

SUNNYBRAE NORMAL SCHOOL
FEE PAYING STUDENTS POLICY

Adopted by Board of Trustees June 1993

Reviewed on a 4-yearly cycle – last review June 2017

Rationale

In the first instance our school serves the local community and its children (New Zealand born and those with New Zealand residency rights). In keeping with the current Government global economic strategy, places can also be offered to international students as long as the domestic students are not disadvantaged in any way.

Guidelines

1. All regulations as stipulated in the Ministry of Education's *Code of Practice for the Pastoral Care of International Students* will be adhered to. The Code is available from the following website link - <http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/code-of-practice-resources-languages/2016-code-of-practice/> A contractual agreement will be entered into with parents/caregivers.
2. Enrolments will be taken only for students who are living in New Zealand with their parent(s) or legal guardian.
3. An annual fee, payable at least one term in advance, will be set by the Board of Trustees at budget preparation time. This fee will cover the cost of tuition but does not include costs such as school camps, trips/activities or stationery. A non-refundable administration fee will also be charged.
4. Appropriate staffing will be employed when needed to ensure that existing students' education is not disadvantaged.
5. Professional Development will be provided for staff teaching English Language Learners. The budget for curriculum resources will include a component for ESOL resources.
6. An induction programme will be provided for all new students.
7. Skilled staff will be employed to act as interpreters to facilitate the delivery of the ESOL programme.
8. In order to meet the administrative demands of the Code of Practice for the Pastoral Care of International Students, additional administrative hours will be provided to enable this work to be completed.
9. A maximum of 20 students will be accepted, at a range of class levels. The composition in each class will be a key factor in deciding whether a fee-paying student will be accepted into that class.
10. The regulations established by the Ministry of Education as set out in the Education Act will be adhered to.
11. For students to benefit from the placement and to fully benefit from the New Zealand curriculum, preference will be given to students enrolling for a full year or longer.
12. If a student has a specific learning or behavioural disability, which significantly hinders the learning in a regular classroom or the learning of other students, the school reserves the right to terminate the agreement with one month's notice.
13. Refunds: If a student withdraws part way through a term, the fees for the rest of the term are not refundable. Fees will be refunded for complete terms paid in advance.
14. Grievance Procedures: An outline of grievance procedures will be given to the parents/caregivers at the time of enrolment.
15. Fees Protection: The Board guarantees that it will hold enough funds in reserve to issue refunds of fees should this be necessary – see [Fees Protection Guidelines](#).

BoT Chairperson: _____ Principal: _____ Date: _____