

# FEES REFUND POLICY

## **FEES REFUND POLICY – International Students** (A copy is detailed in the Student Handbook)

If an international student withdraws from his/her course of study before the end of a term, he/she may be eligible for a refund of tuition fees. If a refund is requested, the following procedures apply:

- School fees are paid in advance. Once payment has been made, advice of cancellation must be made in English and in writing.
- Applications for a refund must be accompanied by original documents.
- Refunds will be processed within 14 days of being received.
- 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.
- **If your application for a student visa is unsuccessful, a full refund will be made on all fees.**
- *Cancellation before you arrive in New Zealand:* all fees will be refunded.
- *Cancellation or term reduction after the start of term:* no refund of fees except under special circumstances. (see compassionate refunds below.)
- There is no refund of the enrolment fee except in the case of a class not commencing due to insufficient students or unavailability of staff.
- Parents must give one term's notice in writing of their intention to withdraw a child from the school. Any withdrawal after the last day of a term is considered to be a late withdrawal and parents are liable for the next term's fees.
- All refunds will be paid to the parents of a student or their representative with written authority. No refunds will be given directly to a student.
- Refunds within New Zealand are paid by cheque.
- Refunds are made by bank draft in New Zealand dollars at the prevailing exchange rate at the time of a refund. Bank charges will be deducted from the total amount of the refund.

### **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 Trust board.

### **Gaining residency during your course**

If an international fee-paying student gains residency during their course, the student will be deemed a day pupil as from the next term and will then abide by the normal school enrolment scheme. Documentation of residency must be provided within 14 days of it being granted.

### **The Trust board 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..