



REFUNDS POLICY FOR INTERNATIONAL STUDENTS

If a Student withdraws from their course of study before the course completion date, they may be eligible for a refund of Tuition Fees. The following procedures and guidelines would apply:

1. If the Student wishes to withdraw prior to coming to New Zealand, the fees will be refunded in full less the administration charge paid.
2. If the student wishes to withdraw after arriving in New Zealand and commencing the subject, course or programme, no refund will be made except in the following cases:
 - Where the Student returns home due to serious illness of the Student;
 - Where the Student returns home due to a death or serious illness of a close family member;

In these circumstances, the refund will be calculated in accordance with paragraphs 3, 4 and 5 below.

3. If the Student leaves the school after completing part of a school term, and is deemed eligible to claim a refund, there will be no refund of fees for that partially attended term.
4. In order to be eligible for any refund the parent or designated caregiver must apply in writing to the Board of Trustees setting out the special circumstances of the claim. Any refund will be based on the date that the letter of application for a refund is received and may be refunded to the person who paid the fees.
5. Where the Student withdraws from a subject, course or programme at the School and is eligible to receive a refund, the Board of Trustees may refund any amount of the fees it thinks appropriate, but any such amount will be less:
 - a) an administration fee paid;
 - b) the Board's best estimate of the cost to the School of providing tuition in the subject, course or programme for one student up to that time;
 - c) an appropriate proportion of the amount paid by the Board in respect of fee paying students, to the NZ government;
 - d) all other fees/costs incurred and still to be paid;
 - e) The amount paid by the school to an agent acting for the Student as a fee or commission.

Please note: No refund will be made where:

- A Student is asked to leave the School because of misbehaviour at school or in their homestay, poor attendance or violation of the rules regarding motor vehicles;
- A Student wishes to transfer to another school for whatever reason;
- A Student returns home for any reason other than the student's serious illness or the serious illness or death of a close family member; this includes any psychological conditions
- A Student changes visa status to one which entitles them to regular or domestic student status after one month from date of payment;
- Student's documentation or application is found to be fraudulent;
- Fees have been paid for less than one whole year.

I have read and understood the Refunds Policy.

Signature of Parent: **Date:**

Full Name (please print):