

SG.38 ENROLMENT OF INTERNATIONAL STUDENTS

APPROVED BY	STRATEGIC LEADERSHIP TEAM	VERSION	2016-v1
REVIEW STAKEHOLDERS	▪ DEAN	Last reviewed	2016
	▪ FINANCE OFFICER	Published	
	▪ HEAD OF OPERATIONS	Review period	3 YEARS
	▪ CLICK HERE TO ENTER TEXT. TITLE	Next review	2019
PURPOSE	This policy is to ensure that international student selection and enrolments are carried out in an appropriate manner, having regard for the student's potential to succeed in the chosen programme or course, and in a way that is compliant with the New Zealand Code of Practice for the Pastoral Care of International Students.		

1 PURPOSE

Bethlehem Tertiary Institute is committed to providing quality support for all students, both local and international. As a private tertiary education provider, BTI is required to comply with The Education (Pastoral Care of International Students) Code of Practice 2016 (Available from <http://www.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html>)

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2 POLICY

1. The Dean is responsible for ensuring that the requirements of this policy are met.
2. All international students must meet the generic and programme specific language requirements as established by the Academic Board.
3. The Head of Operational Services is responsible for overseeing the enrolment process, ensuring that relevant documentation is recorded in the student management system and, stored in the physical student files. Information must be checked and updated annually:

Relevant documentation includes:

- Nationality of passport
- Programme or course
- Academic year of entry
- Type of offer (full, provisional etc)
- All correspondence including offer of place and receipt of fees
- English language criteria for acceptance
- Offer of a place form sent (date)
- Receipt sent (date)
- Passport page of personal details photocopied
- Passport expiry date
- Visa sighted & photocopied
- Visa type
- Visa expiry date(s)
- Travel & health insurance policy sighted & photocopied (need name & number)

4. The Finance Officer can on request, or as needed, arrange health and travel insurance on behalf of the student through an approved agency.

5. Where a student applies to arrange his/her own insurance, evidence of such insurance shall be sighted and verified by BTI personnel, at or before registration.