

APPLICATION FORM

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*

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?	

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

PTEs and Tertiary Providers

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

Which category/s of international students do you intend to enrol?

Schools

<input type="checkbox"/>	Years 1 – 6
<input type="checkbox"/>	Years 7 – 8
<input type="checkbox"/>	Years 7 – 8 not living with parent/s
<input type="checkbox"/>	Years 9 – 13

PTEs and Tertiary Providers

<input type="checkbox"/>	10 years old and under
<input type="checkbox"/>	11 – 13 years old
<input type="checkbox"/>	14 – 17 years old
<input type="checkbox"/>	18 years old and over

This application form will be assessed for the courses that individual institutions have NZQA approval for ([section 258 of the Education Act](#)) and accreditation to provide ([section 259 of the Education Act](#)). If an institution wishes to make changes to their current approval and accreditation, they must complete and submit a Notification of Significant Provider Change to NZQA.

REQUEST

- 1 Please attach a copy of your institution's International Student Policy to this application**

POLICY STATEMENT

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). An annual review date must be set.

The Board or senior governance body within your organisation will determine the policy.

The policy (or rules/principles) will say 'what' and 'why' to guide decisions made around international student decisions and achieve intended outcomes.

The International Student policy should include:

- The key features of the international student programme offered and the outcomes you intend to achieve
- Target markets for students
- Limitations (numbers of students) and why –e.g. impact on domestic students
- Accommodation options
- The role your organisation will play in recruitment and accommodation
- Facilities, staffing and resources you will need to ensure excellent learning outcomes and pastoral care

Part 1 General

1 Information

REQUEST

Please attach to your application:

2 Staff Handbook

1.1 How will staff be informed about the Code of Practice for the Pastoral Care of International Students (the Code)?

1.2 How will relevant and ongoing support and training be provided to ensure staff understand and apply the Code and its Guidelines?

3 Group students

REQUEST

(If applicable)

3 Please attach a copy of your institution's Group Student Policy to this application

4 Please attach a sample agreement between the signatory (you) and any third party involved in a group visit.

This agreement should set out everything you would be expected to be responsible for as a Code signatory. You may divide up the expected responsibilities/tasks for each party on the clear understanding that you, as the signatory, are responsible for ensuring all Code Requirements have been met.

'Group students' means two or more international students aged 10 or over, holding a Group Visa issued by Immigration New Zealand.

Young International Group Students

3.3 **(Tertiary and PTEs only)**
Do you intend to enrol young international group students aged 10-13 years?

(Schools only)
Do you intend to enrol young international group students aged 10 and up to year 8?

YES You MUST complete a separate application for additional approval to host young international group students in accordance with clauses 27.3 and 27.4. This can be found at: [\(LINK\)](#)

NO Go to Qn 3.4

3.4 **(Tertiary and PTEs only)**
Do you intend to enrol group students over the age of 13?

(Schools only)

Do you intend to enrol group students year 9 and above?

YES Please attach your institution's group student policy as per Request 3 and go to Qn 3.4.1

NO You are not required to submit a Group Student Policy. However, you must ensure you are familiar with the Code requirements for groups and if at any future time, you decide to host and enrol group students, you **MUST** complete a Group Students Policy ensuring that clauses 3.4.1 to 3.4.9 are included.

Confirm by ticking the box that as a signatory you will familiarise yourself with the Code requirements for groups and complete a Group Students Policy before enrolling group students. **Go to Part 2, marketing and Recruitment of International Students**

3.4.1 **Confirm by ticking the boxes that you have ensured your group policy includes:**

- 3.4.1 Education instruction and services to be provided; including:
 - 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.
 - The target markets for group students
 - 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
 - Facilities, staffing and resources you will need to service each tour and meet Code requirements
- 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.

Part 2 Marketing and recruitment of international students

4 Provision of information to prospective international students

<u>REQUEST</u>	
Please attach the following documents to your application:	
FIVE	Website content or proposed website content relevant to international students
SIX	Marketing prospectus or promotional material
SEVEN	Student Application or Enrolment Form

4.1 How will the information in Part 2, section 4 of the Code be provided to prospective international students?

- Website (provide link details)
- Email
- Post
- In person
- Other (please specify)

Signatories or their agents must provide the information in 4.2.1 – 4.3.4 to prospective international students before the students enter into any commitments.

Referring to your website content, marketing prospectus or promotional material, and application or enrolment form, please use stickers to mark where the information below can be found. On each sticker write the relevant Code number from the list below.

		<i>Please write a page reference to where you have placed the sticker in the boxes below ↓</i>
4.2.1	Cost of tuition and all other course-related costs	
4.2.2	Application requirements and procedures,	
4.2.3	Conditions of acceptance	
4.2.4	Refund conditions	
4.2.5	English language proficiency requirements (if applicable)	
4.2.6	Information on facilities, equipment and staffing	
4.2.7	Information on the course/s or qualification/s the signatory offers	
4.2.8	Information on medical and travel insurance requirements	
4.2.9	Information and advice on the types of accommodation applicable to students	
4.3.1	Availability and characteristics of living accommodation options	
4.3.2	Realistic estimates of the cost of accommodation on and off campus	
4.3.3	Application processes for securing accommodation	
4.3.4	Students informed whether or not accommodation has been assessed and the result of any assessment	

5 Prospectuses and promotional material

Section 5.3 of the Code must be included verbatim in the prospectus and/or promotional material.

5.3 Please use stickers to mark where this standard wording appears and write the page reference in the box.

6 Assessment of prospective international students

6.1 Where a course requires a level of English oral and written competency, prior learning and/or any academic prerequisites for students to participate effectively, the signatory must assess the prospective student and be satisfied these competencies are met before making an offer of place to the student or to accept that student for enrolment.

Do the course/s you offer require a given level of English?

YES Go to Qn 6.1B

NO Go to Qn 6.1C

6.1B How will students' oral and written English language proficiency be assessed by you (the signatory) prior to enrolment to ensure that students have the necessary prerequisites for effective participation in their chosen programme of study before making an offer of place?

- English Language Learning Progressions (ELLP)
- Literacy and Numeracy National Standards
- Literacy learning progressions
- asTTLe
- Vocabulary level assessment
- Locally developed placement tests / assessment procedures
- Other (please state)

6.1C Do the course/s you offer require prior learning or any academic prerequisites?

YES Go to 6.1D

NO Go to 6.2

6.1D How will you assess students' prior learning and academic proficiencies?

- By sighting the student's academic record / school reports
- By formally assessing the student's academic proficiency in selected areas of the curriculum
- By prior testing e.g. IELTS, TOEFL, etc
- Other (please state)

6.2 Confirm by ticking the box that as a signatory you will advise students prior to enrolment if course placement, or course placement at a particular level, is conditional upon of any English language proficiency or prior learning being achieved through testing in New Zealand.

6.3 If you are not satisfied that a prospective student meets the requirements set out in 6.1 how do you advise the student that additional courses (English language or prerequisite courses) must be successfully completed before enrolment?

7 **Accepting international students for enrolment**

REQUEST

Please attach the following documents to your application:

**EIGHT
NINE
10**

**Offer of Place
Fees invoice and receipt
Student handbook or orientation information**

7.1 Briefly outline your enrolment procedure where it identifies a student changing from another provider to your organisation

How will you assess and record that the course/s you offer to the student matches their study plan/career intentions and future study progressions pathway.

When enrolling an international student, signatories must provide the international student with the information in 7.21 – 7.2.8, or ensure that the student has already received the information

Please refer to your Offer of Place, fees invoice and receipt or student handbook and/or orientation information. Use stickers to mark where the information below can be found.

		Please write a page reference to where you have placed the sticker in the boxes below ↓
7.2.1	Orientation programme and support services to include: - Name and contact details of person/unit responsible for pastoral care as per Sections 13.1 and 15.1 of the Code - Emergency contact details	
7.2.2	Grievance procedures	
7.2.3	Copy of Code/and or the pamphlet <i>Important Information about the Code</i>	
7.2.4	Student withdrawal and non-attendance procedures	
7.2.5	Circumstances in which signatory may terminate enrolment	
7.2.6	Details of fees protection and refund policy	
7.2.7	Details of the types of accommodation applicable to the student	
7.2.8	Details of the course start date, Specifying the date from which the student's attendance is required	

7.3.4 If applicable, briefly describe the details of your credit transfer process

7.4 How will you ensure that students have appropriate and current medical and travel insurance for the duration of their planned period of study?

7.5 Signatories must determine, document and maintain the information in 7.5.1 – 7.5.5 for each international student on enrolment

Confirm by ticking the boxes below that as a signatory you will determine and keep records of the following information for each international student, including students aged 18 years and over, on enrolment.

7.5.1	Full Name	<input type="checkbox"/>
7.5.2	Current address, accommodation type and contact phone number(s)	<input type="checkbox"/>
7.5.3	Passport and permit/visa details (photocopy of title page and visa/permit)	<input type="checkbox"/>

- 7.5.4 Full names and current addresses of parents for students under the age of 18, and of emergency contact persons and/or next of kin for students aged 18 and over; and
- 7.5.5 Medical and travel insurance details

7.6 **Please use stickers to mark in the materials provided where you have advised international students on enrolment that they are required to notify you of any change in the following. On each sticker write the relevant Code number from the list below.**

- 7.6.1 Contact details
- 7.6.2 Accommodation type
- 7.6.3 Residential address
- 7.6.4 Immigration status

Please write a page reference to where you have placed the sticker in the boxes below ↓

8 Staff members representing signatories overseas

REQUEST

(If applicable)

- 11 **Please attach a copy of the job description for staff members who market and recruit overseas**

Do staff members market and/or recruit overseas?

YES Please attach a copy of the job description for staff who market overseas as per request 11 **AND** answer questions 8.1.1 to 8.2

NO Go to Section 9, Immigration Requirements

8.1.1 How do you ensure that they have knowledge of the signatory's programmes, administrative procedures, qualifications and assessment systems as they apply to international students?

8.1.2 How do you ensure that they are sensitive to the culture and customs of the country in which recruitment is being carried out?

8.1.3 How do you ensure that they advise prospective international students of any significant barriers relating to courses and qualifications offered by a provider being recognised for employment or further study in the student's home country when the career intentions of the student have been made known to the staff member?

8.2 If applicable, state the processes used to ensure that staff members working overseas who receive enquiries from prospective international students about enrolment with the signatory or an associated signatory will refer those prospective international students to staff members with the knowledge and skills identified in sections 8.1.1 and 8.1.2 of the Code, if those enquiries are outside the scope of the staff members' knowledge.

9 *Immigration Requirements*

REQUEST

12 **Please attach your procedure to monitor visa expiry and report termination of enrolment to Immigration New Zealand**

9.1 How do you inform prospective international students that they must meet Immigration New Zealand requirements to study in New Zealand?

9.2 How will you ensure that each student holds authority from Immigration New Zealand to study before allowing that person to undertake any course of study or training?

Part 3 Contracted agents

10 *Recruitment and accommodation agents*

REQUEST

(If applicable)

13 **Please attach a copy of the recruitment agent agreement.**

14 **Please attach a copy of the accommodation agent agreement.**

This may be with an agent or an agency. Detail the division of tasks between the provider and agency. The provider must ensure they have procedures in place to provide evidence that the accommodation agency has completed all tasks according to Code requirements.

10A Will you be working with recruitment agents?

YES Please attach a copy of your recruitment agent agreement as per request 13 and go to Qn 10B

NO Please familiarise yourself with the Code requirements for recruitment agents and note that if at any future time you decide to start using recruitment agents, you **MUST** ensure a recruitment agent agreement is drafted and clauses 10.1-10.7 are included.

Confirm by ticking the box that as a signatory you will familiarise yourself with the Code requirements for recruitment agents and complete an agreement with clauses 10.1 – 10.7 before starting to use recruitment agents

10B Will you be working with accommodation agents?

YES Please attach a copy of your accommodation agent agreement as per request 14 and go to 10.1

NO Please familiarise yourself with the Code requirements for accommodation agents and note that if at any future time you decide to start using accommodation agents, you **MUST** ensure an accommodation agent agreement is

drafted and clauses 10.1-10.7 are included.

Confirm by ticking the box that as a signatory you will familiarise yourself with the Code requirements for accommodation agents and complete an agreement with clauses 10.1 – 10.7 before starting to use accommodation agents. Go to Part 4, Contracts and Indemnity

10.1 **Confirm by ticking the boxes below that you have ensured your agent agreement(s) include:**

- 10.1 Advising the agent that he/she must comply with the Code
- 10.2 Directing the agent to a copy of the Code in the agent's first language where available
- 10.3 Confirming that the agent is aware of and agrees to conform with the Code, and stating that the agreement may be terminated for breach of the Code by the agent
- 10.4 Advising the agent that ethical performance by the agent is of paramount importance
- 10.5 Advising the agent that if the signatory becomes aware that the agent is engaging in any false, misleading or deceptive conduct, or contravening any of the signatory's obligations under the Code, the signatory will immediately advise the agent in writing that they must cease that activity; and
- 10.6 if the agent fails to cease that activity then the signatory will:
 - Immediately withdraw their accreditation of the agent;
 - Stop accepting students through the agent; and
 - Terminate the agreement for breach of the Code
- 10.7 Advising agents of the division of responsibility between the agent, the signatory, and residential caregivers

Part 4 Contracts and indemnity

11 Contractual and financial obligations of signatories

REQUESTS

Please attach the following to your application:

- 15 Tuition agreement / contract
- 16 Refund policy
- 17 Refund application procedure (this may be incorporated under grievance procedure)
- 18 Fee protection policy
- 19 Fee protection procedure including processes for depositing fees within required time, including agent top-up

11.3.2 How do you ensure that every tuition agreement /contract is signed either by the student or the parent if the student is under 18 years of age?

What is your procedure to ensure that each international student and/or their parents directly receive a copy of the tuition agreement and not via the agent?

12 Indemnity

REQUESTS

20 Please sign the Statutory Declaration form which is found on the final page of this application form.

Each signatory is responsible for its own compliance with the Code, and indemnifies the Administrator against all expenses, losses, damages and costs (on a full indemnity basis) incurred by or awarded against the Administrator arising out of any claim by any person in relation to:

- 12.1.1 *The signatory's, or its agent(s), breach of any provision of the Code*
- 12.1.2 *The manner of the signatory's, or its agent(s), performance of any of the signatory's obligations under the Code; and/or*
- 12.1.3 *Any false, misleading, or deceptive conduct of the signatory or its agents(s), whether intentional or not.*
Note that there are insurance implications under this section. Refer to the Statutory Declaration on the last page of this application.
- 12.2 *The principles of fairness and natural justice will be applied in the consideration of any claim under clause 12.1*

Part 5 Welfare

13 Support services

REQUEST

21 Please attach the Job Description for your pastoral care contact person.

13.2.1 Briefly describe how you will provide an orientation programme to your students. E.g. when do you hold the orientation, how many sessions does it cover, how long is it etc.

13.2.2 How will you provide assistance to students facing difficulties adapting to the new cultural environment?

13.2.3 How will you ensure that students are made aware of their rights and that they understand the signatory's obligations under the Code?

13.3.1 How do you ensure that students are given information and advice on accommodation, including advice on whether the signatory has assessed the suitability of any accommodation and the result of any such assessment;

If applicable, please tick that you provide the following support to international students:

13.3.2 Information and advice on driving laws, driver licensing requirements and road safety, including pedestrian and cycling safety in New Zealand;

13.3.3 Advice on courses

13.3.4 Advice on welfare facilities, including personal health services, mental health services, drug education and counselling and problem gambling;

13.3.5 Advice on accessing information on sexuality education, health promotion and sexual and reproductive health services;

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

- 13.3.6 Information and advice on relevant New Zealand laws, including laws on the sale of alcohol and tobacco products; and/or
- 13.3.7 Information and advice on how to address harassment and discrimination

Communicating with parents (international students aged under 18)

Do you enrol students under the age of 18?

YES Go to Qn 13.5

NO Go to Qn 13.8

- 13.5 How will you ensure that communication with parents is established prior to enrolment and maintained regularly?

Phone	<input type="checkbox"/>
Fax	<input type="checkbox"/>
Email	<input type="checkbox"/>
Post	<input type="checkbox"/>
Agent	<input type="checkbox"/>
In person	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>

13.7 **Young international students**

(Tertiary and PTEs only)

Do you intend to enrol young international students aged 13 years and under?

(Schools only)

Do you intend to enrol young international students in Year 1 to Year 8?

YES Go to Qn 13.7.1

NO Go to Qn 13.8

- 13.7.1 How will you monitor that students live with, and continue to live with, their parents?

Signatories must determine and document that all young international students are living with and continue to live with a parent, except where the signatory has been granted approval from the Administrator in accordance with clauses 27.3 and 27.4. If you would like approval for young international students to live separately from their parents, you must complete an additional application form [\(LINK\)](#)

- 13.7.3 How will you ensure that young international students are made aware of and are able to access first language support and professional counselling?

Students identified at risk or with additional needs

- 13.8 How will you ensure students with additional welfare needs are identified, protected, supported and cared for?

14 Monitoring attendance to ensure student welfare

REQUEST

Please attach the following to your application:

22 **Attendance policy**
 23 **Attendance and non-attendance follow-up procedure**

14.1.1 How do you ensure that academic / teaching staff liaise with pastoral care / support staff if students are not maintaining their course requirements?

Part 6 Accommodation

15 Accommodation provisions

REQUEST

Please attach the following documents to your application if applicable:

24 **Accommodation policy**
The policy must be approved and signed by the person who has authority to sign on behalf of your institution, (e.g. Principal, Board of Trustees Chairperson, manager, Director, Chief Executive, Vice Chancellor).

25 **Accommodation assessment tools**
 Please attach documentation for each type of accommodation you arrange.

26 **Student accommodation interview form**

27 **Homestay and Designated Caregiver support handbook or information**

28 **Designated Caregiver Indemnity document (if applicable)**

29 **Job description for the designated person responsible for accommodation of international students**

30 **Job description for the Manager of boarding establishment and/or licensed hostel)**

31 **Your residential caregiver agreement.**
The signatory must ensure that all residential caregivers have a full understanding of their obligations relating to the signatory and any accommodation agent.

Clearly identify which type(s) of accommodation you will arrange for your international students:

Homestays	<input type="checkbox"/>
Boarding Establishments	<input type="checkbox"/>
Temporary Accommodation	<input type="checkbox"/>
Designated Caregivers	<input type="checkbox"/>
School Hostel	<input type="checkbox"/>
Licensed Hostel	<input type="checkbox"/>
Living with parents	<input type="checkbox"/>

15.2 Please confirm by ticking the box that you will ensure that any serious concerns relating to accommodation provision will be reported to the Code Administrator

Please answer each section below ONLY if you are arranging that type of accommodation for

your international students.

16 Homestays

How will homestay accommodation be selected, assessed and monitored to provide a safe physical and emotional environment?

Confirm by ticking the boxes that the signatory and the accommodation agent will:

- | | | |
|--------|--|--------------------------|
| 16.1.1 | Determine that the homestay is not a boarding establishment | <input type="checkbox"/> |
| 16.1.2 | Assess the homestay carer's suitability | <input type="checkbox"/> |
| 16.1.3 | Carry out an on-site assessment of the suitability of the residential facilities | <input type="checkbox"/> |
| 16.1.4 | Assess whether a homestay carer will provide a safe physical and emotional environment | <input type="checkbox"/> |
| 16.3 | Meet with each student who is under the age of 18 in homestay accommodation at least quarterly | <input type="checkbox"/> |
| 16.4 | Visit each homestay with international students under the age of 18 years at least twice a year to ensure that the accommodation is suitable and conduct follow up visits if there is reasonable grounds to suspect that the accommodation has become unsuitable | <input type="checkbox"/> |

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

17 Boarding establishments

How will boarding establishments be selected, assessed and monitored to provide a safe physical and emotional environment?

Confirm by ticking the boxes that the signatory and accommodation agent will:

- | | | |
|-----------------|---|--------------------------|
| 17.1.1 | Check that local government bylaws are being observed; | <input type="checkbox"/> |
| 17.1.2 | Identify a manager or other person with responsibility for the care of the international student/s at the boarding establishment for students under the age of 18, and a resident manager for students aged 18 years and over; | <input type="checkbox"/> |
| 17.1.3 | Assess the potential boarding establishment management and employees' suitability; | <input type="checkbox"/> |
| 17.1.4 | Complete an on-site assessment of the suitability of the residential facilities; | <input type="checkbox"/> |
| 17.1.5 | Assess whether the boarding establishment will provide a safe physical and emotional environment; and | <input type="checkbox"/> |
| 17.1.6 and 17.2 | Monitor and manage any risks to the safety of international students including risks of violence and abuse | <input type="checkbox"/> |
| 17.3 | Interview students who are under the age of 18 at least quarterly to ensure that the boarding establishment is suitable | <input type="checkbox"/> |
| 17.4 | Visit each boarding establishment with students who are under the age of 18 at least twice a year to determine that the accommodation is suitable and conduct follow up visits if there are reasonable grounds to suspect that the accommodation has become unsuitable. | <input type="checkbox"/> |

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

What processes are in place to ensure there is regular communication between boarding establishment carers, parents and school staff regarding the developmental and pastoral care needs of international students?

18 **Designated caregivers**

If the parent/s of an international student under the age of 18 designates a relative or close family friend to provide accommodation for the student, confirm by ticking the boxes that on or before enrolling a student the signatory will:

- | | | |
|--------|---|--------------------------|
| 18.1.1 | Have an indemnity document signed by the international student's parent/s (and not an agent) stating that the designated caregiver is a relative or close family friend and that the parents are selecting the accommodation for their child, subject to the signatory approving the accommodation. | <input type="checkbox"/> |
| 18.1.2 | (a) Determine that the living conditions are of an acceptable standard | <input type="checkbox"/> |
| | (b) Assess whether the designated caregiver will provide a safe physical and emotional environment for the student | <input type="checkbox"/> |
| | (c) Determine that the home is not a boarding establishment | <input type="checkbox"/> |
| | (d) Meet the designated caregiver and establish communication with the caregiver | <input type="checkbox"/> |
| 18.1.3 | Ensure students who are under the age of 18 are interviewed at least quarterly to ensure that the accommodation is suitable | <input type="checkbox"/> |
| 18.2 | Follow the provisions relating to boarding establishments prescribed in clause 17, if the accommodation selected by the parents is deemed to be a boarding establishment | <input type="checkbox"/> |

19 **Temporary accommodation**

How will temporary accommodation be selected, assessed and monitored to provide a safe physical and emotional environment?

Confirm by ticking the boxes that the signatory will:

- | | | |
|--------|--|--------------------------|
| 19.1.1 | Assess the suitability of the accommodation | <input type="checkbox"/> |
| 19.1.2 | Ensure that students under the age of 18 will have appropriate supervision | <input type="checkbox"/> |
| 19.1.3 | Ensure that group students will have an appropriate ratio of supervisors | <input type="checkbox"/> |
| 19.1.4 | Monitor and manage any risks to the safety of international students | <input type="checkbox"/> |

20 **Residential caregivers**

Confirm by ticking the boxes that as a signatory you hold at all times the following information for all residential caregivers:

- | | | |
|--------|---|--------------------------|
| 20.1.1 | Full name | <input type="checkbox"/> |
| 20.1.2 | Current address and contact phone number(s) | <input type="checkbox"/> |
| 20.1.3 | Current occupation | <input type="checkbox"/> |
| 20.1.4 | Relationship to student | <input type="checkbox"/> |

21 **Police vetting of accommodation providers for students aged under 18**

REQUESTS

- | | |
|----|---|
| 32 | Letter of authorisation from the New Zealand Police vetting authority |
| 33 | Consent to disclosure |

Do you arrange accommodation for students aged under 18 who live in homestays, boarding establishments or hostels?

- YES** Please attach your police vetting authority letter as per request 32 and answer questions 21.1.1 to 21.1.3
- NO** Please go to Part 7, Grievance Procedures

Please confirm by ticking the boxes that you have procedures in place to ensure:

- | | | |
|--------|---|---|
| 21.1.1 | That the signatory will undertake New Zealand Police vetting of all persons aged 18 or over (excluding other international students) resident in homestay households. | <input style="width: 40px; height: 25px;" type="checkbox"/>
<input style="width: 40px; height: 25px;" type="checkbox"/>
<input style="width: 40px; height: 25px;" type="checkbox"/> |
| 21.1.2 | That the signatory is satisfied that a suitable process for New Zealand Police vetting of current and prospective boarding establishment employees and contractors who work regularly at the boarding establishment is in place; and | |
| 21.1.3 | That Police vetting be undertaken of designated caregivers and supervisors and/or temporary accommodation employees if you consider this appropriate or if this is in line with the signatory's policy.
Please ensure you enhance your residential caregiver agreements and Designated Caregiver Indemnity Form with this provision. | |

Part 7 Grievance procedures

22 *Internal grievance procedures*

- 22.1 How will you ensure that your international students understand and have access to your grievance procedures?
- _____
- _____
- _____
- 22.2 How will you implement and document procedures to deal with complaints from international students about breaches of the Code?
- _____
- _____
- 22.3 How are students made aware of the IEAA contact details?
- _____
- _____

23 *International Education Appeal Authority (IEAA)*

REQUEST

- 34 Please attach the documents that display the IEAA contact details**

International Education Appeal Authority
 c/- Tribunals Unit
 Level 1, 86 Custom House Quay
 Private Bag 32001
 Panama Street
 WELLINGTON

Telephone: +64 4 462 6660
 Facsimile: +64 4 462 6686

Part 8 Applications and monitoring

27 Applications

- 27.5 Signatories must, within 14 days of any change being made, advise the Administrator in writing about any change in:
- (a) Ownership
 - (b) Legal Status
 - (c) Establishment Name
 - (d) Student fee protection policy status
 - (e) Address of the establishment
 - (f) Director(s) of a private training establishment
 - (g) Conditions of operation that affect the age range of the international students it enrolls (including group students): and/or
 - (h) Site changes and/or additional sites
- How will you notify the Administrator of any changes?
-
-

28 Monitoring and review

REQUEST

35 Please submit your review policy to ensure continued compliance with the Code

- 28.3 Please confirm by ticking the box that the signatory will:
Submit an international student report at least annually to the Board of Trustees or governance board
at least annually, review their own performance and the accuracy and relevance of all information provided to prospective and enrolled international students to ensure compliance with the Code. The outcomes of this review must be recorded in a form that can and must be made available to the Code Administrator if requested.

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

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 the legal 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 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 and 26 of the Code and
- The above named provider, whom I represent, meets all the requirements of the Code

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