

International Student Records Procedures

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Ruawai College will ensure that international learner travel is managed safely and in accordance with the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.

These procedures apply to travel during enrolment, including:

- overnight travel
- holiday travel
- independent travel
- travel with parents, legal guardians, residential caregivers, or approved groups
- travel arranged through the School

1. Approval for Travel

International learners must obtain approval from Ruawai College before undertaking overnight or extended travel during their enrolment period.

For learners under 18 years, written permission from the learner's parent or legal guardian will be required before travel approval is granted.

The School may decline travel requests where appropriate supervision, safety arrangements, or documentation are not in place.

2. Travel During School Time

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International learners are expected to attend school during term time.

Requests for travel during school time must:

- be submitted in advance where possible
- include reasons for travel
- include travel dates and accommodation details
- include supervision arrangements
- include parent or legal guardian approval where required

Approval for leave during term time will be at the discretion of the Principal or delegated staff member.

3. Supervision and Accommodation

Ruawai College will ensure that international learners under 18 years have appropriate supervision and approved accommodation arrangements while travelling.

Travel may only occur where the learner will:

- travel with a parent or legal guardian
- stay with an approved residential caregiver or designated caregiver
- participate in an approved school trip or supervised group activity
- travel under arrangements approved by the School

4. Travel Information Requirements

Before travel occurs, learners may be required to provide:

- itinerary and travel dates
- transport details
- accommodation details
- emergency contact information
- supervision arrangements
- copies of bookings where appropriate

The School may require additional information where necessary to ensure learner safety and wellbeing.

5. International and Domestic Travel

International learners must comply with:

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- visa conditions
- School expectations
- New Zealand laws
- airline and transport requirements

Learners travelling internationally during enrolment must ensure they hold valid passports, visas, insurance, and travel documentation.

6. Emergency Contact and Communication

International learners must remain contactable while travelling.

Ruawai College will maintain emergency contact details and may contact learners, parents, legal guardians, residential caregivers, or supervisors during travel where required.

Learners must notify the School of any significant travel disruptions, emergencies, or changes to arrangements.

7. School Trips and Activities

International learners participating in school trips, camps, sports events, or other activities must comply with School expectations and health and safety requirements.

Separate permission and medical forms may be required.

8. Failure to Follow Travel Procedures

Failure to follow School travel procedures or approved arrangements may result in:

- withdrawal of travel approval
- pastoral or disciplinary action
- review of accommodation or supervision arrangements
- concerns being raised with parents or legal guardians

Serious breaches may be managed under the School's behaviour and enrolment procedures.

9. Record Keeping

Ruawai College will maintain records relating to:

- travel approvals
- parent or legal guardian permissions

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- itineraries and supervision arrangements
- emergency contact details
- incidents or concerns arising during travel

Records will be stored securely in accordance with School procedures and privacy requirements.

10. Supporting Documentation

- International Student Handbook
- Transfer of Care Procedures
- Residential Caregiver Agreement
- Accommodation Procedures
- Critical Incident Procedures
- Health and Safety Procedures
- Enrolment Agreement