



FAIRFIELD INTERMEDIATE SCHOOL

IMMIGRATION MATTERS POLICY

OUTCOME 16: IMMIGRATION MATTERS (clauses 67/68 of the Code of Practice)

RATIONALE:

To ensure no Fairfield Intermediate School international learner continues to undertake educational instruction if they are not entitled to under the Immigration Act 2009 and to take reasonable precautions and exercise due diligence in ascertaining whether these learners are entitled under the Immigration Act 2009 to undertake the educational instruction for which they enrol.

GUIDELINES and PROCEDURES:

1. To ensure each Fairfield Intermediate international school learner has the correct and necessary immigration status for study in New Zealand
2. To report to Immigration New Zealand any known or suspected breach of visa conditions by Fairfield Intermediate School international learners.

EVIDENCE:

1. The Fairfield Intermediate School Enrollment Officer
2. The Fairfield Intermediate School Agents with responsibilities to provide accurate visa status outlined clearly in their Agent Agreement.
3. Application forms completed prior to enrolment.

EVALUATION:

1. The International Student Director in conjunction with the School Principal and Finance Officer shall report to the Board of Trustees on a minimum of twice a year with reference to the effectiveness of the procedure. Where required the report will be at the conclusion of each school term.
2. Any breach of immigration matters is referred to Immigration New Zealand immediately by Fairfield Intermediate School International Department and enrolment officer.

CONCLUSION:

1. This policy will be compliant with the NZQA Pastoral Care of International Students Code of Practice 2021.
2. This policy will reflect the ongoing changing environment of the Fairfield Intermediate School short stay and long term international student visa status and visa waiver countries.

Approved Date: June 2023

Review Date: June 2024

Signature: (Director of International Students).....

Signature (Principal).....

Signature (Board of Trustees Chairperson)

This policy is to be reviewed annually.