



Procedure 6.06

Refund Conditions for Foreign Fee Paying Students

Version dated: 20/09/18

REFUND CONDITIONS FOR INTERNATIONAL STUDENTS

All applications for a refund must be in writing to the Principal.

If the student has enrolled but has not yet started the course:

- Students must notify the school at least two weeks prior to their course commencing that they do not intend to start their course. The Tuition Fees may then be refunded in full less a \$600 administration charge.
- Withdrawing or transferring to another school without notification, will incur an additional penalty of \$500.

If the student has started the course and is still in the first half of the course:

The Tuition Fee may be refunded less the following charges:

- An Administration Fee of \$600
- The cost of the course up to the time of withdrawal plus course commitment costs already in place for the first half year.
- The Government charges that apply
- Any commission that has been paid
- Any money that is owed by the student to the school, to the homestay or to a New Zealand business.

If the student has started the course and is in the second half of that course:

The Tuition Fees may only be refunded if there are special reasons for the student leaving such as becoming seriously ill or serious illness in the student's family or some other special reason.

If a refund is to be claimed the student must:

- Write a letter explaining the special reasons,
- Have a letter from the student's family or agent explaining the reasons, or
- Supply a medical certificate

The Principal will make the decision about giving a refund in these circumstances.

There are **NO** refunds if the student has been asked to leave the school because of bad behaviour or poor attendance.

A. Homestay Fees

- All unused Homestay Fees will be refunded if 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.
- The Homestay placement fee will not be refunded.

I agree with these refund conditions.

Signed:

Parent's Full Name _____ Date: _____

Student's Full Name _____ Date: _____