**FAIRFIELD INTERMEDIATE SCHOOL**

**ANNUAL REVIEW OF INFORMATION**

**International Procedure No. 6**

**RATIONALE:**

The school must review all its procedures yearly to ensure it is meeting the emotional, physical and educational needs of their International Students.

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**PURPOSE:**

To ensure Fairfield Intermediate School is meeting the requirements set down in the Code of Practise for the Care of International Students, Fairfield Intermediate School must review all information provided to prospective International Students at least annually to ensure its accuracy and relevance.

**GUIDELINES:**

* The annual review of information must be recorded in a format that can be made available to the Administrator if requested.
* The information given to International Students will be reviewed annually in June.
* Responsibility for overseeing the annual review of all information available to International Students is as follows:
	+ - * 1. The Principal is responsible for approving any changes highlighted in the review.
				2. The Director of International Students (or nominee) is responsible for updating the website.
				3. The International Student’s department is responsible for ensuring the annual review of information is recorded in a format that can be made available to the Code Administrator if requested.

**ANNUAL REVIEW OF INFORMATION CHECKLIST:**

* Section 4: Provision of information to prospective International Students
	+ - * + 4.2.1: Tuition Fees
				+ 4.2.2: Application Requirements and Procedures
				+ 4.2.3: Conditions of Acceptance
				+ 4.2.4: Refund Conditions
				+ 4.2.5: English Language Proficiency
				+ 4.2.6: Information on Facilities, Equipment and Staffing
				+ 4.2.7: Information on Courses/Qualifications offered
				+ 4.2.8: Information on Medical and Travel Insurance
				+ 4.2.9: Information and advice on the types of Accommodation available to students
				+ 4.3.1: Availability and characteristics of accommodation options
				+ 4.3.2: Realistic estimates of the cost of accommodation off campus
				+ 4.3.3: Application process for securing accommodation
				+ 4.3.4: Whether or not the suitability of accommodation has been assessed and the results communicated to students

* Section 5: The Prospectus and promotional material.

Check the standard wording for the following in included in documents where appropriate;

* Code
* Immigration
* Eligibility for health services
* Accident insurance
* Medical and travel insurance

* Section 7: Accepting International Students for enrolment.

The Student Handbook must have the following included:

* 7.2.1: Orientation Programme and Support Services
* 7.2.2: Grievance Procedures
* 7.2.3: Summary Code
* 7.2.4: Withdrawal and Non-Attendance Procedures
* 7.2.5: Circumstances in which Tuition may be Terminated
* 7.2.6: Fees Protection and Refund Policy
* 7.6: Notifying of Change of Address
* 15.1: Name and Designation of Pastoral Support Carer
* 15.2: Support Services
* 15.3: Additional Support Services (as applicable)

* Other Information given to International Students
* Section 7: Offer of Place Letter/s
* Section 13: Tuition Agreement
* Section 13: Refund Procedure
* Section 13: Application for Enrolment Form

**CONCLUSION:**

Fairfield Intermediate School must review information given to prospective students to maintain its obligations under the Code. this ensures that parents and International Students have access to all relevant and up-to-date information.