

International Student Transfer of Care Procedures

International Student Transfer of Care Procedures	1
1. When this applies	1
2. Procedure	1
3. Emergency transfers	2
4. End of enrolment transfers	2
5. Supporting documentation	2

Ruawai College will ensure that any transfer of care for an international learner under 18 is planned, approved, recorded, and communicated clearly to protect the learner's safety and wellbeing.

1. When this applies

These procedures apply when a learner under 18 transfers from one approved caregiver to another, including:

- arrival in New Zealand
- temporary travel or holidays
- change of homestay or residential caregiver
- emergency accommodation changes
- end of enrolment or departure from New Zealand

2. Procedure

Before any transfer of care occurs, Ruawai College will:

- 1. Confirm the proposed arrangement**
 - dates and times of transfer
 - name and contact details of the person receiving care
 - address and accommodation details
 - transport arrangements
 - emergency contact details
- 2. Check approval**
 - confirm the receiving caregiver is approved where required
 - obtain written parent or legal guardian approval

RUAWAI COLLEGE
International Student Transfer
of Care Procedures
V1. MAY 2026



Te Kura Tuarua o
Ruawai College
Kimihia ngā maunga teitei | Seek the highest peak

- ensure the arrangement meets Code requirements
- 3. **Communicate the plan**
 - notify the learner, parent/legal guardian, current caregiver, receiving caregiver, and relevant school staff
 - provide after-hours emergency contact details
- 4. **Record the transfer**
 - keep written records of approvals, dates, transport, caregiver details, and communication
- 5. **Monitor wellbeing**
 - check in with the learner after the transfer where appropriate
 - respond promptly to any concern or change in circumstances

3. Emergency transfers

If an urgent transfer is required for safety or wellbeing reasons, Ruawai College may move the learner immediately to approved emergency accommodation. Parents or legal guardians will be notified as soon as practicable.

4. End of enrolment transfers

At the end of enrolment, Ruawai College will confirm the learner's departure, final caregiver arrangements, transport, airport transfer, and parent/legal guardian approval.

5. Supporting documentation

- Transfer of Care Form
- Parent/Legal Guardian Consent Form
- Residential Caregiver Agreement
- Homestay and Residential Caregiver Records
- Emergency Accommodation Procedures
- End of Enrolment Procedures