

green school

NEW ZEALAND

International student policy



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1. Policy

1.1. Green School New Zealand shall have processes for the admission, enrolment and monitoring of international students that meet internal and external requirements.

2. Purpose

2.1. To ensure that internal and external requirements for the enrolment and education of international students are met at Green School New Zealand.

3. Application and scope

3.1. This policy applies to all international students who intend to enrol or are enrolled at Green School New Zealand and studying in New Zealand.

4. Definitions

4.1. Education (Pastoral Care of International Students) Code of Practice 2016

4.1.1. The Code was established under section 238F of the Education Act 1989 and provides framework for education providers for the pastoral care of international students.

4.2. International Student

4.2.1. A person enrolled at Green School New Zealand, who is a foreign student as defined in Section 2 or Section 159 of the Education Act, 1989 (whichever is applicable). Persons who do not hold permanent residency in New Zealand are included within this definition.

5. Compliance obligations

- Education (Pastoral Care of International Students) Code of Practice 2016
- Education Act 1989
- Immigration New Zealand (INZ)
- Human Rights Act 1993
- Immigration Act 2009
- NZQA Programme Approval and Accreditation Rules

6. Procedures and guidelines

6.1. International student admission

6.1.1. The Code of Practice (Part 4; outcome 3) details the information that must be made available to prospective international students/parents before students enter into any commitments, either by referring the student to Green School New Zealand website information or directly in writing via the Admissions team.

6.1.2. International students must apply for admission through the online admissions portal.

6.1.3. Applications are received and processed by the Admissions Office.

6.1.4. Those with delegated authority are responsible for academic assessment, approval and advising the Admissions Office that an international applicant can be offered a place.

6.1.5. Academic approval will confirm that entry requirements have been met, and the published selection criteria has been followed.

6.1.6. An Offer of Place (contract) does not guarantee student enrolment, as students are required to meet agreements to pay all applicable fees and complete registration and enrolment procedures prior to programme of study commencement.

6.1.7. Students studying in New Zealand must have immigration clearance to do so; arrange flights; and arrange compulsory medical, and travel insurance; and attend International Student Orientation.

- Through our OpenApply application process parents/caregivers will be asked to provide evidence that the insurance covers:

the student's travel—

- to and from New Zealand; and
- within New Zealand; and
- if the travel is part of the course, outside New Zealand; and
- medical care in New Zealand, including diagnosis, prescription, surgery, and hospitalisation; and
- repatriation or expatriation of the student as a result of serious illness or injury, including cover of travel costs incurred by family members assisting repatriation or expatriation; and
- death of the student, including cover of—
 - travel costs of family members to and from New Zealand; and
 - costs of repatriation or expatriation of the body; and
 - funeral expenses.

6.2. GSNZ requirements for international student enrolment

6.2.1. Green School New Zealand must adhere, by law, to the following requirements by the Immigration Act 2009:

7. The international applicant is responsible for complying with all conditions relating to visas or permit.
8. International students are required to have a valid medical and travel insurance policy for the duration of their stay in NZ. Enrolment into courses cannot be activated until a student has provided GSNZ with evidence of a valid insurance policy to cover travel and medical insurance.
9. **International students under 18 years:**
Green School New Zealand will not enrol international students 10 years or older but under 18 years unless they are living with a parent or legal guardian.
10. **Evidence to complete enrolment:**
 - 10.1. Parents/guardians must complete all applicable enrolment forms.
 - 10.2. Parents/guardians upload the relevant information to the Open Apply portal.
 - 10.3. Each piece of information is automatically date stamped as it is added within the system and verified for authenticity by the Heart of Admissions.
 - 10.4. The Heart of Admissions has an enrolment checklist that tracks the status of all applications.
 - 10.5. The status of all applications is viewable by the Head of School.
 - 10.6. In Term 2 of each year the Heart of Admissions is responsible for asking parents/guardians whether their child(ren) will be enrolled for the following year. Parents apply for enrolment through Open Apply. At this time all contact details are updated within the system.
 - 10.7. Parents/guardians are informed through the International Enrolment Handbook and through regular communications and need to update the school if their contact details change.
 - 10.8. Green School New Zealand requires written confirmation from a parent(s) or legal guardian(s) regarding what their arrangements are for the end of the enrolment .
 - 10.8.1. Enrolment for international students is determined by the beginning and end dates in the student contract.
 - 10.8.2. Some students return home and others wish to travel either with parents or relatives or in some cases, they may wish to travel independently after their enrolment finishes.

11. Medical and travel insurance

11.1. All students are required to have appropriate medical and travel insurance as specified in Part 4; Outcome 3; Clause 16 (5) in the Education (Pastoral Care of International Students) Code of Practice 2016.

11.2. All policies will be verified prior to the student's enrolment including ensuring that:

11.2.1. The insurer is a reputable and established company with substantial experience within the travel insurance business, and have a credit rating no lower than A from Standard and Poors, or B+ from AM Best. The insurer is able to provide emergency 24-hours, 7 day per week cover.

11.2.2. Students have a "certificate of currency" and policy wording from the insurance company stating that the student has purchased the cover for the duration of the planned period of study. The certificate and policy wording must also detail medical sums insured, and repatriation benefits.

11.2.3. For each student, Green School New Zealand shall record the name of the insurer, policy number, and start and finish dates in the student management system.

11.2.4. A reminder to renew their insurance policy shall be issued to each student's parents/caregivers at the time of re-enrolment.

11.2.5. Policies available in New Zealand that meet Green School New Zealand's requirements are:

- UNICARE - New Zealand Student Plan
- Southern Cross International Student Policy MAX
- Insurance Safe NZ Student Policy
- Studentcare
- Orbit Protect Prime Policy

12. Orientation

12.1. All international students shall be provided an orientation to provide each student with full information on policies and services as per Part 4; Outcome 5; Clause 20 of the Education (Pastoral Care of International Students) Code of Practice 2016, as soon as practicable after arrival and before course starts, when possible.

13. Safety and Wellbeing

13.1. At international student orientation and again at information seminars, students shall be informed of 24/7 emergency contact, policies and support services available, as per Part 4; Outcome 6; Clause 22 in the Education (Pastoral Care of International Students) Code of Practice 2016.

The contacts are:		Green School has a 24/7 mobile phone for pastoral care support. +64 27 478 4968
Duty mobile:		
Contact 1	Contact 2	Contact 3
Amy Stewart Heart of Admissions Email: amy.stewart@greenschool.nz	Stuart MacAlpine Principal Email: stuart.macalpine@greenschool.nz	Chris Edwards CEO Email: chris.edwards@greenschool.net

The Heart of Admissions has responsibility for oversight of pastoral care and oversight of 24/7 support to international students.

14. International students under 18 years

14.1. All international students under 18 years shall be proactively monitored as per Part 4; Outcome 6; Clause 23 and Part 4; Outcome 7; Clause 28 in the Education (Pastoral Care of International Students) Code of Practice 2016.

15. Accommodation

15.1. The tuition agreement is subject to the student's parent/legal guardian being able to provide accommodation for their child.

15.2. All students will live with their parent(s)/legal guardian(s).

15.3. All parents and caregivers who are not New Zealand citizens must provide copies of their passports and valid visas.

16. International students at risk or with additional needs

16.1. Any international student that a parent/legal guardian identifies as at risk, or with additional needs, will be discussed with the admissions and education teams to help ensure that Green School New Zealand can meet his/her needs and a support plan put in place if enrolment proceeds.

16.2. If Green School New Zealand has reason to believe that the issue is serious and the student is unable to protect themselves, then the Green School New Zealand Critical Incident Response Plan shall be followed and the person with responsibility for International Students informed, as per Part 4; Outcome 6; Clause 25 in the Education (Pastoral Care of International Students) Code of Practice 2016.

16.3. Any international student that requires provision of adapted programme of study shall be enrolled with supports at the discretion of the Admissions Team with responsibility for International as per Part 4; Outcome 6; Clause 25 in the Education (Pastoral Care of International Students) Code of Practice 2016.

16.4. If a student should develop a special need whilst enrolled at Green School New Zealand, then support shall be negotiated with the student's insurer, and discussed with relevant staff with responsibility for International as per Part 4; Outcome 6; Clause 25 in the Education (Pastoral Care of International Students) Code of Practice 2016.

17. Managing withdrawal and closure

17.1. Green School New Zealand ensures that the procedures for refund detailed in the Refund Conditions and Fee Conditions in the International Enrolment Handbook. Student Fees are reasonable and students are informed of their rights and obligations to withdraw and request a refund in their Offer of Place as per Part 4; Outcome 8; Clause 30 in the Education (Pastoral Care of International Students) Code of Practice 2016.

18. Dealing with grievances

18.1. All international students have access to fair and proper procedures as in the International Student Guide and as per Part 4; Outcome 9; Clause 32 in the Education (Pastoral Care of International Students) Code of Practice 2016.

19. Compliance to the international student contract disputes resolution scheme (DRS)

19.1. Green School New Zealand shall be familiar with the DRS and inform international students of the correct process in the International Student Guide as per Part 4; Outcome 10; Clause 34 in the Education (Pastoral Care of International Students) Code of Practice 2016.

20. Monitoring international student behaviour and attainment

20.1. International students shall be notified of attendance, behaviour and attainment regulations during the orientation and in the International Enrolment Handbook.

20.2. Teaching staff will closely monitor the academic progress, behaviour and attendance of each student through a process of observation and enquiry. Attendance records will be maintained in the attendance register.

20.3. International students must comply with programme regulations for notification of absence due to illness or other circumstances. Valid reasons for absence must be provided and supported by evidence as required.

20.4. Green School staff are required to be proactive when the first signs of poor attendance, or inappropriate behaviour is observed, by acting immediately and informing the Principal.

20.5. When a student's behaviour and attendance level is unsatisfactory and there are no extenuating circumstances, the procedure for an international student not meeting the attendance and behaviour standards shall be followed and the policies and processes described in our Behaviour Policy will apply. We note that should a decision be made, after a full process focused on implementing a collaborative action plan (i.e. support plan) not resolve the issue and a decision is made to terminate the enrolment then:

20.6. Termination of enrolment commences upon the recommendation of the Head of School. A withdrawal form is completed and signed.

20.7. In the case where withdrawal from the programme of study results in termination of the contract, Immigration NZ is notified of the termination of contract by the Head of Admissions immediately upon termination of the contract.

20.8. Green School New Zealand will report to Immigration New Zealand any known or suspected breaches of visa conditions by international students. Breaches may include:


- Unauthorised leave or absence
- Unexplained departure overseas of the parent(s) caring for the child

20.9. If a staff member is aware of, or suspects, a breach they must report this to the Heart of Admissions. The Heart of Admissions will notify both the Head of School and Immigration New Zealand in writing.

20.10. For conditions related to terminating enrolment and terminating the contract, please refer to the GSNZ Withdrawal Policy.

For more information please head to

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Email – thrivewithpurpose@greenschool.nz