
INTERNATIONAL FOREIGN FEE-PAYING STUDENTS (IFFS) POLICY

RESPONSIBLE FOR REVIEW:	Board of Trustees
DEPARTMENT RESPONSIBLE:	IFFS Department and Principal
DATE LAST REVIEWED:	September 2017
NEXT REVIEW DATE:	September 2020

Otumoetai College will offer a quality education and an understanding of New Zealand culture to IFFS, and local students will benefit through this exposure to diverse cultures.

Revenue generated will benefit all students and the financial implications of the IFFS programme will be reviewed as required.

1. The maximum numbers of IFFS in any year will not exceed 5% of the 1 March roll and this percentage will be reviewed annually.
2. The school will endeavour to enrol a broad range of nationalities represented among the IFFS.
3. Otumoetai College will adhere to the provisions of the current “*Code of Practice for the Pastoral Care of International Students*”.
4. IFFS students will be treated on an equal footing with domestic students in relation to subject choice.
5. IFFS will have full access to all college facilities, opportunities and awards.
6. The Principal delegates to the Director of International Students the following signing powers:
 - a. Application and Enrolment Agreement for an International Student enrolling for less than three months or a part of an organised group
 - b. International Student Enrolment Application Form – Secondary School

- c. Residential Caregiver Agreement
- d. Agency Agreement
- e. Offers of Place
- f. Invoices relating to International student programme
- g. Specific country documentation
- h. References for individual international students
- i. Any matters pertaining to the general running of the International Department

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Signature (BOT Chairperson)

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Date Ratified