

## FEES REFUND POLICY FOR INTERNATIONAL STUDENTS

### Tuition Fees

- If an international student fails to obtain an appropriate study visa, a refund of international student tuition fees will be provided less an administration fee of \$250.
- If an international student voluntarily withdraws **prior to** the start date of their enrolment, a refund will be provided less an administration fee of \$250.
- There will be in principle no refunds after the first two weeks a student is at the College, except under exceptional circumstances and at the discretion of the Principal.
- If a student withdraws from the College before the completion of the year for which she has been enrolled, the student may apply to the Principal in writing clearly stating the circumstances of her withdrawal and requesting consideration of a refund.
- In arriving at the decision of the amount, if any, to be refunded to the student, the Principal will take into account:
  - (a) the costs already incurred by the College (including the Government levy and any agent's fees)
  - (b) the salaries of staff already committed for the duration for the course
  - (c) the amount covering the use of facilities and resources to the date of withdrawal
  - (d) the non-refundable Administration Fee (NZ\$250) will not be refunded under any circumstances
- No refund of international student tuition fees will be made where:
  - a student is excluded from the school by the Board of Trustees
  - a student voluntarily requests to transfer to another signatory
  - a student changes to domestic student status during the period of enrolment
- If the College fails to provide the agreed course of education or is no longer a signatory to the Code or no longer operates as an international education provider, the College will negotiate with the student or their family to either:
  - Refund the unused portion of international student tuition fees or other fees paid for services not delivered or
  - Transfer the amount of any eligible refund to another provider

### Homestay Fees

- If the student moves out of her homestay before the end of the time that has been contracted for, the amount of the prepaid homestay fees not used will be refunded less any debts owing to the homestay family. The Placement Fee portion of the Homestay Support Fee of NZ\$300 will not be returned.
- The refund must be applied for in writing to the Board of Trustees, giving two weeks notice, or paying two weeks accommodation fees in lieu of notice.
- If a student does not take up her homestay for any reason there will be a full refund less the Placement Fee portion of the Homestay Support fee ie NZ\$300.