

International Students Enrolment Procedure

Guidelines

1. Initial contact with parent/s/guardian/s of International Students will involve email contact to ascertain the International Student's details, arrival dates in New Zealand, eligibility to study and length of study at Hamilton East Primary School (HES). A parent/guardian may send an academic transcript/s, passport details and any other relevant information necessary for an application for enrolment. HES will send the parent/guardian an information pack and a HES enrolment form for International Students which must be completed. This helps HES to gather information about the prospective International Student.
2. Once these details are confirmed, a letter of offer of placement will be offered to the parent/guardian. This sets the process of 'Visa Approval in Principle' in action. The letter confirms a place of enrolment for the International Student, what year level the International Student is and the amount of fees per term the parent/guardian will pay to HES.
3. When HES receives visa approval in principle from the parent/guardian or New Zealand immigration and payment of the first term of fees, a renewed letter of offer will be sent with more detail, including receipt of fees from the parent/guardian for the International Student. This letter must contain the exact length of time the International Student intends to study and what year level they are. Proof of travel insurance, and of New Zealand in-zone address is also required from the parent/guardian at this time.
4. All passport, visa and insurance documentation will be copied and retained with the International Student's enrolment forms which will be kept confidential. Details are updated for the International Students and entered into the HES Student Management System (HERO) and the MOE Database, ENROL. Books, stationery and a school hat will be issued to the International Student and all school curriculum excursions are included as part of the fees.
5. The parent/guardian and the International Student will meet with the Deputy Principal as an introduction to HES and the classroom environment. International Students will receive an information pack and parents/guardians will be required to sign HES's International Student Tuition Agreement. English Language Learner (ELL) support will be put in place.

Associated Documentation

International Students Policy

International Students Fees Protection and Refunds Policy

International Students Attendance Procedures

International Students Visa Monitoring Procedures

Hamilton East School Enrolment Form for International Students
International Students Discipline Procedures
International Students Safety Procedures
International Students Grievance Procedures
Code of Practice of International Students
Education Act 1989 (and amendments)

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