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Monitoring of Accurate Immigration Requirements Procedure

- 1) A valid Visa is photocopied and retained at school upon enrolment.
- 2) The parent(s) Visa(s) are also photocopied and retained at school upon enrolment.
- 3) The time of expiry is noted and the parent of the student is notified 30 days prior to expiry that the new Visa will need to be sighted just prior to due date. Details will be retained on ETap (School SMS).
- 4) Each updated Visa will be photocopied and retained as per procedure above.
- 5) Non compliance will be notified to the New Zealand Immigration Department and the student withdrawn from school.