

Policy and Procedures on Immigration Matters (Outcome 16)

Otamatea Christian school will –

- (a) Ensure that we do not allow or continue to allow a person to undertake educational instruction if that person is not entitled under the Immigration Act 2009 to undertake the educational instruction.
- (b) Take reasonable precautions and exercise due diligence in ascertaining whether international students are entitled under the Immigration Act 2009 to undertake the educational instruction for which they enrol.

Process

Otamatea Christian School will in the interests of best practice –

- (a) Ensure that each international student who enrolls with the school has the necessary immigration status for study in New Zealand. <http://immigration.govt.nz/VisaView>
- (b) Report to Immigration New Zealand known or suspected breaches of visa conditions by international students; and
- (c) Notify Immigration New Zealand of terminations of enrolment.
- (d) Site the student's visa, checking that the name of the school is on the visa and that dates on the visa are current.
- (e) Will keep accurate records of the following:
 - i. Photocopy of the title page and the visa page of the student's passport and keep this information on file **or**
 - ii. Print the Visa View enquiry results page and
 - iii. Record the commencement and expiry dates of the visa
 - iv. Keep a copy of the student's insurance policy.
- (f) Require and inform the students that they need to meet attendance requirements and also make satisfactory progress.
- (g) Ensure that processes are in place to monitor the academic progress and attendance of students.
- (h) Notify Immigration New Zealand if a student's enrolment is terminated.
<https://www.immigration.govt.nz/assist-migrants-and-students/assist-students/student-enrolment-termination>
- (i) Ensure that parents accompanying a student for the sole purpose of education in New Zealand visa states the name of the dependent that they are responsible for while living in New Zealand.



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- (j) Ensure that parents are living with the student and complete routine visits to ensure that the parents are still looking after the student. If a parent or legal guardian has returned to their home country then Otamatea Christian School will inform Immigration New Zealand.

This policy and its procedures will be reviewed each year.

This policy will be reviewed annually each year.

Next Reviewed: 15th May, 2022