

**SPOTSWOOD COLLEGE**  
**INTERNATIONAL STUDENTS POLICY**

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**Rationale:**

It is a requirement to comply with all aspects of the Ministry of Education's Code of Practice for the Pastoral Care of International Students (2015).

**Policy Statement:**

Spotswood College will take all steps necessary to ensure the safety and wellbeing of students. We will ensure the quality of academic and social education that students receive while studying at Spotswood College.

**Guidelines:**

- A Director of International Students will be appointed by the Board.
- The categories of accommodation accepted by the school under the provisions set out in Part 6 of the Ministry of Educations Code of Practice are;
  - Living with a parent
  - Living with a designated caregiver
  - Living in a Homestay
  - Temporary accommodation for Group Students and short course only
- Spotswood College will not make use of accommodation agents to organise and monitor student accommodation.
- Supervision is to be provided to all group students in accordance with Part 1, Section 3 of the Code of Practice.
- All students are required to have appropriate and current medical and travel insurance for the duration of their planned study, as specified in Part 5 of the Code of Practice.
- All students will have access to adequate, transparent and fair internal procedures for dealing with grievances in accordance with Part 7 of the Code of Practice.
- An annual business plan will be compiled that includes a budget to be approved by the Board.
- Fees will be accounted for separately in such a way that individual student contributions are protected and monitored, and funds are only made available to the school in accordance with the refunds policy.

**Approval:**

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it could be made, except with the majority approval of the Board.

Approved by the Board of Trustees on 25 May, 2015.

Signed on behalf of, and with the authority of the Board

\_\_\_\_\_ on \_\_\_\_\_ Board Chairperson

Due for Review: May 2018