



# APPLICATION for additional approval to host young international group students

*The Code of Practice for the Pastoral Care of International Students (the Code) provides a framework for education providers for the pastoral care of international students. The Code is established under section 238F of the Education Act 1989. The Act requires that a provider must be a signatory to the Code to enrol international students.*

*The Code commenced on 31 March 2002, and was first revised in July 2003. It was revised again in 2010.*

*Providers who receive tuition fees from international students, including group students, must pay the **Export Education Levy** or the **International Student Levy**. Please refer to the Ministry of Education website for full details [www.minedu.govt.nz](http://www.minedu.govt.nz)*

Please complete this application form and send it with all supporting documentation including the signed Statutory Declaration to:

### POSTAL ADDRESS

Code of Practice Administrator  
Ministry of Education  
Private Bag 92644  
Symonds Street  
AUCKLAND 1150

### COURIER ADDRESS

Code of Practice Administrator  
Ministry of Education  
Level 4  
Eden 5 Building  
12-18 Normanby Road  
Mount Eden  
AUCKLAND

OFFICE USE ONLY	
Provider # :	Code Advisor: _____ Date received / / _____
Background check	Comments
<input type="checkbox"/> NZQA	
<input type="checkbox"/> Schooling	
<input type="checkbox"/> LSM	
<input type="checkbox"/> Category	
<input type="checkbox"/> No. of sites	
<input type="checkbox"/> Other Apps Received?	

<b>Applicant details:</b>	
Provider name (legal entity)	
Provider trading name/s	
Ministry of Education provider number: (For PTEs - this can be found at <a href="http://www.nzqa.govt.nz">www.nzqa.govt.nz</a> )	
Name of Principal/Director:	
Physical address:	Postal address:
Email:	
Website:	
<b>Name of person that prepared this application:</b>	
Name:	Telephone: ( ___ ) _____
Designation:	Fax: ( ___ ) _____
Email:	Mobile: ( _____ ) _____
<b>Who is the designated pastoral care contact person at your organisation?</b>	
Name:	Telephone: ( ___ ) _____
Designation:	Fax: ( ___ ) _____
Email:	Mobile: ( _____ ) _____
<b>Who is the designated person responsible for assisting international students with accommodation?</b>	
Name:	Telephone: ( ___ ) _____
Designation:	Fax: ( ___ ) _____
Email:	Mobile: ( _____ ) _____
<b>Do you have more than one delivery site where students will be taught? YES NO</b>	
<b>For PTE's only</b>	
<b>Are these delivery sites approved by NZQA? YES NO</b>	
<b>If yes, please supply details of these delivery sites (please insert more rows if needed)</b>	
Trading name of institution	
Designation:	
Email:	
Physical address:	Telephone: ( ___ ) _____
	Fax: ( ___ ) _____
	Mobile: ( _____ ) _____

Please indicate your provider type by ticking the appropriate box below

**Schools**

<input type="checkbox"/>	Primary
<input type="checkbox"/>	Full Primary
<input type="checkbox"/>	Intermediate
<input type="checkbox"/>	Composite
<input type="checkbox"/>	

**PTEs and Tertiary Providers**

<input type="checkbox"/>	Private training establishment (PTE)
<input type="checkbox"/>	Public tertiary institution

**Definitions**

‘**Group students**’ means two or more international students aged 10 and over, holding a group visa issued by Immigration New Zealand.

**Young International student means:**

- (a) an international student enrolled in years 1 to 8 of a school
- (b) an international student aged 13 and under and enrolled in any other provider

You **MUST** complete this application if you are enrolling group students:

- aged 10 years and up to year 8 of a school
- aged 10 – 13 in any other provider.

Please note that students under the age of 10, **CANNOT** be accepted as group students.

If you are not enrolling group students aged 10 years and up to year 8 of a school; or aged 10 – 13 in any other provider, you **DO NOT** need to complete this application

**Policy**

Request	
<b>ONE</b>	<b>Please attach a copy of your institution’s Young International Group Student policy with this application</b>
Policy Statement	<p><i>The policy must be approved and signed by a person who has authority to sign on behalf of your institution, (e.g. Board of Trustees chairperson, Manager, Director, Chief Executive, Vice Chancellor), and must include an annual review date</i></p> <p>The Board or senior governance body within your organisation will determine the <b>policy</b>. The <b>policy</b> (or rules/principles) will say 'what' and 'why' to guide decisions made around international students and achieve intended outcomes.</p> <p><b>The Young International Group Student Policy may include (but is not limited to):</b></p> <p>3.4.1 Education instruction and services to be provided; including:</p> <ul style="list-style-type: none"> <li>▪ the key features of the group student programmes offered and the outcomes you intend to achieve for 'learning –in-the classroom' focussed tours and for cultural/activity tours.</li> <li>▪ The target markets for group students</li> <li>▪ Limitations (numbers of students, numbers of tours, period during which tours can/can't take place) and why –e.g Impact on domestic students, resources</li> <li>▪ Facilities, staffing and resources you will need to service each tour and meet Code requirements</li> </ul>

- 3.4.2 Contact person and 24 hour emergency phone number
- 3.4.3 Parental permission (for students under 18)
- 3.4.4 Parents contact details overseas;
- 3.4.5 Accommodation arrangements (including the part your organisation will play in arranging accommodation for students)
- 3.4.6 Fees/payment
- 3.4.7 Assessment of risk and critical incident response
- 3.4.8 Medical and Travel insurance requirements
- 3.4.9 Allocation of responsibility and provision for 24 hour supervision for students under the age of 18.

## Contractual Agreements

Request	
<b>TWO</b>	<b>Please attach a copy of the agreement between your institution and the organiser of the group student study tour to this application.</b>

This agreement should be clear and transparent in detailing the signatory's responsibilities and those to be undertaken by other parties. *Whilst the duties and tasks may be divided by agreement amongst the parties, it is the signatory who is responsible for ensuring all Code requirements have been met.*

Signatories should seek independent legal advice to ensure compliance with legislation that applies to their operations.

**This agreement may include (but is not limited to):**

- The conditions under which the agreement may be cancelled (e.g. not enough enrolments; missed due payments; parents not fully informed by agent)
- The procedures and timeframe for withdrawals and refunds
- The time frame of all scheduled payments
- The travel and medical insurance requirements that are appropriate for the level of risk of planned activities noted in the agreement
- The responsibility for the assessment and ongoing management of accommodation.  
**NOTE:** If the tour party organiser wishes to select, assess and manage accommodation, the signatory is ultimately responsible for ensuring it has been done AND for giving final approval for the suitability of the accommodation
- The responsibility for weekend arrangements  
**NOTE:** If the tour party organiser wishes to arrange weekend activities, the signatory is ultimately responsible for ensuring all Code requirements have been met AND for giving final approval for the programme

## Operational Procedures

Please outline how group students will be made identifiable from individual students in regards to monies received; and for payment towards the export education levy

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1.1 How will you ensure that all staff involved with group activities are informed about the Code of Practice for the Pastoral Care of international Students (The Code)?

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3.2 How will you ensure that your group students have appropriate supervision and an appropriate ratio of supervisors to students for all activities that are planned?

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3.4.2 How do you ensure that students know what procedures to follow in the case of an emergency that happens inside or outside of school hours?

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3.4.7 How do you determine the potential risk of activities planned for your group students and how is this information communicated to parents. E.g. Do you request activity waiver forms to be completed?

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7.5 Confirm by ticking the boxes below that as a signatory you will determine and keep records of the following information for each group student on enrolment

7.5.1 Full Name

7.5.2 Current address, accommodation type and contact phone number(s)

7.5.3 Passport and permit/visa details (photocopy of title page and visa/permit)

7.5.4 Full names and current addresses of parents for students under the age of 18

7.5.5 Medical and travel insurance details

13.5 How will you ensure that the parent(s) of your group students receive comprehensive and accurate information before and during the group visit?

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13.7.3 How do you ensure that group students are made aware of, and are able to access, support staff who share their first language?

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## Accommodation

### Request

Please attach the following documents to your application if applicable:

Three  
Four  
Five

**Letter of authorisation from the New Zealand Police vetting authority**  
**Designated caregiver agreement**  
**Indemnity form**

*The form must be signed by the student's parents (and not an agent) stating that the designated caregiver is a relative or close family friend and the parents are selecting the accommodation for their child, subject to the signatory approving the accommodation*

**Signatories must determine and document that young international group students are living in one of the following categories of accommodation:**

**Homestays**  
**Licensed hostels**  
**Designated caregivers**  
**School Hostels**

Please indicate what categories of accommodation, you intend to place your group students in:

Homestay

Licensed Hostel

Designated caregiver

School Hostel

How will accommodation for your group students be selected and assessed to ensure that it is

suitable?

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**Request**

**Six**

**Please provide the support information or handbook that is given to accommodation carers.**

*This should clearly describe your expectations about their role in meeting students for the first time, travel/transportation requirements, farewelling students, payments*

How will you ensure that adequate and appropriate support and communication is maintained between the signatory and people who provide accommodation to group students ?

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**Signatories must have robust procedures in place for determining that temporary accommodation and accompanying supervision are suitable. This is important in a situation where a third party is arranging weekend activities that require your group students to have an overnight stay in another city.**

Confirm by ticking the boxes below that the signatory will:

- 19.1.1 Assess the suitability of the accommodation
- 19.1.3 Ensure that group students will have an appropriate ratio of supervisors
- 19.1.4 Monitor and manage any risks to the safety of international students

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

**Request**

**Seven**

**Please submit a copy of the evaluation/feedback form that will be given to students when they finish their group visit. This should include a question about accommodation.**

# Statutory declaration

When you have completed this statutory declaration please take it to a Justice of the Peace, Solicitor, Registrar or Deputy Registrar of the Court to be witnessed. The declaration must be completed by a person who has authority to sign on behalf of your institution (e.g. Board of Trustees Chairperson, Manager, Director, Chief Executive, Vice-Chancellor).

I, \_\_\_\_\_ - \_\_\_\_\_  
(full name) (designation)

of \_\_\_\_\_  
(name of provider)

\_\_\_\_\_

solemnly and sincerely declare that

- I have approved and signed all policies submitted with this application
- The information contained in this application is true and correct to the best of my knowledge and belief
- The administrator will be indemnified pursuant to Section 12.6 and 14 of the Code
- The above named provider agrees to be bound by the procedures of the International Education Appeal Authority and the International Education Review Panel pursuant to Sections 25, 26, 27 and 28 of the Code and
- The above named provider, whom I represent, meets all the requirements of the Code
- The above-named provider will notify the Code Administrator of any serious incidents which may occur during the tour

I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Signed for on and behalf of the applicant by

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Declared at: \_\_\_\_\_  
(Provider name)

This \_\_\_\_\_ day of \_\_\_\_\_ 201

Witnessed by

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

- Justice of the Peace
- Solicitor
- Registrar or Deputy Registrar of the Court

## ***Group study tour costing example***

On an excel spreadsheet insert costs for each tour. You may have a template and simply insert costs according to the students chosen programme.

Break down to a cost per student. Perhaps give out only two very generic sample programmes (no detail) with estimate cost per student, one with tuition only and one with tuition and low-medium cost activities.

Be very clear with the tour agent that the costings are estimates only and are subject to change. If a costing is confirmed include a 'valid until' date. Agents can sometimes take a year to get back to your original quote.

Things to consider:

### Teacher costs

- Number of students. We suggest you divide into columns per break-even costings e.g. 2-5 , 6-10, 11-15 students
- Number of teachers
- Teacher cost per hour
- Number of teaching days

### Accommodation costs

- Bed rate per day
- Number of students. Suggest you divide into columns per break even costings (e.g. 2-5, 6-10 students)
- Build in chaperone costs (they may expect to be accommodated for free)

### Other expenses

- Course materials
- Course development costs
- Room/equipment/resourcing/OPEX costs
- Farewell ceremony, presents, certificates, food
- Excursions (you can pre-cost some of these e.g. museum entry etc)
- Travel – bus costs

### Export Education Levy

Information on international students and tuition fees can be downloaded from

[www.minedu.govt.nz/~media/MinEdu/Files/EducationSectors/InternationalEducation/ForInternationalStudentsAndParents/fees%20protection%20policy.doc](http://www.minedu.govt.nz/~media/MinEdu/Files/EducationSectors/InternationalEducation/ForInternationalStudentsAndParents/fees%20protection%20policy.doc)

Information on the collection of the Export Education Levy can be found at

<http://www.minedu.govt.nz/NZEducation/EducationPolicies/InternationalEducation/ForProvidersOfInternationalEducation/ExportEdIndustryDevFundAndLevy/CollectionOfTheExportEducationLevy.aspx>