

SG.38 POLICY ~ ENROLMENT OF INTERNATIONAL STUDENTS

APPROVED BY	ACADEMIC BOARD	VERSION	2020
REVIEW STAKEHOLDERS	▪ CEO AND DEAN	Last reviewed	2017
	▪ ACADEMIC DEAN	Published	1 September 2020
	▪ APPLICATIONS ADMINISTRATOR & STUDENT ENGAGEMENT COORDINATOR	Review period	3 YEARS
	▪ ACCOUNTANT	Next review	2023
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 Education (Pastoral Care of International Students) Code of Practice 2016.		

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 an approved signatory to the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.

Available from <https://www.education.govt.nz/further-education/information-for-tertiary-students/code-of-practice-pastoral-care-domestic-tertiary/>

POLICY

- 1 The CEO and Dean is responsible for ensuring that the requirements of this policy are met.
- 2 All international students (including offshore students) must meet the generic and programme specific language requirements as established by the Academic Board. BTI will assess the academic capabilities and English language proficiency of international students, and their career intentions, and determine if future intentions match the educational opportunities offered.
- 3 The Applications Administrator together with the Student Engagement Coordinator are 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 and must include:
 - Contact details, accommodation address, emergency contact/next of kin
 - Nationality of passport
 - Programme or course
 - Academic year of entry, beginning and end dates of enrolment
 - 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 (verified as eligible & photocopied)
 - Visa type
 - Visa expiry date(s)
 - Travel & health insurance policy sighted & photocopied (need name & number).

- 4 BTI accounts can on request, or as required, arrange health and travel insurance on behalf of the student through an approved agency.
- 5 Where a student agrees to arrange their own insurance, evidence of such insurance shall be sighted and verified by the Student Engagement Coordinator at or before enrolment.

Offshore Students (Master of Professional Practice and Leadership/Post graduate programmes only)

- 1 International students studying outside New Zealand do not need a student visa.
- 2 Offshore students are not required to have medical insurance.