

Code of Practice for the Pastoral Care of International Students Newsletter

March 2009

Kia Ora



Welcome to the first Code Newsletter of 2009. We hope that you enjoyed a restful break and judging by our many emails and phone calls we know that you are back and as busy as ever! We appreciate your continued commitment to the Code and to providing positive experiences for your international students in New Zealand. In this newsletter we have provided guidance and support on topical areas highlighted by enquiries made by you, the education provider. We welcome your feedback.
Dot.

Announcements

Introducing our new Code Officer for Schools - Tony French.



Tony is the latest addition to the Team, assisting with Code enquiries from schools. He has a background in ESOL teaching and pastoral care at both tertiary and secondary levels and a varied career path that has included high school English teaching, graphic design and counselling. He makes the daily commute to Auckland from Waiheke Island where he lives with his partner, two daughters, and three cats. When he needs 'time off', he likes to go kayaking around the remote rocky bays of Waiheke. Feel free to make contact with Tony at the Code Office for any concerns involving the pastoral care of international students in schools.

Departure of Marilyn Wallace from the IEAA

Marilyn has been the face of the IEAA for six years and worked voluntarily before the Code became mandatory in 2002. Much of the work done to set IEAA administration procedures and case promulgation is solely a result of Marilyn's efforts. We recognise her efforts and thank her for her contribution.

New Appointments to the IEAA

A panel of four members has been appointed to the IEAA, all of whom have significant expertise in the field. The contact details for the IEAA are detailed below. Please ensure that your information to students has been updated to reflect this.

IEAA

Tribunals Unit

Level 1, 86 Custom House Quay

Private Bag 32001

Panama Street

Wellington

Phone: + 64 4 462 6660

Fax: + 64 4 462 6686

Email: ieaa@justice.govt.nz

Current Issues

Are your refund conditions reflected accurately in your contracts with students?

Please be aware that under the Education Act 1989, each of the education sectors has different obligations for refunding international student fees. As the education provider it is your responsibility to comply with all relevant provisions of the Act. All Signatories are obliged to make the refund conditions available to prospective international students, before the students enter into any commitment with the provider. In addition, all contractual and financial arrangements between signatories and/or recruitment agents on the one hand and international students on the other hand must be recorded in writing, and international students or their parent/s must be given a copy of any agreement they are a party to. The terms and conditions of circumstances under which a refund may be made should be accurately reflected in the contractual documents between student (or their parents) and you the education provider. Providers should discuss any legal issues arising from this with their own legal advisors.

Are your students appropriately insured?

When enrolling international students, signatories must ensure that international students have appropriate and current medical and travel insurance for the duration of their planned period of study. It is suggested that you check your student insurance policies for exclusions that may directly affect the type of study or training your students are undertaking, e.g. flight training.



Have you changed the name of your Establishment?

Changes in Establishment Name must be advised to the Code Administrator under section 29.7(c) of the Code. It is important that you use your school or institution name accurately in your contractual documents between yourselves and your student (or their parents). This is particularly important in your Offer of Place letter which is required for a student to obtain a student visa.

Your Frequently Asked Questions

Is this student classified as international or domestic?

In order to ascertain whether a prospective student is classified as “International” or “Domestic” please refer to the recently updated Education Circular 2009/01- Eligibility for enrolment in New Zealand schools, which can be found on the MoE website. The circular outlines which documents should be cited and copies retained in order for enrolment to take place.

Where can I find Code of Practice information and resources on the Ministry’s website?

The Ministry of Education website has recently been updated and our own area related to International Education and the Code has been rearranged to make it easier for you as education providers to find the information you require. There have also been changes to the organisation of information for international students and their parents. We encourage you to have a look and become familiar with the new layout. Go to the Ministry of Education website <http://www.minedu.govt.nz> and click on ‘International Education’. You will see that information has been organised into two distinct areas; ‘For Providers of International Education’ and ‘For International Students and Parents’. We hope that you find this new layout effective - we welcome your feedback.

When will the new Code be published?

Notification of the release of a revised Code is anticipated to occur in June 2009 with implementation scheduled for July 2009. The revision is expected to include transition provisions to allow providers time to comply with any new Code requirements.

Is an international student entitled to enrol automatically as a domestic when their status changes from international to domestic?

If an international student’s status changes from international to domestic for various reasons, such as the parents acquiring a work visa, the school should consider their usual domestic enrolment procedures and entry criteria. This is important particularly in the case where schools have an enrolment scheme - where issues of zoning and the school’s special character may apply.



Top left to right; Emma Mackie, Tony French, Dot Bach.
Bottom left to right; Yvonne Callaghan, Anne Lee.

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