



# Schools International Education Business Association of New Zealand Incorporated

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## GARIN COLLEGE POLICY FOR THE REFUND OF INTERNATIONAL STUDENT FEES

Updated on 8/10/20

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### BACKGROUND

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The following information offered guidance when developing and reviewing our international student refund policy. Garin College fully considered both the current commercial environment for international students in New Zealand schools and their own context when developing the policy for the refund of international student fees.

Where necessary, the policy is supported with relevant procedures to ensure consistency and transparency for important or complex actions relating to the policy. The policy developed from these guidelines reflects the context and operational characteristics of the school including our Garin College Values.

Throughout this policy, a key idea is that the outcome from a request for a fee refund is fair and reasonable to all. It is intended to provide a framework that adequately provides an opportunity for Garin College to consider the merits of each particular request. The following principles have been important in developing such a framework:

#### **TRANSPARENCY**

Students and families should be clear about how the school will manage a request for a refund including factors it will take into consideration in making a decision. Students and families should also know their rights and options in the event they are dissatisfied with a refund decision.

#### **CONSISTENCY**

Garin College will consider each refund request in the same way. This is not to say that the outcome will be the same, however, the same factors should be considered in all requests.

#### **FAIR AND REASONABLE**

The outcome from a request for a refund of student fees should be fair and reasonable to all.

#### **EACH DECISION MADE ON ITS OWN MERITS**

Garin College provides a framework that allows for the merits of each individual request for a refund to be considered. This means that conditions of the Garin College refund policy allows for due consideration of the individual merits of a request.

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## GARIN COLLEGE REFUNDS POLICY GUIDELINE

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### PURPOSE:

This refund policy outlines how Garin College will manage a request for a refund of international student fees.

### REQUESTS FOR A REFUND OF INTERNATIONAL STUDENT FEES

The school will consider all requests for a refund of international student fees. Requests should be made in writing using a Garin College International Student Withdrawal Form to the International Director as soon as possible after the circumstances leading to a request. Full details of the Garin College refund policy are available on the website or from the International office.

### NON-REFUNDABLE FEES

The school is unable to refund some fees. The following fees relate to expenses that the school may have paid or will incur as a result of receiving an application for enrolment and cannot be refunded:

**Administration Fee:** Administration fees meet the cost of processing an international student application. Administration fees exist whether an application is accepted or not or whether a student remains enrolled after an application is accepted.

**Insurance:** Once insurance is purchased, the school is unable to refund insurance premiums paid on behalf of a student. Students and families may apply directly to an insurance company for a refund of premiums paid.

**Used Homestay Fees:** Homestay fees paid for time the student has already spent in a homestay cannot be refunded. Used homestay fees may also include a notice period of two weeks.

**Portion of Unused Tuition Fees:** The school may retain a portion of unused tuition fees. Amounts retained will relate to costs that have been incurred or committed by the school and may vary depending on the time of year the request is received.

**Outstanding Activity Fees:** Any activity or other fees incurred by a student during enrolment and owed to the school at the time of withdrawal, will be deducted from any eligible refund.

### REQUESTS FOR A REFUND FOR FAILURE TO OBTAIN A STUDY VISA:

If an international student fails to obtain an appropriate study visa, a refund of international student tuition fees will be provided less an Administration Fee of \$500.

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## REQUESTS FOR A REFUND FOR VOLUNTARY WITHDRAWAL:

### WITHDRAWAL PRIOR TO ENROLMENT

If an international student voluntarily withdraws prior to the start date of their enrolment, a refund of international student fees will be provided less a \$500 Administration Fee and any relevant non-refundable fees set out in this policy.

### WITHDRAWAL AFTER ENROLMENT

If an international student withdraws after the start date of their enrolment, reasonable written notice of withdrawal is required by the school. Unless otherwise agreed by Garin College, a refund will be provided less a \$500 Administration Fee and a minimum of ten weeks tuition fee and other any relevant non-refundable fees as outlined in this policy.

## REQUESTS FOR A REFUND FOR FAILURE TO PROVIDE A COURSE, CESSATION AS A SIGNATORY OR CESSATION TO BE A PROVIDER:

If the school fails to provide the agreed course of education or is no longer a signatory to the Code or no longer operates as an international education provider, the school will negotiate with the student or their family to either:

- Refund the unused portion of international student tuition fees or other fees paid for services not delivered or
- Transfer the amount of any eligible refund to another provider or
- Make other arrangements agreed to by the student or their family and the school.

## OTHER CIRCUMSTANCES WHERE A REFUND REQUEST MAY BE CONSIDERED:

### WHERE A STUDENT'S ENROLMENT IS BROUGHT TO AN END BY THE SCHOOL

In the event a student's enrolment is ended by the school for a breach of the Contract of Enrolment, the school will consider a request for a refund less:

- Any non-refundable fees set out in this policy
- Ten weeks tuition fee
- Any other reasonable costs that the school has incurred in ending the student's enrolment
- A \$500 Administration Fee

## WHERE A STUDENT CHANGES TO A DOMESTIC STUDENT DURING THE PERIOD OF ENROLMENT

If an international student changes to a domestic student after the start date of their enrolment, reasonable written notice of the change is required by the school. Unless otherwise agreed by the school, a refund will be provided less a minimum of ten weeks tuition fee and other any relevant non-refundable fees as outlined in this policy.

## WHERE A STUDENT VOLUNTARILY REQUESTS TO TRANSFER TO ANOTHER SIGNATORY

If an international student requests to transfer to another signatory after the start date of their enrolment, reasonable written notice of the transfer is required by the school. Unless otherwise agreed by the school, a refund will be provided less a \$500 Administration Fee and a minimum of ten weeks tuition fee and other any relevant non-refundable fees as outlined in this policy.

## REFUND OF OTHER FEES

### REQUESTS FOR A REFUND OF HOMESTAY FEES

If for any reason, an international student withdraws after the start date of their enrolment, any unused homestay fees will be refunded, less any relevant non-refundable fees set out in this policy.

Where a student moves from a school homestay and requests a refund of any unused homestay fees, these will be refunded less any non-refundable fees set out in this policy.

### REQUESTS FOR A REFUND OF FEES UNUSED AT THE END OF ENROLMENT

Except by written request from parents, Prepaid fees unused at the end of enrolment will be refunded into a nominated bank account within 6 weeks of the final enrolment date, unless otherwise agreed in writing with the agent/parent.

### OUTSTANDING ACTIVITY FEES OR OTHER FEES

Any activity or other fees incurred by a student during enrolment and owed to the school at the time of withdrawal, will be deducted from any eligible refund.

### REFUNDS TO BE MADE TO THE COUNTRY OF RECEIPT

Unless otherwise agreed in writing, all eligible refunds of fees over NZD\$1,000 received from outside of New Zealand will be refunded to a nominated bank account in the source country.

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## RIGHTS OF FAMILIES AFTER A DECISION REGARDING A REFUND HAS BEEN MADE

A decision by the school relating to a request for a refund of international student fees will be provided to the student or family in writing and will set out the following information:

- Factors considered when making the refund decision
- The total amount to be refunded
- Details of non-refundable fees

Students and families have the right to submit a grievance to the Code Administrator or Disputes Resolution Scheme in the event they are dissatisfied with a refund decision made by the school.

## REVIEW AND REPORTING

### REVIEW:

The school will review the conditions relating to this policy as part the annual self-review. The school will collect and record appropriate evidence of the review.

### REPORTING:

The staff member in charge of international education will be responsible for the operation of the school's policy for the refund of international student fees.

*This policy has been approved by the Board of Trustees:*

*Approval Date:* \_\_\_\_\_

*This policy has been reviewed on:*

*Review Date:* \_\_\_\_\_

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## GARIN COLLEGE INTERNATIONAL STUDENT POLICY

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### INTERNATIONAL STUDENTS POLICY GUIDELINE

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#### RATIONALE

This policy outlines the school's purpose and benefits for the enrolment of fee-paying international students. By enrolling international students, the school aims to promote internationalization, providing opportunities for students and staff from different cultures to work alongside each other in teaching and learning, providing different perspectives in order to develop each individual's understanding of other cultures. Our goal is for all our students to become connected global citizens, ready to live and work in the diverse and connected modern world.

#### PURPOSE

- To develop cultural understanding and insight in our students to enable them to become global citizens
- To foster international cooperation and relationships now and in the future
- To enable exchanges of benefit to language learners, and other learning and co-curricular areas such as history, geography, social studies, economics, sports, cultural activities
- To provide the school with additional funds to enhance quality teaching and learning

#### GUIDELINES

1. Garin College will be compliant with all aspects of the Education (Pastoral Care of International Students) Code of Practice, 2016.
2. International Students will be enrolled at Garin College under a Contract of Enrolment in accordance with Section 2 of the Education Act 1989.
3. Appropriate staff and resources will be allocated by the school for the recruitment, administration and pastoral care requirements of international students.
4. There will be clear procedures in place which relate to this policy.

*This policy has been approved by the Board of Trustees:*

*Approval Date:* \_\_\_\_\_

*This policy has been reviewed on:*

*Review Date:* \_\_\_\_\_



# Schools International Education Business Association of New Zealand Incorporated

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## GARIN COLLEGE ACCOMMODATION POLICY

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### PURPOSE:

This accommodation policy outlines factors that will be considered when managing accommodation for international students enrolled at Garin College. This policy should be read in conjunction with the Education (Pastoral Care of International Students) Code of Practice 2016 and the Education and Training Act 2020.

### RATIONALE:

The school undertakes to comply with the accommodation provisions set out in Education (Pastoral Care of International Students) Code of Practice 2016 (The Code).

### POLICY OBJECTIVES:

1. To provide a suitable living environment conducive to study and a safe and supportive home life
2. To involve residential caregivers in the welfare of the student
3. To assist the student to successfully integrate into New Zealand life
4. To ensure the student is well cared for and supported by the school

### APPROVED ACCOMMODATION

All international students must live with parents or residential caregivers that have been approved by the school. The following categories of residential care may be approved by the school:

- Designated caregiver
- Homestay
- Garin College hostel

The school will not approve accommodation for students over 18 years of age not living with parents other than with a residential caregiver.

## USE OF ACCOMMODATION AGENTS

At this time Garin College does not use Accommodation Agents.

## RESIDENTIAL CAREGIVERS

### ONSITE ASSESSMENT

Residential care accommodation for international students will undergo an on-site assessment to determine that the accommodation is of an acceptable standard, is not a boarding establishment and the residential caregiver provides a safe physical and emotional living environment.

### ONGOING MONITORING

All residential care accommodation for international students will be monitored on a regular basis including visits to the accommodation and student interviews to ensure that the accommodation continues to meet required standards.

### RESOLVING DIFFICULTIES

Where difficulties arise in residential care, the school will liaise with residential caregivers, contracted agents, students and parents as appropriate to resolve such difficulties.

### SAFETY CHECKING

Safety checks, including Police vetting as appropriate, will be carried out for residential caregivers. Other adults aged 18 years and over living in the accommodation will undergo an appropriate safety check.

### DESIGNATED CAREGIVERS

- The school will have written Designated Caregiver Agreements with all designated caregivers
- The monitoring of students living in designated care will be managed in accordance with this policy and the Designated Caregiver Agreement

### HOMESTAY

- The school will have written Residential Caregiver/Homestay Agreements with all homestays
- The school will have written Homestay Accommodation Agreements with all students and their families
- The monitoring of students living in homestays will be managed in accordance with this policy and the Homestay Accommodation Agreement
- Homestay fees paid to the school will be held by the school on behalf of students and paid to host families in regular fortnightly payments. Remaining homestay fees at the end of enrolment will be refunded according to the schools' refund policy.

## GARIN COLLEGE HOSTEL

- The school will have written Residential Caregiver Agreements with school hostels
- The school will have written Hostel Accommodation Agreements with all students (or their legal guardian) living in a school hostel
- The monitoring of students living in a school hostel will be managed in accordance with this policy and the Hostel Accommodation Agreement

## TEMPORARY ACCOMMODATION

- The school will assess the suitability of the accommodation considering the age and gender of the students
- The school will ensure adequate supervision is in place for all students
- The school will ensure all pastoral needs of the students are met including meals and laundry
- The school will ensure that supervisors in temporary accommodation undergo an appropriate safety check
- The school will monitor and manage risks to students

## REVIEW:

The school will review the conditions relating to this policy as part the annual self-review. The school will collect and record appropriate evidence of the review.

*This policy has been approved by the Board of Trustees:*

*Approval Date:* \_\_\_\_\_

*This policy has been reviewed on:*

*Review Date:* \_\_\_\_\_

## GARIN COLLEGE POLICY FOR THE MANAGEMENT OF SUPERVISED GROUPS

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### BACKGROUND

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The following information offers guidance when developing or reviewing a policy for managing supervised groups. Schools should fully consider their own context before adopting any or all of the suggested elements of this guideline.

School policies should be supported with relevant procedures to ensure consistency and transparency for important or complex actions relating to the policy. It is therefore very important for schools to develop policies from these guidelines that reflect the context and operational characteristics of the school.

The following guideline offers suggested content and wording relating to a policy for the management of supervised groups.

### SUPERVISED-GROUPS POLICY GUIDELINE

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#### PURPOSE:

This policy outlines factors that will be considered when managing supervised groups enrolling at the school. This policy should be read in conjunction with the Education (Pastoral Care of International Students) Code of Practice 2016 and the Education and Training Act 2020.

#### RATIONALE:

Garin College has developed a Supervised-Groups Policy:

- To ensure that students enrolling at the school as part of a group are properly supervised
- To ensure the safety and well-being of the students and the quality of academic and social education of all International Students studying at the school.
- To ensure compliance with the Education (Pastoral Care of International Students) Code of Practice 2016. (The Code)

A supervised group is considered to be:

- 3 or more international students travelling together in New Zealand under the supervision of a person or organization other than Garin College, and enrolling at Garin College as international students for periods up to three months.

## POLICY OBJECTIVES:

1. To promote international understanding and enhance internationalisation at Garin College
2. To ensure the safety and wellbeing of all supervised-group students that enrol at Garin College
3. To consider the particular needs of students enrolling as part of supervised groups and ensure the administration and pastoral care provided for supervised-group students meet the requirements of the Code.

## ENROLMENT OF SUPERVISED GROUP STUDENTS

Garin College will enrol supervised-group students on the ENROL system as per Ministry of Education Guidelines for groups to ensure that these students are recorded as international students.

## USE OF EDUCATION AGENTS

The international director will ensure that we do not accept any supervised-group students through an education agent without first following our policy and procedures for the management of education agents, including having a signed and current Agency Agreement with the education agent.

In order to ensure that Garin College and an education agent understand and meet their duty-of-care for the students, the international director will draft, and ensure that both parties sign, a memorandum of understanding for each supervised-group. The memorandum of understanding will provide details of the group including, expected number, ages and genders of students, arrangements for group supervision and accommodation, agreed pricing schedules, important timelines, program requirements and the roles and responsibilities of both parties.

## ACCOMMODATION FOR SUPERVISED-GROUP STUDENTS

Garin College will ensure that supervised-group students stay in appropriate accommodation as defined in the Code.

Appropriate accommodation may be:

- ✓ Residential caregiver. This includes school homestays and the school hostel
- ✓ Hotel, motel, unlicensed hostels or other supervised-group accommodation options
- ✓ Staying with students' parents or legal guardians

Garin College will ensure that every international student under 10 attending the school as part of a supervised group for up to three months lives with their parent or legal guardian for the full duration of their enrolment, unless they are accommodated in the school hostel.

If an accommodation agent is involved in the placement of supervised-group students in accommodation on behalf of Garin College, we will have an Agency Agreement with that accommodation agent.

## INSURANCE FOR SUPERVISED GROUP STUDENTS

### IMPORTANT NOTE:

The Code requires that all students enrolled with a signatory for 2 weeks duration or longer must have appropriate insurance cover. In order to better fulfil our duty-of-care for all international students enrolled at Garin College, this policy requires all international students to have appropriate insurance cover including those who enrol at the school for less than two weeks.

Garin College will therefore ensure that all supervised-group students have appropriate insurance for the duration of their enrolment, and if practicable, for the duration of their time in New Zealand including travel between their home country and New Zealand. Insurance policies, whether arranged by the school or the student or their family, will be deemed to be appropriate if they provide cover for:

- ✓ medical expenses to the value of NZ\$1,000 000 to unlimited
- ✓ repatriation or expatriation of the student as a result of serious illness or injury, including cover of travel costs incurred by family members assisting repatriation or expatriation; and [SEP]
- ✓ death of the student, including cover of—
  - (i) travel costs of family members to and from New Zealand; and [SEP]
  - (ii) costs of repatriation or expatriation of the body; and [SEP]
  - (iii) funeral expenses [SEP]

## GROUP SUPERVISION

Garin College will ensure that groups enrolling at the school have proper supervision. The number of supervisors and the type of supervision for a group will be negotiated and detailed in the memorandum of understanding. Factors in deciding proper supervision will include:

- The number of students
- The ages and genders of the students
- The duration of the visit
- The levels of students' English language proficiency
- The activities that the students will be involved in

If Education Outside the Classroom (EOTC) activities are undertaken, the school's EOTC guidelines will determine appropriate supervision ratios and other safety measures put in place for these activities.

## ORIENTATION

Supervised-group students will be provided with an orientation on arrival as per the school orientation procedures.

## VISAS

The school will ensure that all students enrolling as part of a supervised group will have the appropriate visa to study at Garin College

*This policy has been approved by the Board of Trustees:*                      *Approval Date:* \_\_\_\_\_

*This policy has been reviewed on:*    *Review Date:* \_\_\_\_\_

## GARIN COLLEGE FEES PROTECTION POLICY FOR INTERNATIONAL STUDENT FEES PAID IN ADVANCE

### BACKGROUND

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The following information offers guidance when developing or reviewing an international student fees protection policy. Schools should fully consider their own context before adopting any or all of the suggested elements of this guideline.

It is important to state that a schools' policies should be supported with relevant procedures to ensure consistency and transparency for important or complex actions relating to all policies. It is therefore very important for schools to develop policies from these guidelines that reflect the context and operational characteristics of the school.

The following guideline offers suggested content and wording relating to a policy for the protection of international student fees paid in advance.

### FEES PROTECTION POLICY GUIDELINE

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#### Purpose:

This fees protection policy makes clear factors that will be considered to ensure that international student fees paid in advance are protected and can be made available in accordance with the school's refund policy. This policy should be read in conjunction with the Education (Pastoral Care of International Students) Code of Practice 2016.

#### Fees Protection:

The school will ensure that its fee protection mechanisms and accounting procedures provide the following safeguards:

1. The school will ensure that funds from international students paid in advance are accounted for in such a way that individual student balances are clearly identified and monitored
2. The school will ensure that generally accepted accounting procedures are applied to international student fees paid in advance
3. The school will ensure that only those staff with appropriate authority will have access to international student funds paid in advance
4. The school will ensure that all International fees paid in advance shall be paid into the school's operating account or other account authorized by the Principal
5. The school will transfer fees paid in advance to revenues at appropriate intervals during the period of enrolment for each student
6. The school will ensure that it has sufficient funds available to meet any remaining international student fees paid in advance liability at any time.
7. The school will ensure that the operation of this fee protection policy is audited as part of the school's audit procedures.

**Review:**

The school will review procedures relating to this policy as part the annual self-review. The school will collect and record appropriate evidence of the review.

**Reporting:**

The staff member in charge of international education will report directly to the school Principal on the operation of the school's fees protection policy.

*This policy has been approved by the Board of Trustees*

*Approval Date:* \_\_\_\_\_

*This policy has been reviewed on:*

*Review Date:* \_\_\_\_\_



# Schools International Education Business Association of New Zealand Incorporated

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## GARIN COLLEGE POLICY FOR MANAGING CONTRACTED RECRUITMENT AGENCIES

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### MANAGING RECRUITMENT AGENCIES POLICY GUIDELINE

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#### PURPOSE:

This policy is to provide clear and consistent guidance for relationships between Garin College and education agencies. This policy should be read in conjunction with the Agency Agreement, and the Education (Pastoral Care of International Students) Code of Practice 2016.

#### MANAGING RECRUITMENT AGENCIES:

##### CONTRACTS

The school will sign agreements with all education agencies who recruit students for the school.

##### REFERENCE CHECKS

The school will enter into working relationships with reputable agencies, once a reference check has been carried out and all supporting documentation has been submitted by the agency, i.e. an Agency Application Form, and other supporting documentation the school deems necessary. Results of reference checks will be recorded by international staff in electronic files under the name of the agent.

##### ETHICAL CONDUCT

New Zealand is a signatory to the Statement of Principles for the Ethical Recruitment of International Students by Education Agents and Consultants (To be known as the London Statement of Principles) and operates under the Education (Pastoral Care of International Students) Code of Practice 2016. Recruitment agencies will be informed about, and will comply with, the requirements of the Code and the London Statement of Principles.

##### ACTION FOR BREACH

Where agencies are found to contravene the Code and/or the London Statement of Principles, the school will apply the appropriate sanctions as detailed in the Agency Agreement.

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## COMMISSIONS

The school will pay commission to the agency as set out in the Agency Agreement. The commission rate will generally be 15% of tuition fees and the school reserves the right to make other commission or incentive arrangements with selected agencies by special negotiation.

The school will generally pay commissions to contracted agencies upon receipt of an invoice. Commission payments will be made within 4 weeks after the student has commenced at the school and is subject to the tuition fee being received by the school.

The school may elect to make special arrangements with trusted agencies to allow the agency to withhold commissions from tuition payments due to the school. Such arrangements are at the sole discretion of the school and no commissions should be withheld by an agency without prior agreement from the school.

Where a student does not see out the entire period of their enrolment at the school, the school may, on a case by case basis, decide whether or not to request a refund of all or any part of any commission fees paid to an agency.

The school will have no obligation to pay commission fees to any agency with whom the school does not have a signed Agency Agreement.

## AGENCY MONITORING AND REVIEW:

The school will review the conduct and performance of its agencies as a part an annual self-review. The school will collect and record appropriate evidence of agency reviews.

## REPORTING:

The staff member in charge of international education will report any breaches of the Code that may lead to the termination of an agency contract.

**This policy has been approved by the Board of Trustees**

Approval Date: \_\_\_\_\_

**This policy has been reviewed on:**

Review Date: \_\_\_\_\_

## **POLICY GUIDELINE**

### **GARIN COLLEGE INTERNATIONAL STUDENT POLICY FOR MANAGING THE VACCINATION STATUS OF RESIDENTIAL CAREGIVERS AND INTERNATIONAL STUDENTS**

#### **Note on the use of these procedures:**

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- The rapidly evolving situation pertaining to the vaccination status of individuals has implications for schools' international student programmes as they relate to keeping students safe, and the provision of safe accommodation. Schools should fully consider their own context before adopting the suggested elements of this guideline.
  - A school's policies should be supported with relevant procedures to ensure consistency and transparency for important or complex actions relating to all policies.
  - The following guideline offers suggested content and wording relating to a policy for the management of vaccination status of international students' residential caregivers.
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#### **VACCINATION POLICY GUIDELINE**

##### **Purpose:**

This policy ensures that international students are housed in safe accommodation, by requiring that all residential caregivers and their household members 18 years of age and over are fully vaccinated against Covid-19. This policy also makes clear, factors that will be considered to ensure that information about the vaccination status of residential caregivers and their family members may be collected in a manner that complies with the Privacy Act 2020.

This policy should be read in conjunction with the Education (Pastoral Care of International Students) Code of Practice 2016 (The Code).

##### **Rationale:**

The recent vaccination mandate from the Government in relation to education workers extends to residential caregivers, and schools should have a policy in place to ensure that:

- As far as practicable, international students live in a safe environment. (Outcome 6)
- Schools provide clear and sufficient information to enable students to make an informed decision. In the current environment, this will include information relating to caregivers and vaccinations. (Outcome 1)

**Vaccination:**

- The school's policy is that all residential caregivers (as defined in the Code) and their household members 18 years of age and over, who are eligible for a vaccination against Covid-19, will be fully vaccinated.
- To avoid doubt, the school will only place students with, or approve, a residential caregiver once the school has confirmed that the residential caregiver, and their household members 18 years of age and over, who are eligible for vaccination against Covid-19, have been fully vaccinated.
- The school will request current and prospective residential caregivers to disclose their Covid-19 vaccination status, and the status of all people 18 years of age and over living in the home. The school will require appropriate evidence of such vaccinations.
- Where a residential caregiver, or member of their household 18 years of age and over, who is eligible to be vaccinated, is not willing to disclose their vaccination status, the school will treat that household as unvaccinated.
- The school will inform current and prospective students of the policy and measures in place to ensure that those in the home who must be vaccinated, are fully vaccinated.

**Information:**

- Only authorised staff will have access to vaccination information.
- The school will use appropriate safeguards to protect vaccination information from loss, unauthorised access, use, or disclosure.
- Information on the vaccination status of individuals will only be provided to students, their families, or agents if it is necessary, and only with the consent of the individual in question.
- The school will not share personal information unless required or authorised to do so by law. In the situation of an outbreak, the school may share personal information with a Public Health Authority for the purposes of planning and implementing appropriate public health responses. Where possible, the school will only disclose aggregate level information.
- The school may disclose aggregate level information to the Ministry of Health and the Ministry of Education to assist those agencies monitor and plan Covid-19 responses. Individuals will not be identified in any disclosure of information to these agencies.
- The school will not keep vaccination information for longer than is required for the purposes stated above.
- Under the Privacy Act 2020, individuals have the right to request a copy of, and correction to, any personal information held by the school.

**Review:**

The school will review procedures relating to this policy as part the annual self-review. The school will collect and record appropriate evidence of the review.

**Reporting:**

The staff member in charge of the international student programme will report directly to the principal on the operation of the Vaccination-of-Caregivers Policy.

This policy has been approved by the Board of Trustees

Approval Date: *TBC at next Board meeting: 31.5.22*

This policy has been reviewed on:

Review Date: \_\_\_\_\_