



International Student Policies and Guidelines

Before you complete and sign the Application documents and Contract forms, please carefully read this Policies and Guidelines document, and the Code of Practice 2016

<http://www.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html>

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SECTION A – POLICIES AND GUIDELINES

1. SELECTION

Selection will be made by the Director International Students. Students from as wide a range of countries as possible will be recruited so that many cultures are represented. Offers are based on an assessment of the extent to which **Kavanagh College** can meet the needs of the prospective student. The College reserves the right to cancel an Offer of Place and refund fees paid hereunder in the event it ascertains any adverse comment from the previous schooling of the applicant or any of the applicant's recommendation letters. Failure to disclose relevant information or the provision of false information may result in termination of enrolment.

2. TESTING

The College may test International Students on arrival at the College to help determine placement.

3. PLACEMENT

The College will issue an Offer of Place to a selected student but the level of study offered is an indicator only. The College has the right to place the student in appropriate subjects and year levels; selection and placement are conditional upon the College being able to meet the needs of the student. Students entering the College as International Students must have the prior learning necessary and the intellectual and emotional capacity to cope with study in New Zealand in English at the level enrolled in. Quality applicants are sought whose proficiencies and career intentions are matched by the opportunities **Kavanagh College** offers. The College may ask a student to undertake intensive language tuition at another institution for a period of time at the cost of the student if it is ascertained the student cannot cope at **Kavanagh College** at an appropriate English level. Generally students are placed with their age group level.

4. ENROLMENT CONDITIONS

Upon enrolment at the College, the student will abide by the same conditions as regards behavior and absence as apply to domestic students.

Enrolment as an International Student at the College shall be terminated:-

- a) At any time by agreement between the parties; or
- b) By **Kavanagh College** if the student fails to pay fees in advance, or fails to abide by the same conditions as for domestic students, or fails to abide by the conditions of the International Student Tuition Agreement; or
- c) If the student ceases to hold, or ceases to be eligible to hold, a valid student visa issued by the New Zealand Immigration Service

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at <https://www.immigration.govt.nz/new-zealand-visas>

5. GENERAL INFORMATION

Liaison with the College

The International Department welcomes contact with parents. Parents may contact the Director– International Students about any school matters that concern them and the Principal and Guidance staff are also available for consultations. Teachers are available on Parents' evenings held throughout the year. Regular newsletters are available on the school website www.kavanagh.school.nz. These contain information about College activities, term and examination dates and other matters of interest to parents or caregivers.

Contact Information

The College requires having up to date information on all students. Please inform the international office when addresses or telephone numbers change. In some cases the Director of International Students or the Nurse need to contact parents or caregivers during working hours so the College requires an up-to-date contact address/telephone number for a parent's or caregiver's place of employment. We wish to avoid embarrassment by sending incorrectly addressed mail so would also appreciate being informed in cases where marital status change.

Absences

International Students are required to attend a minimum of 80% each school year. This is a requirement by New Zealand Immigration to re-apply for a student visa. The Education Act does not allow for holidays in school time, shopping or looking after other members of the family. The school attempts to meet any reasonable requests from parents or caregivers for leave, but senior students need to be aware of the restrictions associated with internal assessment if the student intends to sit assessment. The full support of parents and caregivers in these matters is an important factor in preventing truancy and in keeping young people out of trouble.

6. STUDENT BEHAVIOUR

Students at **Kavanagh College** are expected to behave responsibly and accept the discipline and authority of the College. We expect students to behave with courtesy and respect towards each other and to all staff.

Please note students in homestay accommodation must also abide by the rules as outlined in the Homestay Parent and Student Handbook 2017.

Misconduct

The disciplinary procedures outlined in the Education Act 1989 (Act expected to be updated 2017) shall be applicable for all serious misconduct that is alleged to have occurred both inside and outside of the school. The designated caregiver, Homestay caregiver or Director of International Students (or their representative) shall act as the parent in the disciplinary process.

International Students have the same rights with regard to disciplinary procedures as domestic students while enrolled at Kavanagh College.

If an International Student misbehaves outside of school time and appropriate New Zealand law/laws will apply.

7. SUPPORT SERVICES

Many staff provide support and help for International Students. Guidance Counselors and Careers Advisors help students with personal and career issues, choices and applications. Personal issues that International Students may need to talk about include drug addiction and counseling and problem gambling. Nurses, a doctor and a physiotherapist are also available. We will assist students to access the University of Otago Student Health services on a range of issues such as mental and physical health, sexuality health, sexual and reproductive health services if required.

8. ADDITIONAL NEEDS

If at any time it is believed that an International Student is at risk the matter will be referred immediately to the Guidance Department where all appropriate policies and procedures will be followed.

9. COMMUNICATION, COMPLAINTS AND CONCERNS

Students and parents may experience a range of problems and difficulties. This is normal. Any problem should firstly be taken to the Director of International Students. Serious problems should be taken to the Principal.

If, after action taken by the College, it is felt that the problem has not been resolved, then the student/parent may contact Dispute Resolution Scheme (DRS)

Complaint queries can be submitted on the NZQA website, or emails sent to gadrisk@nzqa.govt.nz

The College welcomes direct communication from parents via skype, email, letter or visits.

The College will communicate with parents on a regular basis. The website will also contain up to date information.

10. ACADEMIC PROGRESS AND REPORTING

Snapshot reports are sent out every 3 weeks followed by a mid-year report and an end of year report. In addition any concerns with a student's learning will be reported direct by the subject teacher to the Director who will inform the parents/agent immediately.

11. AUTHORITY AND INFORMATION

The parents of the student authorize staff of the College to:

- a) Receive information from any person, authority or corporate body concerning the student including, but not limited to, medical, educational and welfare information;
- b) Receive financial information relating to the student including bank account details.
- c) Provide consents in respect of any activity carried out and authorized by the College
- d) Provide necessary consents on the student's behalf in the event of a medical emergency where it is not reasonably practicable to contact the parents.
- e) The parents irrevocably authorize the Director of International Students to advise the student's caregiver of all matters and information required to be provided to parents of any student under the laws of New Zealand. The parents irrevocably authorize the College to obtain information regarding the student from the homestay or caregiver. The parents agree to appoint the homestay or caregiver as their representative in New Zealand to receive and provide such information in substitution for the parents where it is not possible or practical for the parents to receive and provide such information.
- f) The parents agree to provide the College with academic, medical or other information relating to the wellbeing of the student as may be requested from time to time by the College.

12. ACCOMMODATION

Kavanagh College upon or before enrolment will determine and verify which category of accommodation the student will live in regardless of age i.e.

- Homestay
- Designated caregiver
- Parent

Except under extraordinary circumstances no International student of **Kavanagh College** can live independently, in a boarding establishment or in temporary accommodation

Police vetting will be required of all caregivers and all residents of a household aged 18 or over excluding International Students (excluding parents).

The College will provide guidelines to the caregivers and the students and outline the divisions of responsibility between the College and the caregiver.

The parents and the student agree that the student shall remain in accommodation arrangements either organized by the College for the term of this agreement, or are approved by the College. Any changes must be negotiated with the Homestay Co-coordinator beforehand. Failure to comply with this requirement may lead to a disciplinary action. All caregivers who are not New Zealand citizens must provide copies of their passports and valid visas.

a) Homestay

All homestays are carefully selected and monitored to ensure that appropriate standards are maintained. Homestay payment is payable in advance to **Kavanagh College**. The College will pay the homestay caregiver each fortnight, account for all money received and payments made from homestay money. The homestay fees invoiced may be an estimate cost only. Exact costs will be determined when final departure date is confirmed. **Kavanagh College** can only guarantee accommodation for visa purposes for the number of weeks' homestay fees have been paid for.

If there are additional homestay funds remaining upon a student's departure the College refund policy will apply.

b) Designated Caregiver (DCG)

The parents of the student must fill out and personally sign the International Student Application and include all details of the DCG when submitting the application. The College will decide if the caregiver will be verified as a Designated Caregiver and will ask for a police vet, further supporting information and/or evidence of nature of the close relationship or friendship. The home of the proposed DCG will be visited and assessed the same as for a homestay caregiver. The home will be visited subsequently to substantiate and verify the DCG's living situation. At no time can a DCG leave the student unsupervised overnight or for any length of time without firstly informing the College and seeking approval for a temporary caregiver to take their place. This will probably necessitate a new DCG being appointed for the period, as per all DCG regulations.

The DCG arrangement cannot change until **Kavanagh College** is informed, and agrees to the change. The parents take full responsibility and accept the decisions made by their DCG about the day-to-day requirements of their child and understand that **Kavanagh College** will endeavor to provide care and welfare of their child while studying in their school.

Should you have any concerns regarding the welfare of your child **Kavanagh College** may refer your child to the relevant welfare authorities, or any other appropriate agency in New Zealand.

c) Parent

Students living with parents must still be monitored by the College. At no time can a parent leave the student unsupervised overnight or for any length of time without first informing the College and seeking approval for a temporary adult caregiver to take their place. If students are living with a parent, then the parent has full responsibility for the pastoral care of the student outside tuition hours, and may be called up to the school at short notice on school matters. If a parent leaves a student unsupervised in New Zealand that student will lose their place at the College and New Zealand Immigration will be informed. Parents must follow all the policies of the College at all times. Birth Certificates and copies of passports and visas are required to verify parent status.

13. LIABILITY, RIGHTS, CONTRACT

a) In any event, the College's liability in relation to the supply of tuition services to the student is limited to the amount of fees paid by the student for the provision of the services in respect of which liability arises.

b) Nothing in this agreement limits any rights the parents and/or the student may have under the Consumer Guarantees Act 1993.

14. AGREEMENT

a) Notices given under this agreement must be in writing and given to the addresses set out in the application forms. Those sent by post shall be deemed to have been received five working days after posting.

b) This document contains all of the terms, representations and warranties made between the parties and supersedes all prior discussions and agreements covering the subject matter of this agreement.

c) It is acknowledged that all relevant provisions of the Education Act 2003 shall apply to the student in New Zealand. Any decision under these provisions to stand-down, exclude or suspend the student for a specified period may terminate this agreement and the College's refund policy shall apply. The parents shall have no claim in damages or for any compensation if this agreement is terminated in these circumstances.

d) Neither party is liable to the other for failing to meet its obligations under this agreement to the extent that the failure was caused by an act of God or other force of major circumstances beyond its reasonable control.

e) This agreement shall be construed and take effect as a contract made in New Zealand and will be governed by New Zealand law, and the student and parents submit to the exclusive jurisdiction of the New Zealand courts.

15. PRIVACY, INFORMATION

The parents and the student acknowledge that:

a) Personal information disclosed in the International Student Application will be held by the International Office and will be used for communication to the parents. If any information i.e. addresses change, please notify the International Office accordingly.

b) All personal information provided to the College is collected and will be held by the College in the Director of International Student's office.

c) If the student/parents fail to provide any information requested in the International Student Application, the College will be unable to process the application.

d) The student/parents have the right under the Privacy Act 1993 to obtain access to and request corrections of any personal information held by the College concerning them.

16. INSURANCE REQUIREMENTS

Most International students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on their website at <http://www.health.govt.nz/new-zealand-health-system/eligibility-publicly-funded-health-services/guide-eligibility-publicly-funded-health-services>

Accident Compensation Corporation

Reviewed 25/10/2017

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://www.acc.co.nz/making-a-claim/visitors/index.htm>

Medical and Travel Insurance

International students must have appropriate and current medical and travel insurance while studying in New Zealand. This is a requirement under Education (Pastoral Care of International Students) Code of Practice 2016. All students attending **Kavanagh College** are required to hold full medical insurance and in most circumstances the College will arrange this on behalf of the student with Southern Cross Medical Insurance.

If International students wish to purchase their own insurance elsewhere, the College needs to be provided with a copy of the insurance certificate and policy wordings in English so we may determine whether the insurance provides sufficient cover for the student's medical, travel and potential repatriation needs.

It should be noted that costs such as medical treatment in New Zealand and medical evacuation or repatriation can be prohibitive. It is therefore imperative that sums insured for these benefits should be set at an appropriately high figure – ideally, this figure should be unlimited although the College will allow figures that it deems to be sufficiently high.

Below is the suggested minimum content for appropriate insurance policies according to the Code of Practice for Pastoral Care of International Students. The policy should:

- a. Commence the minute the student leaves home for the airport on their way to New Zealand.
- b. Apply while in transit.
- c. Apply while the student is in New Zealand.
- d. Cover the student for any trips to other countries during the period of study.
- e. Cover the student for any holidays back to their home country during the period of study.

High sums insured and medical benefits

“Sums insured” is the money available in the event of a claim. It is imperative that the sums insured are very high so they will not be exceeded in any possible claim. Current policies range from \$600,000 to “unlimited cover”. In order to “future proof” policies, sums insured of one million dollars plus are recommended.

Emergency evacuation / repatriation

Repatriation represents the costs of getting the student home. The benefit works two ways:

1. If the student becomes seriously ill or injured and needs to be accompanied home (either alive or deceased) with medical professionals, these costs are met by the insurance.
2. If members of the student's immediate* family living overseas become critically ill or die, the policy will fly the student home, and then back to New Zealand to complete their studies.

(**immediate family is the mother, father, brother or sister*).

Ideally, the policy should have “unlimited cover” as very large sums can be incurred in these situations.

Insurance policies for International students should be obtained from companies with a credit rating no lower than A from Standard and Poors, or B+ from AM Best.

If the insurer is an overseas company, the College requires students to provide policy details in English so that it may ensure that all the necessary requirements are met.

If, prior to enrolment, it is decided that a student does not have adequate insurance, the student will be required to take out additional cover to meet the standards set down by the College.

17. FEES

2017

\$13,500 tuition

\$240.00 per week homestay

The Board of Trustees reviews all fees annually.

Extra costs not covered are:

- a) Pocket money (varies)
- b) School subject trips and field trips (varies)
- c) Travel to, from and within New Zealand
- d) Involvement in extra-curricular activities (all user-pays)

NCEA Exams

NCEA exams (National Certificates of Educational Achievement) are New Zealand's national qualifications for senior secondary students. NCEA is part of the National Qualifications Framework, along with approximately 1,000 other qualifications. International Students at **Kavanagh College** are not required to sit NCEA exams if they are visiting for short term. For more information about these exams, please go to: <http://www.nzqa.govt.nz/ncea/about/index.html>.

18. REFUND POLICY

If a student withdraws from his/her course of study before the completion date, he/she may be eligible for a refund of tuition fees. If a refund is requested, the following procedures and guidelines will apply:

To be eligible for a Refund:

- To be eligible for a refund, parents must apply in writing to the Board of Trustees setting out the special circumstances of the claim within one month of the last day of attendance.
- In every case, the school undertakes to look fairly at applications for a refund of fees or part-fees.

If the application is made before the start of the course:

- Fees will be refunded in full, less an Administration Fee of \$300.00. This includes if a student is not granted a student visa to attend Kavanagh College

If the application is made after the start of the course (i.e. in Terms 1 or 2), but before the second half of the course (i.e. Terms 3 & 4):**Fees will be refunded less:**

- An Administration Fee of NZ \$300.00
- Costs to the school already incurred for tuition
- Components of the fee already committed for the duration of the course
- Specialist fees (*if applicable*)
- Appropriate proportions of salaries for teachers and support staff (*if applicable*)
- Costs already incurred for the use of facilities and resources
- Any other costs already incurred.

If the application is made after the second half of a course:

- There will be no refund, except under exceptional circumstances. (*See Compassionate Refunds below.*)

Compassionate Refunds:

- In exceptional circumstances, refunds may be granted on compassionate grounds (e.g. death of a close family member, serious illness, accident). All such refunds will be at the discretion of the Principal and the Board of Trustees.

If an international fee-paying student gains residency during their course:

- No further fees are to be paid and refunds shall follow the same guidelines stated above. The new resident will then abide by the school enrolment scheme. Documentation of residency must be provided within 14 days of it being granted.

The Board of Trustees will make no refund:

- When a student is required to leave the school for a breach of the rules and conditions of enrolment at the school or has broken a New Zealand law.
- Where a student has been stood-down, suspended or excluded
- Where a student returns home for any reason other than serious illness, accident or death of a close family member

- If the enrolment application is found to be inaccurate in any way and the contract is terminated
- If a student wants to transfer to another school or educational institution

Homestay Fees

At the end of a student's academic year:

- The Homestay Placement Fee of \$200.00 will not be refunded.
- All other unused Homestay Fees will be refunded, provided the Homestay has been given two weeks' notice that the student is leaving
- If the student does not give two weeks' notice, then two weeks' Homestay fees will be deducted from any refund.

Payment of Refunds:

- All refunds will be paid to either the parents of the student or to an agent with written authority from the parents. Refunds may be given directly to the student with the written authority from the parent.

19. CHANGE OF STATUS

International Students are able to change to domestic status while enrolled at **Kavanagh College**. If students change to domestic status, all normal conditions of enrolment must be met, including preference. To make the change from International to Domestic status, students will need to complete a domestic enrolment application which is either available from the main school reception or <http://www.kavanagh.school.nz/Enrolment%20form%201.pdf>. Documentation verifying details for regular student status will be required, including a completed domestic enrolment application. Proof of regular student eligibility must be forwarded to the College, including copies of all relevant visas, passport details, and all relevant dates and conditions.

A student with domestic status who loses that status must then apply **immediately** for an International Student place and follow all normal procedures. Failure to do so will mean the New Zealand Immigration Service will be informed, and the student may have no place at the College.

20. TRAVEL & HOLIDAYS

Parents are welcome to visit their child while studying in New Zealand. The International Department can assist in any documentation required.

International students are encouraged to travel within New Zealand in holiday time:

- With their host families
- With school-organized groups; and
- With their parents

We do not recommend a return to the home country in the short holiday breaks. International students are not permitted to leave school before the end of term to travel home and must ensure they are back in New Zealand in time for the start of the new term. All holiday/travel arrangements must be approved by the Principal or International Director.

Each application will be considered on a case by case basis and will be determined by the student's behaviour and conduct at school.

- Students wishing to travel independently must apply in writing to the Principal.
- A detailed itinerary must be provided.
- Students must be 18 years or older for this to be considered.
- The international department will contact the student's Agent and provide them with details of the proposed trip, the number of students wishing to attend and the age and ratio of boys and girls.
- The Agent will seek parent permission.
- School approved adult supervision will be required.

Homestay payments will be continued as usual if the student chooses to travel away during the academic year. International students are not allowed to travel independently while they are studying at **Kavanagh College**. This is a condition of

enrolment. Upon arrival at Dunedin Airport, students will be met by one of our staff and taken to and/or introduced their homestay family. When students depart from Dunedin Airport they will need to make their own travel arrangements with their homestay family or via a shuttle (at their own cost).

21. WORK

Kavanagh College may give written permission for part-time work (a maximum of 20 hours per week) for year 12 and 13 students only. A Variation of Conditions to a student permit will need to be applied for. Go to <https://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/tools-and-information/general-information/variation-of-conditions-temporary-visas> to view the detailed requirements of the New Zealand Immigration Service.

Students will need to show they are making and maintaining excellent academic progress, have excellent attendance and have made satisfactory transport arrangements to and from work. Immigration NZ requires written permission from the students birth parents before application can be made.

22. SCHOOL UNIFORM

All students are required to follow the school uniform code as set out in the school prospectus available <http://www.kavanagh.school.nz/Prospectus.pdf>

23. ORIENTATION

The College will provide a comprehensive programme to help students adjust to College life. All students must attend an orientation at enrolment – this happens on the first day of school. Refusal to participate in an orientation will lead to cancellation of enrolment.

24. DRIVING

International Student must not drive using an International Driver's License. In New Zealand anyone over the age of 16 years can gain their driver license. There are two parts to gaining your license – theory (road code) and practical. You must get permission from the school and your parents before you can attempt to sit your license.

Initially you gain your learner's license and then after a period of time you can go for your restricted license. It is your responsibility to become familiar with the conditions attached to each of these licenses. If you do not obey the conditions you can expect to be caught by the New Zealand Police.

If an International Student wants to buy a car they must:

- Be over 18 years of age
- Hold a full New Zealand Driver's License (learners and restricted will not apply)
- Obtain written permission from the Principal and their parents
- Be an exceptional member of the student community

25. ICT USE AGREEMENT – CYBER SAFETY

- a) I agree to use the technology and computers in the College to support and uphold the Gospel values of Service, Justice, Truth and Respect for self and others in the college community. I understand that the College will only accept the use of technology that allows everyone to achieve their personal best in an environment which is physically and emotionally safe.
- b) I understand that the rules of the College apply to me in regard to the use of all ICT equipment and resources. This includes how I use email, the internet and any other application, as well as the use of language, images or anything else on the network.
- c) I will only use my own username and password. I will not share my username and password. I will not try to get around the filtered content, such as using proxy sites to get past the filters.

- d) I am aware that the College provides a safe environment. If I encounter anything that is inappropriate, or if I am unsure, I will inform a teacher.
- e) I commit to behaving appropriately, in all aspects of the use of ICT equipment and the information that is accessed through it. I will not alter computer settings or equipment.
- f) I will not copy or share any files on computer or paper to which I am not entitled. I understand that the school monitors my use of the system and that I am responsible for any costs or fines if I am found making illegal copies of anything.
- g) I understand that failing to follow these guidelines may mean my being removed from the network and/or having the matter handed on to Senior Management, the Board of Trustees and/or the police.”

Bring your own device BYOD – All students are now required to have an internet capable device for educational use in the classroom.

Education at Kavanagh College is modern and innovative and will be enhanced by the introduction of digital learning alongside the traditional classroom environment. Our students must be prepared for lives and careers that require high levels of digital literacy. Kavanagh College believes the introduction of this methodology is essential as NZQA move toward all NCEA examinations being completed online by 2018.

Which device is required?

- Year 7 – 10 students should bring a Tablet (iPad, MS Surface, GalaxyTab etc.)
- Year 11 – 13 students should bring a full laptop

Students doing high end digital work (Art/Photography/Graphics/Design and Visual Communication) would benefit from a higher end laptop capable of running Photoshop and CAD design programmes, although the school will still have computer labs capable of these functions

26. EXTRA CURRICULAR ACTIVITIES

The following sports and cultural activities are available at **Kavanagh College**. If you are interested in doing any, please state these in the International Student Application.

Athletics Term 1
Badminton Terms 2 & 3
Amnesty International
Basketball Terms 2 & 3
Cross Country /Road running
Choir
Cricket Terms 1 & 4
Book Club
Cross Country Terms 1, 2 & 3
Orchestra
Chess Club
Dance Troupes
Hockey Terms 2 & 3
Debating
Netball Terms 2 & 3
Jazz Combos
Kapa Haka
Rugby – Boys Terms 2 & 3
Rugby – Girls Terms 2 & 3
Soccer – Boys & Girls Terms 2 & 3
Squash Term 2 & 3
Radio
Rock Music
Table Tennis Terms 2 & 3
Tennis Terms 1 & 4
Touch
Volleyball - Seniors Term 1
Volleyball - Juniors Term 4
Theatre

SECTION B - DEFINITIONS *(as per the Code of Practice)*

What is a Homestay?

“Homestay” means accommodation provided to an International student in the residence of a family or household where no more than four International students are accommodated.

What is a Designated Care Giver (DCG)?

“DCG” means a relative or close family friend designated in writing by the parents of an International student as the caregiver and accommodation provider for that student, but does not include establishment owner, manager, or employee.

What is a Parent?

“Parent” means the father or mother of an International student, and includes court appointed guardians.

What are Group Students?

“Group Students” means:

a) International students holding a group visa issued by the New Zealand immigration Service; or b) Two or more International students studying together in New Zealand for no more than three calendar months on a group visit organized by a provider