



International Students Policy

Rationale:

International students are accepted for enrolment in Years 1 – 6 when living with a parent and Years 7 - 8 when living with a parent/caregiver or homestay establishment. This is to provide the school with an additional income stream and to increase cultural diversity. Robust strategies are required to ensure that the educational and pastoral care needs of international students are met, and that the presence of international students at the school enhances the experience of domestic students.

Purposes:

1. To establish the framework for accepting international students at the school.
2. To outline the Board's responsibilities in respect of international students at the school.
3. To establish the process for setting international student fees.

Guidelines:

Annual Budget

The Principal will prepare an annual budget for the Board.

International Student Fees

International student fees will be revised annually by the Board. The Board will take into account:

- The provisions of the Education Act 1989 (section 4)
- Input from key staff involved with international students
- Fees charged by other schools in the area
- The income required to meet the requirements of the Code of Practice for the Pastoral Care of International Students, and the educational needs of international students.
- For enrolments of less than one term a minimum of a one term fee will be payable plus the administration fee.

International Student Numbers

The number of international students to be enrolled at the school will be reviewed annually by the Board.



ST THOMAS'S SCHOOL

Pastoral Care needs of International Students

Student Support and the Principal will be responsible for ensuring that the pastoral care needs of international students are met and that the Code of Practice for the Pastoral Care of International Students is complied with. The following Code requirements will be covered in management and Board policies and procedures:

- (a) Accommodation for international students
- (b) Annual Review of information given to international students
- (c) Fee Protection Policy (Board)
- (d) Grievance Procedures and Policy
- (e) Medical and Travel Insurance
- (f) On-going Monitoring of Code requirements
- (g) Refund Policy (Board)
- (h) Welfare and Safety Procedures
- (i) Enrolment Procedures

Ratified by Board

Signed N. C.

Date 5/12/2023