

Policies and Guidelines Document 2019

Before you complete and sign the Application and Tuition Agreement forms, please carefully read the International Students Policies and Guidelines Document, and the summary of The Code of Practice for the Pastoral Care of International Students, July 2016

www.nzqa.govt.nz

You must sign the form to confirm you have done so and have understood and accepted all provisions as set out in all documents.

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SECTION A – POLICIES AND GUIDELINES

1. SELECTION

Selection will be made by the Director of International Students. Offers are based on an assessment of the extent to which **Mount Maunganui Intermediate** can meet the needs of the prospective student. The school reserves the right to cancel an Offer of Place and refund fees paid hereunder in the event it ascertains any adverse comment from the previous schooling of the applicant or any of the applicant's recommendation letters. Failure to disclose relevant information or the provision of false information may result in termination of enrolment.

2. TESTING

The school may assess International Students on arrival at the school to help determine placement in a suitable learning environment.

3. PLACEMENT

The school will issue an Offer of Place to a selected student but the level of study offered is an indicator only. The school has the right to place the student in appropriate subjects and year levels; selection and placement are conditional upon the school being able to meet the needs of the student. Students entering the school as international students must have the prior learning necessary and the intellectual and emotional capacity to cope with study in New Zealand in English at the level enrolled in. Quality applicants are sought whose proficiencies and academic intentions are matched by the opportunities **Mount Maunganui Intermediate** offers. The school may ask a student to undertake intensive language tuition at another institution for a period of time at the cost of the student if it is ascertained the student cannot cope at **Mount Maunganui Intermediate** at an appropriate English level. Generally students are placed with their age group level.

4. ENROLMENT CONDITIONS

Upon enrolment at the school, the student will abide by the same conditions as regards behaviour and absence that apply to domestic students.

Enrolment as an International Student at the school shall be terminated:-

- a) At any time by agreement between the parties; or
- b) By **Mount Maunganui Intermediate**, if the student fails to pay fees in advance, or fails to abide by the same conditions as for domestic students, or fails to abide by the conditions of the International Student Tuition Agreement; or
- c) If the student ceases to hold, or ceases to be eligible to hold, a valid student visa issued by Immigration New Zealand
- d) Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through Immigration New Zealand and can be viewed on their website at www.immigration.govt.nz.

5. GENERAL INFORMATION

Liaison with the school

The International Office welcomes contact with parents. Parents may contact the Director of International Students about any school matters that concern them and the Principal is also available for consultation. Teachers are available on Parents' Evenings held throughout the year. Regular newsletters are sent home by email or can be sent home in paper copy with the student, if requested. The newsletters contain the latest information about school activities, term dates and other matters of interest to parents and caregivers.

Contact Information

The school office must have up to date information on all students. Please inform the international office when addresses or telephone numbers change. In some cases the Director of International Students needs to contact parents or caregivers during working hours so the school requires an up-to-date contact address/telephone number for parents or caregivers. We wish to avoid embarrassment by sending incorrectly addressed mail so would also appreciate being informed in cases where marital status changes.

Absences/ Sickness

In the event of illness, the designated caregiver/home stay caregiver should contact the school on the morning of the first day of absence to report the student's nonattendance.

Other Absences

Under the Code of Practice an International Student is required to attend a minimum of 90% each school year. This is a requirement by Immigration New Zealand to re-apply for a student visa. The Education Act does not allow for holidays in school time, shopping or looking after other members of the family. The school attempts to meet any reasonable requests from parents or caregivers for leave. The full support of parents and caregivers in these matters is an important factor in preventing truancy and in keeping young people out of trouble.

6. STUDENT BEHAVIOUR

Coastal Values School Code of Practice

Mount Maunganui Intermediate is a PB4L school. Positive Behaviour for Learning is a structure which enables the development of a successful school wide culture by:

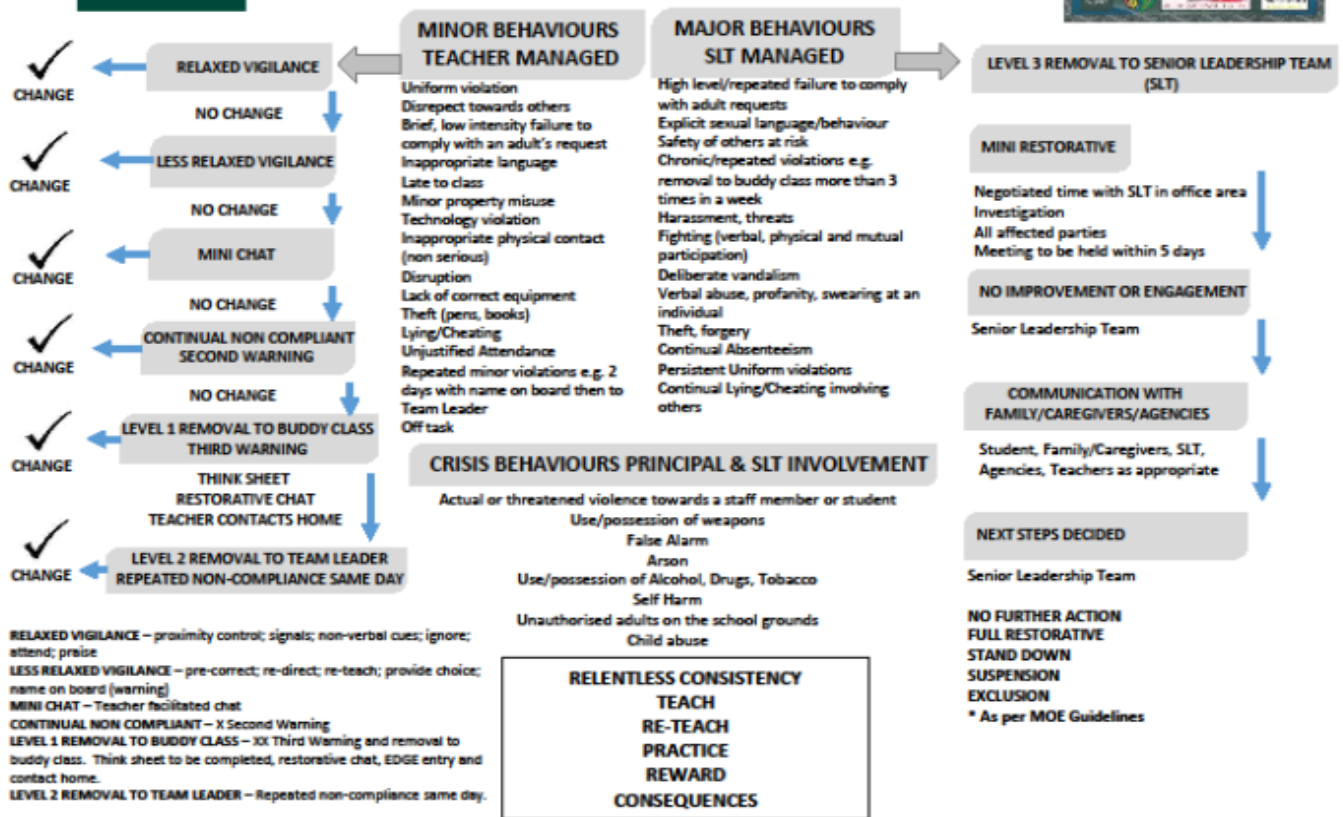
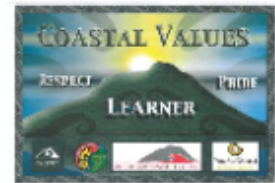
- developing positive and respectful relationships through ongoing consultation with, and decision making by, parents, students, community, and all staff
- developing a caring culture where students and staff feel valued and the whole school community feels safe
- the development of consistent expectations across all settings and by all staff
- teaching behaviours instead of “expecting” that students just know what to do
- maximising the time spent on student learning

Positive Consequences

- Coastal Values Certificates
- Coastal Values Cards and prize draw
- Email/phone calls home
- Blues
- House Points
- Class Rewards



DO THE RIGHT THING – THE MMI WAY
 PROVIDE EXPLICIT INSTRUCTIONS
 USE FREQUENT, GUIDED AND REINFORCED PRACTICE OF DESIRED BEHAVIOURS
 GIVE GENUINE AND POSITIVE FEEDBACK
 BUILD AND MAINTAIN POSITIVE RELATIONSHIPS
 OBSERVE INAPPROPRIATE BEHAVIOURS



Exclusion of a Student from School

An International student, once enrolled at a school, has the same rights as a domestic student and cannot be excluded from school, other than in accordance with the stand down and suspension provisions of the Education Act.

The decision to suspend a student will be made by the Principal on the grounds of gross misconduct or continual disobedience. The school's Pastoral Welfare and Safety Procedures Policy would also have been followed.

In addition where a decision is made to exclude a student from the school's homestay arrangements and this necessitates a return home, the following procedures will be followed -

1. The agent and parents of the International student will be notified of the matters causing concern.
2. A decision will be made as to whether the student should be given permission to enrol with an alternative provider in New Zealand.
3. The Principal's decision can be referred to the Board of Trustees where the student has been suspended or removed from the homestay.
4. The student has the right to attend the hearing and to be represented as provided for in the 1989 Education Act. A first language support person will also be available.

Misconduct Policy

The disciplinary procedures outlined in the Education Act 1989 shall be applicable for all serious misconduct that is alleged to have occurred both inside and outside of the school. The Designated Caregiver, Homestay caregiver or Director of International Students (or their representative) shall act as the parent in the disciplinary process.

Should it be deemed appropriate the school reserves the right to:

- a) Impose a curfew or other restrictions on the student outside of school hours for a set period of time
- b) Terminate the contract and ask for the repatriation of the student with forfeiture of fees

7. GROUP STUDENTS

All Mount Maunganui Intermediate policies and guidelines stated in this document apply to students travelling in groups. Each student must complete an individual application form, and attend an orientation. All group students will have a named group supervisor for emergencies and a Mount Maunganui Intermediate contact person whilst enrolled at Mount Maunganui Intermediate.

8. ADDITIONAL NEEDS

If at any time it is believed that an International Student is at risk, the matter will be referred immediately to the Principal who will refer on to the appropriate agencies. All appropriate policies and procedures will be followed

9. COMMUNICATION, COMPLAINTS AND CONCERNS

Students and parents may experience a range of problems and difficulties, when adjusting to a new culture and environment. Any problem should firstly be taken to the Director of International Students. Serious problems should be taken to the Principal. The school adheres to the New Zealand Code of Practice. If the complaint cannot be satisfactorily resolved, the complaint may be taken to the NZQA which handles all complaints about alleged non-compliance with the Code of Practice 2016, other than financial or contractual disputes. iStudent Complaints is the appointed operator of the International Student Contract Dispute Resolution Scheme (DRS) which was set up to resolve financial and contractual disputes.

Information about making a complaint can be found on the nzqa website: www.nzqa.govt.nz

The school welcomes direct communication from parents via phone, email, letter or visits.

The school will communicate with parents via letters and newsletters on a regular basis. The website will also contain up to date information.

10. ACADEMIC PROGRESS AND REPORTING

Learning conferences with the class teacher, parent/caregiver and student are held twice during the school year. The International Student Director will also attend the conference to help support the student. The agent for the student will also receive notice of the conferences and be asked to attend to act as a translator if the parent so desires. A goal setting report is given before each conference and a final report is given at the end of the academic year.

11. INTERNET ACCESS

Students are provided with Internet access through parent consent, as part of the application process. The Internet is only to be used for educational purposes and whilst the school has taken precautions to eliminate controversial material, it is not possible to restrict access to all such material and hence access remains the individual student's responsibility. Internet use and sites visited are monitored closely.

12. AUTHORITY AND INFORMATION

The parents of the student authorize staff of the school to:

- a) Receive information from any person, authority or corporate body concerning the student including, but not limited to, medical, educational and welfare information;
- b) Receive financial information relating to the student, including bank account details.
- c) Provide consents in respect of any activity carried out and authorized by the school
- d) Provide necessary consents on the student's behalf in the event of a medical emergency where it is not reasonably practicable to contact the parents.
- e) The parents irrevocably authorize the Director of International Students to advise the student's caregiver of all matters and information required to be provided to parents of any student under the laws of New Zealand. The parents irrevocably authorize the school to obtain information regarding the student from the homestay or caregiver. The parents agree to appoint the homestay or caregiver as their

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representative in New Zealand, to receive and provide such information in substitution for the parents where it is not possible or practical for the parents to receive and provide such information.

- f) The parents agree to provide the school with academic, medical, or other information relating to the wellbeing of the student, as may be requested from time to time by the school.

13. ACCOMMODATION

As per the Code of Practice for the Pastoral Care of International Students, the International Students Office of the school, upon or before enrolment, will determine and verify which category of accommodation the student will live in regardless of age i.e.

- Homestay
- Designated caregiver
- Parent
- No International student of **Mount Maunganui Intermediate** can live independently, in a boarding establishment or in temporary accommodation
- Police vetting will be required of all caregivers and all residents of a household aged 18 or over
- The school will provide guidelines to the caregivers and the students and outline the divisions of responsibility between the school and the caregiver.
- The parents and the student agree that the student shall remain in accommodation arrangements either organized by the school for the term of this agreement, or are approved by the school according to The Code of Practice guidelines on accommodation. Any changes must be negotiated with the Director of International Students beforehand. Failure to comply with this requirement may lead to a cancellation of the student permit. All caregivers who are not New Zealand citizens must provide copies of their passports and valid visas.

a) Homestay

All homestays are carefully selected and monitored to ensure that appropriate standards are maintained.

Homestay payment is payable in advance to **Mount Maunganui Intermediate**. The school will pay the homestay caregiver each fortnight, account for all money received and payments made from homestay money. The homestay fees invoiced may be an estimate cost only. Exact costs will be determined when final departure date is confirmed. **Mount Maunganui Intermediate** can only guarantee accommodation for visa purposes for the number of weeks' homestay fees have been paid.

On written request **Mount Maunganui Intermediate** will refund any balance left over at the end of the student's placement. If over NZD\$500 the refund will be made directly to the parents in the country of origin of the student. If under NZD\$500 the payment will be made in cash to the student on their last day prior to their departure **Mount Maunganui Intermediate**.

Two weeks' notice must be given by either party (homestay or student) prior to a student being placed in another homestay.

b) Designated Caregiver (DCG)

The parents of the student must fill out and personally sign the International Student Application and include all details of the DCG when submitting the application. The school will decide if the caregiver will be verified as a Designated Caregiver and will ask for a police vet, further supporting information and/or evidence of nature of the close relationship or friendship.

The home of the proposed DCG will be visited and assessed the same as for a homestay caregiver. The home will be visited subsequently to substantiate and verify the DCG's living situation. At no time can a DCG leave the student unsupervised overnight or for any length of time without firstly informing the School and seeking approval for a temporary caregiver to take their place. This will probably necessitate a new DCG being appointed for the period, as per all DCG regulations.

The DCG arrangement cannot change until **Mount Maunganui Intermediate** is informed, and agrees to the change. The parents take full responsibility and accept the decisions made by their DCG about the day-to-day requirements of their child and understand that **Mount Maunganui Intermediate** will endeavor to provide care and welfare of their child while studying in their school.

c) Parent

Students living with parents must still be monitored by the school. At no time can a parent leave the student unsupervised. If students are living with a parent, then the parent has full responsibility for the pastoral care of the student outside tuition hours, and may be called up to the school at short notice on school matters. If a parent leaves a student unsupervised in New Zealand that student will lose their place at the school and New Zealand Immigration will be informed. Parents must follow all the policies of the school at all times. Birth Certificates and copies of passports and visas **are** required to verify parent status.

14. LIABILITY, RIGHTS, CONTRACT

- a) In any event, the school's liability in relation to the supply of tuition services to the student is limited to the amount of fees paid by the student for the provision of the services in respect of which liability arises.
- b) Nothing in this agreement limits any rights the parents and/or the student may have under the Consumer Guarantees Act 1993.

15. AGREEMENT

- a) Notices given under this agreement must be in writing and given to the addresses set out in the application forms. Those sent by post shall be deemed to have been received, five working days after posting.
- b) This document contains all of the terms, representations and warranties made between the parties and supersedes all prior discussions and agreements covering the subject matter of this agreement.
- c) It is acknowledged that all relevant provisions of the Education Act 2003 shall apply to the student in New Zealand. Any decision under these provisions to stand-down, exclude or suspend the student for a specified period shall terminate this agreement and the no refund policy shall apply. The parents shall have no claim in damages or for any compensation if this agreement is terminated in these circumstances.

- d) Neither party is liable to the other for failing to meet its obligations under this agreement to the extent that the failure was caused by an act of God or other force of major circumstances beyond its reasonable control.
- e) This agreement shall be construed and take effect as a contract made in New Zealand and will be governed by New Zealand law, and the student and parents submit to the exclusive jurisdiction of the New Zealand courts.

16. PRIVACY, INFORMATION

The parents and the student acknowledge that:

- a) Personal information disclosed in the International Student Application will be held by the International Office and will be used for communication to the parents. If any information i.e. addresses change, please notify the International Office accordingly.
- b) All personal information provided to the school is collected and will be held by the school office
- c) If the student/parents fail to provide any information requested in the International Student Application, the school will be unable to process the application.
- d) The student/parents have the right under the Privacy Act 1993 to obtain access to and request corrections of any personal information held by the school concerning them.

17. INSURANCE REQUIREMENTS

Most International students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on their website at <http://www.moh.govt.nz>.

Accident Compensation Corporation

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://www.acc.co.nz>.

Medical and Travel Insurance

International students must have appropriate and current medical and travel insurance while studying in New Zealand and should be arranged before leaving home. This is a requirement under The Code of Practice for the Pastoral Care of International Students. The school needs to be provided with a copy of the insurance certificate and policy wordings so it may determine whether the insurance provides sufficient cover for the student's medical, travel and potential repatriation needs.

It should be noted that costs such as medical treatment in New Zealand and medical evacuation or repatriation can be prohibitive. It is therefore imperative that sums insured for these benefits should be set at

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an appropriately high figure – ideally, this figure should be unlimited although the school will allow figures that it deems to be sufficiently high.

Below is the suggested minimum content for appropriate insurance policies according to the Code of Practice for Pastoral Care of International Students. The policy should:

- a) Commence the minute the student leaves home for the airport on their way to New Zealand.
- b) Apply while in transit.
- c) Apply while the student is in New Zealand.
- d) Cover the student for any trips to other countries during the period of study.
- e) Cover the student for any holidays back to their home country during the period of study.

High sums insured and medical benefits

“Sums insured” is the money available in the event of a claim. It is imperative that the sums insured are very high so they will not be exceeded in any possible claim. Current policies range from \$600,000 to “unlimited cover”. In order to “future proof” policies, sums insured of one million dollars plus are recommended.

Emergency evacuation / repatriation

Repatriation represents the costs of getting the student home. The benefit works two ways:

1. If the student becomes seriously ill or injured and needs to be accompanied home (either alive or deceased) with medical professionals, these costs are met by the insurance.
2. If members of the student’s immediate* family living overseas become critically ill or die, the policy will fly the student home, and then back to New Zealand to complete their studies.

*(*immediate family is the mother, father, brother or sister).*

Ideally, the policy should have “unlimited cover” as very large sums can be incurred in these situations.

Insurance policies for International students should be obtained from companies with a credit rating no lower than A from Standard and Poor, or B+ from AM Best.

If the insurer is an overseas company, the school requires students to provide policy details in English, so that it may ensure that all the necessary requirements are met.

If, prior to enrolment, it is decided that a student does not have adequate insurance, the student will be required to take out additional cover to meet the standards determined by the school.

Schedule of Fees 2019

Tuition	
Tuition Fees (40 weeks)	\$12,500.00
Short term - per week	\$500.00
Administration (non refundable)	\$200.00
Registration Fee (non refundable)	\$300.00
Homestay	
Placement Fee	\$250.00
Weekly Board Fee	\$300.00
Short term Board Fee (per night)	\$50.00
Please note:	
The tuition fee is inclusive of English tuition, stationery, school camp, ESOL lessons, with the exception of additional class trips, optional exams and school uniform and incidental costs associated to the class programme.	
The Placement Fee includes the cost of finding and inspecting a homestay	
Board Payments cover the cost of homestay supervision, a furnished room, all meals and laundry.	

OTHER COSTS

Travel and medical Insurance

Approximately \$600 for one year *

Sports and clubs

Costs vary

Shuttle Auckland International Airport – Tauranga, and return *[Approximately \$110 each way]*

Uniform – students are required to purchase the school uniform as set out in the Orientation booklet

PLEASE NOTE

International students must have comprehensive current medical and travel insurance while travelling to/from and studying in New Zealand. Mount Maunganui Intermediate prefers to deal with UniCare. If you arrange insurance from another source, these areas must be covered – Medical Expenses; Evacuation and Repatriation; Cancellation and Delays; Personal Accident; Personal Liability; Money and Travel Documents; Baggage and Personal Items.

19. REFUND POLICY

Mount Maunganui Intermediate has a no refund policy. If the student withdraws from his/her course of study before the course completion date, he/she will **NOT** receive a refund of school fees except in exceptional circumstances. In such cases, the parents should write to the Director of International Students explaining what the exceptional circumstances are; however, the School's decision is final.

If the application is made before the start of the course, fees will be refunded less:

- a) An administration fee
- b) Costs to the school already incurred for tuition
- c) Components of the fee already committed for the duration of the course, including
- d) Appropriate portions of salaries of teachers and support staff (if applicable)
- e) Any other costs already incurred

No refund will be made to a student who is excluded from the school by the Board of Trustees.

No refund will be made to an International Student who changes visa status to one which entitles them to regular/domestic student status, after one month from date of payment.

Please note the balance of homestay money will be refunded to the parents' bank account in full at the time the student signs out of **Mount Maunganui Intermediate**.

20. CHANGE OF STATUS

International Students are able to change to domestic status while enrolled at **Mount Maunganui Intermediate**. If students change to domestic status, all normal conditions of enrolment must be met. To make the change from International to Domestic status, students will need to complete a domestic enrolment application which is available from the main school reception. Documentation verifying details for regular student status will be required, including a completed domestic enrolment application. Proof of regular student eligibility must be forwarded to the school, including copies of all relevant visas, passport details, and all relevant dates and conditions.

A student with domestic status who loses that status must then apply **immediately** for an International Student place and follow all normal procedures. Failure to do so will mean the New Zealand Immigration Service will be informed, and the student may have no place at the school.

21. TRAVEL & HOLIDAYS

Parents are welcome to visit their child while studying in New Zealand. The International Office can assist in any documentation required.

International students are encouraged to travel within New Zealand in holiday time:

- With their host families
- With school-organized groups; and
- With their parents

We do not recommend a return to the home country in the short holiday breaks. International students are not permitted to leave school before the end of term to travel home and must ensure they are back in NZ in time for the start of the new term. All holiday/travel arrangements must be approved by the International Director. All Code regulations must be met.

Homestay payment will be \$10 per night while students are absent for more than 5 days, as long as two weeks' notice has been given, as per the accommodation guidelines for home stays, caregivers and parents.

International students are not allowed to travel independently while they are studying at **Mount Maunganui Intermediate**. This is a condition of enrolment. Upon arrival at Auckland or Tauranga Airport, students will be met by one of our staff and taken to their homestay family. When students depart they will need to make their own travel arrangements with their homestay family via the International Director (at their own cost).

22. SCHOOL UNIFORM

Mount Maunganui Intermediate takes pride in its uniform and expects students to wear the correct uniform at all times. Full details of uniform requirements can be found in the Orientation Booklet.

23. ORIENTATION

The school will provide a comprehensive programme to help students adjust to school life.

All students must attend an orientation at enrolment – this happens prior to the first day of school.

Refusal to participate in an orientation will lead to cancellation of enrolment.

24. ICT USE AGREEMENT

The school's computers are provided as a tool to assist students with their learning. Classes all have a number of laptops, chrome books and iPads connected to the school network. Students have a personal login, which is required for them to be able to work on any device. Internet usage is monitored and student's internet history can be tracked.

In order for the network to run smoothly and students using the computers in an acceptable manner the following rules need to be obeyed.

- Settings are not to be changed by the students.
- Work must be saved in the student's own folder, unless otherwise directed by a teacher.
- Only school loaded or approved applications are to be used on the computers. This includes web based applications.
- Printing may only be done with a teacher's permission.
- Students are only able to access their own files. Interfering with other students' files will not be tolerated.
- Laptops are to be used in accordance with the guidelines determined by the school.

Internet usage

- Students must have teacher’s permission to use the internet.
- No downloading of material from the internet unless given permission by a teacher.
- E-mails may only be sent with teacher’s permission (personal e-mails are not to be sent.)
- Accessing web sites not appropriate to teaching and learning will not be tolerated.

Failure to comply with these guidelines may result in a student losing the right to use a computer for a set period of time.

25. SCHOOL CALENDAR

School Hours

8.45am – 2.45pm

SCHOOL TERM DATES FOR 2019		
Term 1	30 January*	12 April
Term 2	29 April	05 July
Term 3	22 July	27 September
Term 4	14 October	18 December*

** subject to confirmation*

26. EXTRA CURRICULAR ACTIVITES

Mount Maunganui Intermediate Students are given the opportunity to participate and excel in a wide range of sports and cultural activities. Should you be interested in any of the following, please indicate in the application form.

Cultural

- Stage Challenge
- Kia Maia Kapa Haka Roopu
- Mau Rakau
- Fresh Moves [dance]
- Talent Quest
- Jump Jam
- Instrument Tuition: voice, clarinet, flute, drums, saxophone, bass, trumpet
- Singing Group
- Dance NZMade
- Rock Quest
- Dance
- Sustainable Art Awards
- Wearable Arts

Sport

Social and competitive opportunities for participation in school, interschool, and ELITE Sport (Gisborne, Bay of Plenty/Poverty Bay)

- Aerobics
- Athletics
- Basketball
- Cheerleading
- Chess
- Rock Climbing



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- Cross Country
- Football
- Golf
- Gymsport
- Hockey
- Indoor bowls
- Kiwi Tag
- Mountain Biking
- Netball
- Open Water Swim
- PCT Challenge
- Rugby
- Rugby League
- Skiing
- Softball
- Surfing
- Surf Lifesaving
- Swimming
- Tennis
- Touch
- Triathlon
- Ultimate Frisbee
- Volleyball

27. CURRICULUM AREAS

Teaching and Learning at Mount Maunganui Intermediate is based on the New Zealand Curriculum.

The 8 major areas are:

- English
- Mathematics and Statistics
- Science
- Social Sciences
- Health and Physical Education
- Learning Languages
- The Arts (Dance and Drama, Music, Visual Arts)
- Technology (Digital Technology – computer, photography, robotics, Food and Nutrition, Hard Materials and Electronics,)

SECTION B - DEFINITIONS *(as per the Code of Practice)*

These policies and guidelines will be reviewed annually

What is a Homestay?

“Homestay” means accommodation provided to an International student in the residence of a family or household where no more than four International students are accommodated.

What is a Designated Care Giver (DCG)?

“DCG” means a relative or close family friend designated in writing by the parents of an International student as the caregiver and accommodation provider for that student, but does not include establishment owner, manager, or employee.

What is a Parent?

“Parent” means the father or mother of an International student, and includes court appointed guardians.

What are Group Students?

“Group Students” means:

- a) International students holding a group visa issued by Immigration New Zealand; or
- b) Two or more International students studying together in New Zealand for no more than three calendar months on a group visit organized by a provider



