
Carmel College Operational Policy 16: INTERNATIONAL STUDENTS

Special Character statement

Our college is the Catholic Church in action, an authentic expression of the Church's mission. Therefore, our role as a Catholic college, is, above all, to be a place where every member of this learning community can encounter the living God and our focus is on helping to form Christ in the lives of others. We do this through the Catholic and Mercy traditions.

Outcome statement

By enrolling international students, the school aims to promote internationalization, providing opportunities for students and staff from different cultures to work alongside each other in teaching and learning, providing different perspectives in order to develop each individual's understanding of other cultures. Our goal is for all our students to become connected global citizens, ready to live and work in the diverse and connected modern world.

Scoping

1. To develop cultural understanding and insight in our students to enable them to become global citizens
2. To foster international cooperation and relationships now and in the future
3. To enable exchanges of benefit to language learners, and other learning and co-curricular areas such as history, geography, social studies, economics, sports, cultural activities, etcetera
4. To provide the school with additional funds to enhance quality teaching and learning

Delegations

The Board of Trustees delegates the day to day management of the International Students to the Principal, with the right to delegate this to the Director of International students.

Expectations and limitations

1. Carmel College will be compliant with all aspects of the Education (Pastoral Care of International Students) Code of Practice, 2016.
2. International Students will be enrolled at Carmel College under a Contract of Enrolment in accordance with Section 2 of the Education Act 1989.
3. Appropriate staff and resources will be allocated by the school for the recruitment, administration and pastoral care requirements of international students.
4. There will be clear procedures in place which relate to this policy.
5. The number of International Students will not exceed 5% of the school roll without authorisation from the Board. This is to lessen the impact on the school community.
6. Students will be selected from as wide a range of countries as possible so that many cultures are represented at the school. Enrolment and the

number of international students per year level, will be at the discretion of the Principal.

7. Carmel College will review the International Students policies and procedures on an annual basis as required by the Education (Pastoral Care of International Students) Code of Practice, 2016.
8. The tuition fees are reviewed annually by the Board of Trustees. Tuition Fees cover text books, works books, subject material costs, New Zealand Government Goods and Services Tax, New Zealand Ministry of Education International Student Fee and the Attendance Fees and Other Contributions collected on behalf of Carmel College Proprietors.
9. The Board of Trustees will ensure that student fees income is separately identified and accounted for, to ensure that correct appropriations are made with sufficient funds available to meet legitimate fee refund requests.
10. The International Students' programme of learning will be the same as that offered to New Zealand Resident students with access to appropriate Learning Support programmes and support services.

Procedures/supporting documentation

16OpProd01 - Appointment, Monitoring and Management of Agents for International Students Procedure

16OpProd02 - International Students Disciplinary Procedure

16OpProd03 - Managing Emergency Phone Procedure

16OpProd04 - Enrolment Procedure

16OpProd05 - Managing Attendance Procedure

16OpProd06 - Managing Contracted Recruitment Agencies Procedure

16OpProd07 - Refund of International Student Fees Procedure

16OpProd08 - Accommodation for International Student Procedure

16OpProd09 - Self Review Procedure

16OpProd10 - Wellbeing for International Students Procedure

Monitoring

The Board will receive a monthly update, via the principal's report, on the number of international student currently involved.

The Finance Committee will report any variances in expected income on a monthly basis, as part of their report to the Board.

The Director of International Students will provide the Board with an annual report, including an assurance that we have met the requirements Code of Practice which is audited annually by NZQA.

Legislative compliance

1. Education (Pastoral Care of International Students) Code of Practice, 2016.
2. Section 2 of the Education Act 1989

Date reviewed:		Next Review:	
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