

**Application for approval for a school to operate a school-to-school**

**student exchange scheme**

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| ***Your school’s details*** | |
| Name of School | |
| Physical Address | |
| Postal Address | |
| Principal | Website |
| Telephone | Mobile |
| Fax | Email |
| ***Name and designation of person managing the exchange scheme*** | |
| Name | |
| Designation | |
| Telephone | Mobile |
| Email | |

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| **PART 1: Organisational Requirements** |

*Please confirm your compliance by ticking the boxes*

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| **1.1** | The school is currently a Signatory to and will comply for all exchange students with the Code of Practice for the Pastoral Care of International Students |
| **1.2** | The New Zealand school named above accepts the following obligations to:   1. Provide the Ministry of Education as requested with the total number of inbound and outbound students participating in the scheme each year 2. Provide the Ministry of Education as requested for all short-stay programmes (under 13 weeks) the name, school, dates and duration for all inbound exchange students 3. Agree to be the contact point for any communication between the organisers, the participating schools and the Ministry of Education |

**FOR MoE OFFICE USE ONLY**

Edumis # CoP Reg #

Date received: Advisor:

Peer Reviewer: Peer Review Date:

Approval date: Approved until:

Max inbound # Total No Progs:

Web update: INZ: NZQA:

**1.3 Reciprocating School**

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| ***Overseas school*** | |
| Name of School | |
| Physical Address | |
| Postal Address | |
| Country | |
| Principal | Website |
| Telephone | Mobile |
| Fax | Email |

*For 2nd and subsequent schools and exchange schemes please complete an Additional Application for each school*

**1.4 Policy and purpose of exchange scheme**

The student exchange policy should fit with your school’s strategic planning and the government’s criteria and goals for exchange schemes.

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| *Outline purpose of the exchange* |
| *Length of time and nature of relationship with participating school* |
| *Profile of exchange students* |

**1.5 Projected annual numbers**

Indicate the number of inbound foreign and outbound New Zealand participants you anticipate likely to be accepted under the exchange up to five years (NB reciprocity should be achieved within a three-year period).

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| ***Year*** | ***Outbound*** | ***Length of exchange*** | ***Inbound*** | ***Length of exchange*** |
| **201** ­\_ |  |  |  |  |
| **201** ­\_ |  |  |  |  |
| **201** ­\_ |  |  |  |  |
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| **REQUEST 1: Please attach a copy of the MoU/Agreement with the overseas school** |
| **PART 2: Exchange Students** |

**2.1 Provision of information to exchange students in the prospectus or pamphlet**

*Please confirm your compliance by ticking the box*

Initial information to intending inbound exchange students must be provided to students before they enter into any commitments with your school, and include the following:

2.1.1 Application requirements and procedures

2.1.2 Selection process and conditions of acceptance

2.1.3 Tuition agreement that includes the outcomes of the exchange for the student

2.1.4 English Language Proficiency requirements or other pre-requisites (if applicable)

2.1.5 Travel arrangements

2.1.6 Medical and travel insurance requirements for the duration of the planned period of the exchange

2.1.7 Information about accommodation given to exchange students/parents prior to arrival in NZ

2.1.8 Orientation programme on arrival

2.1.9 Circumstances in which the exchange could be terminated/withdrawn, and refund conditions

**2.2 Selection of exchange students**

*Please confirm your school will meet the government criteria for exchange student eligibility by ticking the boxes*

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| **2.2.1** | Places on outgoing exchanges are only available to New Zealand citizens and residents enrolled in years 9 – 13 of a New Zealand school. |
| **2.2.2** | Students will not be eligible as an exchange student if their arrival in New Zealand or the host country falls within a period ending on 1 January after the student’s 19th birthday. |
| **2.2.3** | Domestic students or foreign nationals while visiting or studying in New Zealand may not apply for a place or be accepted on an inbound exchange. |
| **2.2.4** | Exchange students seeking to continue their study in New Zealand are not eligible to extend or apply for another inbound exchange. |
| **2.2.5** | Exchange students who are required to terminate an exchange early will not be eligible for another place on a government approved exchange scheme. |

**2.3 Immigration Requirements**

For details of student exchange requirements refer to [www.immigration.govt.nz](http://www.immigration.govt.nz)

*Please confirm your school will meet the requirements by ticking the boxes*

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| **2.3.1** | Ensure the immigration authorities in the country or countries with which your exchanges are arranged are prepared to grant reciprocal permission for New Zealanders to participate in the scheme. |
| **2.3.2** | Ensure that exchanges students will have on arrival and for the duration of their stay a current visa appropriate to the requirements of their stay in New Zealand. |
| **2.3.3** | Advise Immigration New Zealand service immediately if a student is found not hold a valid student visa or if a student has terminated before completion of their study. |

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| **PART 3: Welfare** |

*Please confirm your school will ensure the following are in place for inbound and outbound students by ticking the boxes*

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| **3.1** | Guarantee that the student’s place at the school and suitable accommodation be arranged before each inbound exchange student arrives in the host country |
| **3.2** | Provide to inbound exchange students an offer of place letter confirm the above details prior to departure from their home country |
| **3.3** | Travel arrangements to and from New Zealand whether or not the student completes the scheme |
| **3.4** | Travel and medical insurance is arranged to cover expenses of exchange students |
| **3.5** | Pastoral care is as per the Code of Practice for the Pastoral Care of International Students |
| **3.6** | Risk analysis of activities informed by the Ministry’s *Education Outside the Classroom* guidelines |
| **PART 4: Maintaining Approval** | | |

Maintaining government approval and the renewal of approval is dependent upon ongoing compliance with the requirements of this application for approval.

An annual attestation must be returned to the Ministry of Education that includes annual numbers of inbound and outbound students, the dates and duration of the exchange. For exchange students on visitor visas in schools for under 12 weeks, student names to be provided.

*Please confirm the following by ticking the box*

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| **4.1** | Your school will at least annually review their own performance and the accuracy and relevance of all information provided to prospective and enrolled exchange students to ensure compliance with the student exchange policy. The outcomes of this review must be recorded in a form that can be made available to the Ministry of Education if requested. |
| **PART 5: Indemnity** | | |

*Please confirm the following by ticking the box*

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| **5.1** | Your school, should your exchange application be approved, will indemnify the Ministry of Education against all expenses, losses, damages and costs incurred by or awarded against the Ministry of Education arising out of any claim by any person in relation to:  5.1.1 The manner of the organisation’s performance of any of the  organisation’s obligations of its approval, as an exchange  scheme provider  5.1.2 Any false, misleading or deceptive conduct of the organisation |

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| **Statutory declaration** |

When you have completed this statutory declaration please take it to a Justice of the Peace, Solicitor, Registrar or Deputy Registrar of the Court to be witnessed.

The declaration must be completed by a person who has the authority to sign on behalf of your school (eg Principal, Board of Trustees Chairperson, Manager, Director, Chief Executive, Vice Chancellor).

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(full name) (position)

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name of organisation)

solemnly and sincerely declare that the information contained in this application is true and correct to the best of my knowledge and belief.

I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

**Signed for and on behalf of the applicant by:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Declared at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

this \_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Witnessed by:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 Justice of the Peace 🞏 Solicitor 🞏 Registrar or Deputy Registrar of the Court