School-to-School Student Exchanges Application for approval

School details

|  |  |
| --- | --- |
| School name |  |
| Edumis number |  |
| Physical address |  |
| Postal address |  |
| Principal |  |
| Name and job title of person managing the exchange |  |
| Contact email address |  |
| Contact phone number |  |

Organisational requirements

|  |  |
| --- | --- |
| **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 |

Reciprocating school

1.3 Details of reciprocating school

|  |  |
| --- | --- |
| School name |  |
| Physical address |  |
| Postal address |  |
| Website |  |
| Principal |  |
| Name and job title of person managing the exchange |  |
| Contact email/phone |  |

**\*** for second and subsequent schools, please complete an Additional Application

Policy and purpose of exchange scheme

**1.4** The student exchange policy should fit with your school’s strategic planning and the Ministry’s criteria for exchange schemes.

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| *Outline purpose of the exchange* |
| *History and nature of relationship with overseas school* |
| *Profile of exchange students* |

Projected annual numbers

**1.5** Indicate the number of inbound and outbound participants you anticipate over the approval period (NB reciprocity should be achieved within a three-year period)

*Approval can be granted for a maximum of five years*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Outbound** | **Length of exchange** | **Inbound** | **Length of exchange** |
| 202 ­\_ |  |  |  |  |
| 202 ­\_ |  |  |  |  |
| 202 ­\_ |  |  |  |  |
| 202 ­\_ |  |  |  |  |
| 202 ­\_ |  |  |  |  |

**Memorandum of Understanding (MoU)**

**1.6 Please attach a copy of the MoU with the overseas school.**

The MoU must include, at a minimum:

1.6.1 Full name and contact details of the overseas school

1.6.2 Overall responsibility of the exchange scheme lies with the principals and boards or other management body of the participating schools

1.6.3 Purpose of the exchange and the educational, cultural and (if appropriate) linguistic outcomes

1.6.4 A no fees basis of each exchange

1.6.5 The length of time of each exchange

1.6.6 Reciprocal pastoral care provided both at home and with host families

1.6.7 Risk analysis of activities outside the classroom will be undertaken

1.6.8 Operation of the agreement shall cover the approval period granted to the school by the Ministry of Education for the exchange

1.6.9 Statement that the agreement does not “constitute or create, and shall not be deemed to constitute any legally binding enforceable obligations on the part of either party. It can be terminated earlier if either school requests termination.”

*Schools may wish to consult independent legal advice in finalising any MoU*

**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 aged 14-19 and 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. |

**Pastoral care and 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 |

**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. |

**Indemnity**

*Please confirm the following by ticking the box*

|  |  |
| --- | --- |
| **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 |

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 (e.g. Principal, Board of Trustees Chairperson).

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

Further information

A copy of the Ministry’s exchange student policy, renewal documents, and other supporting documents can be accessed at: [School to school exchanges – Education in New Zealand](https://www.education.govt.nz/school/student-support/secondary-school-exchanges/school-to-school-exchanges/)

Contact us

If you have any questions please contact us:

**Email:** [student.exchanges@education.govt.nz](mailto:international.division@education.govt.nz)