International Students.
2. International students in years 1-6 can only be accepted into the college if they are living with their parents. Students in years 7-8 will preferably be living with parents but may live with designated caregivers, in a school administered homestay. Students in Years 9-13 may live with parents, designated caregivers or in homestays arranged by the Agent/College.
3. Elim Christian College will take all reasonable steps to ensure that international students in homestay arrangements are compatible with the hosts. Host families will be paid an agreed weekly fee by international students in return for the provision of care and accommodation. This fee will be set in line with the Code of Practice and the college will provide mediation assistance if required.
4. Host families will accommodate international students, in their home in accordance with the conditions set out in the Homestay Agreement and in accordance with the Code of Practice for the Pastoral Care of International Students (a copy of which will be provided to the Homestay host.) Information will also be provided to Homestay hosts by way of "Notes for Homestay Hosts" and a 24 hour emergency cell-phone contact of the college's International Student coordinator.
5. All Homestay hosts will be visited by the College's International Student Homestay Manager and all adults aged 18 years and over living in homestay accommodation will be Police Vetted.
6. The International Student coordinator or Homestay Manager will meet with all International students at least once per term to discuss their living arrangements.
7. All accommodation for international students aged under 18 years and not living with a parent will:
 - have an on-site assessment to determine that living conditions are of an acceptable standard.
 - an assessment to determine that the accommodation type is not a boarding establishment.
 - an assessment of the residential carers suitability and whether they will provide a safe physical and emotional environment.
8. All accommodation for international students will be visited at least twice yearly to ensure that they remain suitable.

9. If problems arise with homestays, the situation should be discussed with the International Student Coordinator. Should the problems persist, the International Student Coordinator may arrange for a change of home stay.
10. International students must not make their own private homestay arrangements without the approval of the International Student Coordinator and are not permitted to own or rent a flat/room/house/apartment or live on their own.
11. Where there are unresolved behaviour issues with international students the homestay may be discontinued, and the student may be sent home.
12. Where international students wish to withdraw from homestay arrangements for any other reason than personal safety at least two weeks' notice must be given in writing to the International Student Coordinator. An exception is made where the international students is here for two weeks or less.
13. The Parents of each International student (Yrs 7-13) living with a designated caregiver are required to sign an indemnity document stating that the designated caregiver is a relative or close family friend and that the parents have selected the accommodation for their child. All reasonable steps will be taken by the college to confirm that the designated caregiver is a bona fide relative or close family friend.

Ratified by the Board: 9 August 2023

Signed on behalf of the Board:



Dr Lehan Stemmet Presiding Member

Date: 10 August 2023

Date for Review: August 2024