

SUNNYBRAE NORMAL SCHOOL

FEE PAYING STUDENTS POLICY

Adopted by Board of Trustees June 1993
Reviewed November 2009

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 current Government global economic strategy, places can also be offered to a limited number of overseas students without disadvantaging regular students because of the size of our facilities and our excellent resources.

Guidelines

1. All regulations as stipulated in the Ministry of Education's Code of Practice for Overseas Students will be adhered to. 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 parents.
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 (held every two years, cost approximately \$100), trips/activities or stationery. A non refundable administration fee will also be charged.
4. Appropriate staffing will be employed for students to ensure existing students' education is not disadvantaged.
5. Professional Development will be provided for staff teaching English Language Learners. The budget for curriculum resources will always 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 programme. This will usually be a Chinese and Korean person (unless the ratio of ethnicities changes).
8. In order to meet the administrative demands of the Code of Practice for International Students, additional administrative hours will be provided at times 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. There will be no more than two fee-paying students per 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. Placements for less than one term will not be accepted.
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 Fee Protection Guidelines.