

Who is this application form for?

This application form is for any School, Private Training Establishment (PTE) or Tertiary Institution that wishes to become a signatory to the Code of Practice for the Pastoral Care of International Students.

School applications

This application form will be assessed for Primary, Intermediate, Secondary and Composite schools established under Section 146 of the Education Act 1989 enrolling students at year levels. E.g. Years 1 -13.

If you intend to enrol:

- Young International Group Students (2 or more students in years 7-8 who hold a group visa issued by Immigration NZ)
- Students in years 7 and 8 without a parent
- Students in years 1 to 8 in a school hostel

you MUST complete an additional application for approval. These application forms can be found at

PTE or tertiary institution applications

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. This may result in additional Code requirements having to be met.

If you intend to enrol:

- Young International Group Students (2 or more students aged 11-13 who hold a group visa issued by Immigration NZ)
- Students aged 11-13 without a parent
- Students aged 13 and under in a school hostel

You MUST complete an additional application for approval. These application forms, can be found at

How do I complete the application form?

This application form is divided into 8 parts which reflect the required areas of compliance in the Code of Practice for the Pastoral Care of International Students.

Part 1	General Information
Part 2	Marketing and Recruitment of International Students
Part 3	Contracted Agents
Part 4	Contracts and Indemnity
Part 5	Welfare
Part 6	Accommodation
Part 7	Grievance Procedure
Part 8	Applications and Monitoring

Please complete **ALL** parts of the Application Form. If some questions do not apply, please indicate n/a. Please **DO NOT** delete questions.

All applicants must submit the policies, procedures and documents that are requested and listed on Page 19 of this application form.

All policies submitted must be approved and signed by a person who has authority to sign on behalf of your institution (e.g. Principal, Board of Trustees Chairperson, Manager, Director, Chief Executive, Vice-Chancellor) and a review date must be set.

Applications may be prepared with the assistance of external consultants, but once received by the Ministry of Education all further communication will be made directly with the Education Provider submitting the application.

Resources to help fill out this application

To complete this application you will need a copy of the following publications available from the Ministry of Education website: www.minedu.govt.nz

- The Code of Practice for the Pastoral Care of International Students ([the Code](http://www.minedu.govt.nz/NZEducation/EducationPolicies/InternationalEducation/ForProvidersOfInternationalEducation/CodeofPracticeforInternationalStudents/CodeOfPractice.aspx))
<http://www.minedu.govt.nz/NZEducation/EducationPolicies/InternationalEducation/ForProvidersOfInternationalEducation/CodeofPracticeforInternationalStudents/CodeOfPractice.aspx>
- Guidelines to support the Code of Practice for the Pastoral Care of International Students ([Guidelines to support the Code](http://www.minedu.govt.nz/NZEducation/EducationPolicies/InternationalEducation/ForProvidersOfInternationalEducation/CodeofPracticeforInternationalStudents/GuidelinesToSupportTheCode.aspx))
<http://www.minedu.govt.nz/NZEducation/EducationPolicies/InternationalEducation/ForProvidersOfInternationalEducation/CodeofPracticeforInternationalStudents/GuidelinesToSupportTheCode.aspx>

Examples of good practice policies and procedures can be found on the Ministry of Education website

<http://www.minedu.govt.nz/NZEducation/EducationPolicies/InternationalEducation/ForProvidersOfInternationalEducation/CodeofPracticeforInternationalStudents/InformationforCodeSignatories.aspx>