

Who is the application for?

This application form is for any School, Private Training Establishment (PTE) or Tertiary Institution that wishes to obtain additional approval to host **young international group 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 young international group students aged 10 and up to year 8. Students under the age of 10 CANNOT be accepted as group students.

PTE or Tertiary Institution Applications

This application form will be assessed for private training establishments and tertiary institutions who wish to enrol young international group students aged 10 – 13. Students under the age of 10, CANNOT be accepted as group students.

Please note that all institutions must have NZQA approval for (section 258 of the Education Act) and accreditation to provide (section 259 of the Education Act) courses to students of this age group. This approval and accreditation must be obtained BEFORE this application can be processed.

How do I complete the Application Form?

This application form is divided into 4 parts which reflect the required areas of compliance in section 3 of the Code of Practice for the Pastoral Care of International Students.

Part 1	Policy
Part 2	Contractual Agreements
Part 3	Operational Procedures
Part 4	Accommodation

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 throughout the 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](#))
- FAQs about hosting young international group students (<http://www.minedu.govt.nz/NZEducation/EducationPolicies/InternationalEducation/ForProvidersOfInternationalEducation/CodeofPracticeforInternationalStudents/CodeOfPracticeApplicationForms.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>)