



RATIONALE


To ensure that all students who study at Botany Downs Secondary College (the College), have the necessary immigration status for study in New Zealand.

GUIDELINES

- Relevant visas should be applied for offshore prior to studying in New Zealand.
- On arrival at the College, student visas will be checked to ensure the student has the appropriate visa to study as a foreign fee payer for their intended length of stay:
 - Students who are studying for less than three months do not need a student visa, but should have a visitor visa.
- In the event that students arrive at College without a required student visa, the College will provide guidance on how to apply but cannot advise or assist with the application.
- Details of student visa expiry dates will be recorded. Students will be informed in advance of expiring visas, and support given to students to renew their visas prior to expiry.
- In the event that a student breaches, or is suspected of breaching, the conditions of their visa, this breach will be reported to Immigration New Zealand, as is required by the Education (Pastoral Care of International Students) Code of Practice 2016 [The Code] clause 18.
- In the event that the College terminates the enrolment of a student, Immigration New Zealand will be notified by the College.

Review schedule: Annually

	New/Reviewed	Next Review Date
Initial table of document	February 2017	October 2017
Annually thereafter	February 2017	June 2018

Chairperson Signature	
Date	25 June 2018