

International Student Policy

ÉCOLE FRANÇAISE INTERNATIONALE AUCKLAND - EFIA

Welcoming International Students to Our French School

We are proud to welcome international students as part of our diverse and multilingual learning community. Our school follows the French curriculum while fully integrating students into the New Zealand school environment, providing a unique bilingual education experience.

We ensure that all international students feel supported and cared for in a welcoming and nurturing atmosphere. Our dedicated International Student Support Team, alongside the school leadership, provides comprehensive pastoral care to ensure a smooth transition into our school.

Upon arrival, students participate in an orientation programme and are paired with a Student Ambassador to help them settle in, navigate the school grounds, and understand our school culture and customs.

For students who are learning French or English as a second language, we offer tailored language support as part of their personalised learning programme. Our experienced teachers provide engaging lessons to develop both spoken and written skills, fostering confidence and encouraging students to take risks in their language learning journey.

Our school adheres to the Code of Practice for the Pastoral Care of International Students, as set by the New Zealand Ministry of Education. Copies of the code are available upon request or online from the New Zealand Qualifications Authority.



Our International Student Programme Includes:

- Full integration into a New Zealand classroom while following the French curriculum
- French and English language support tailored to each student's needs

International Student Fees

1 Year	\$14,000
1 Semester	\$7,500
1 Term	\$4,000

All prices exclude GST.

All prices include a \$1,000 administration fee which is non-refundable.

International Student Fees **Do Not** Cover:

- Airfares
- Accommodation
- Medical and travel insurance
- Student visa or immigration-related costs
- Transport to and from school
- School uniform
- School stationery
- Overnight camps (if applicable) and Education Outside the Classroom
- Meals during school hours

Starting school at EFIA:

Once a place has been offered for an International Student, a EFIA start date will be suggested. All Students need to come in full school uniform on their start day. EFIA Uniforms can be purchased from the School Uniform Centre at their Epsom shop Monday to Friday 8.30am – 5pm or on Saturdays from 10am – 1pm.

169 Manukau Road, Epsom, Auckland 1023



Upon arrival at school, our International Students will be walked to their classroom and introduced to both their teacher and their classmates.

A EFIA Student Ambassador will be assigned to your child.

School Information:

- Students are expected to attend school Monday – Friday.
- Most children arrive at school around 8:20am. The school bell will ring at 8:30am to start class.
- School closes at 3pm and students are expected to be picked up just after.
- Students are expected to wear school uniforms every day.
- Students are expected to provide their own morning tea and lunch.
- All students are expected to abide by the school rules and have a high standard of manners, courtesy and respect for both staff and other students.

International Student Applications:

Please read and complete the checklist in order to help with your application for tuition at EFIA as an International Student.

1. Application for Enrolment

- Contact the school office to indicate your expression of interest in attending EFIA as an International Student.
- Complete an application form and send it to the school along with
 - Your passport
 - Your child's passport
 - Proof of Travel and Medical insurance
 - Visa

2. Conditions of Acceptance

- Students must apply and be accepted to be offered a place at EFIA.
- Long term & Short term International Students must be living with their parents/legal guardian.
- EFIA accepts International Students who are 5-9 years.
- Short-term students are accepted for a minimum of 1 school term.
- Students must have full Travel and Medical Insurance. The length of Insurance cover must cover the whole period of study at the school and must be appropriate for New Zealand.
- Students must hold a student visa to study long-term.

- All International Students at EFIA are subject to the Code of Practice for the Pastoral Care of International Students.
3. Acceptance and Fees
- The offer of a place is at the discretion of the principal and the Board of Trustees.
 - There are a limited number of vacancies to ensure the high quality of student learning.
 - We give priority to those students who are in New Zealand for a full school year, as these students have the least access to education in their own country.
 - Payment of fees is expected on acceptance of a place at EFIA.
4. Offer of a Place and Visa Application – Short Term Students
- Once the conditions of acceptance as listed above have been met, please contact the school office to arrange payment of EFIA Tuition Fees and to organise a start date for your child.
5. Offer of a Place and Visa Application – Long Term Students
- Once the conditions of acceptance as listed above have been met, a letter confirming the Offer of Placement for an International Student will be issued.
 - NZ Immigration requires a letter confirming the Offer of Placement for an International Student for all long term student visa applications.
 - Once NZ Immigration has granted a Student Visa please contact the school office to arrange payment of EFIA Tuition Fees and to organise a start date for your child.
6. Starting Date at EFIA
- On presentation of your Visa and Travel and Medical Insurance, your enrolment is complete and a starting day at EFIA will be confirmed.

Refund conditions:

Short Term International Student refunds are conducted on a case by case basis and are very rare.

The process for Long Term International Student refunds is outlined below.

All applications for a refund of International Student fees must be in writing to the Principal, for approval by the Board of Trustees.



If the International Student has enrolled but has not yet started the course:

- The Tuition Fees may then be refunded in full less a \$1,000.00 administration charge.
- Withdrawing or transferring to another school without notification, may incur an additional penalty.

If the International Student has started the course and is still in the first half of the course:

The Tuition Fee may be refunded less the following charges:

- An Administration Fee of \$1,000.00.
- The cost of the course up to the time of withdrawal on a pro rata basis.
- Components of the fee already committed to the duration of the course, including appropriate proportions of salaries of teachers and support staff (if applicable).
- Costs already incurred for the use of facilities and resources.
- Any other costs incurred.

If the International Student has started the course and is in the second half of that course:

- The Tuition Fees will only be refunded if there are special reasons for the student leaving such as becoming seriously ill or serious illness in the student's family or some other special reason.

If a refund is to be claimed the International Student must:

- Write a letter explaining the special reasons.
- Have a letter from the student's family or agent explaining the reasons, or
- Supply a medical certificate.

The Principal in consultation with the Board of Trustees will make the decision regarding a refund in these circumstances.

There are NO refunds if a student has been asked to leave the school because of bad behaviour, poor attendance or because the student has broken the school's rules.

By signing below, I acknowledge I have read and understood the terms of this Refund Policy.

Signed:

Parent's Full Name: _____ Date: _____

Student's Full Name: _____ Date: _____