

INTERNATIONAL STUDENTS – FEES REFUND POLICY

If a student withdraws from his/her course of study before the completion date, he/she may be eligible for a refund of tuition fees. If a refund is requested, the following procedures and guidelines will apply:

To be eligible for a refund, 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. You must also complete the official leaving process.

In every case, the school undertakes to look fairly at applications for a refund of fees or part-fees.

If the application is made before the start of the course:

Fees will be refunded in full, less an Administration Fee of \$1,000.00. This includes if a student is not granted a student permit to attend Remuera Primary School.

If the application is made after the start of the course (i.e. in Terms 1 or 2), but before the second half of the course (i.e. Terms 3 & 4):

Fees will be refunded less:

- An Administration Fee of NZ\$1,000.00
- Costs to the school already incurred for tuition
- Components of the fee already committed for the duration of the course
- Specialists fees (if applicable)
- Appropriate proportions of salaries for teachers and support staff (*if applicable*)
- Costs already incurred for the use of facilities and resources
- Any other costs already incurred.

If the application is made after the second half of the course:

- There will be no refund, except under exceptional circumstances. (*See Compassionate refunds below*).

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 Board of Trustees.

If an international fee-paying student gains residency during the course:

- No further fees are to be paid after the completion of the current School Term. The new resident will then abide by the school enrolment scheme. Documentation of residency must be provided within 14 days of it being granted.



The Board Of Trustees 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 education institution

Payment of Refunds

- All refunds will be paid to either the parents of the student or to an agent with written authority from the parents. No refunds will be given directly to the student.

Fees Protection

- The School has a fee protection policy to safeguard the fees paid by International Students, in the unlikely event that the school may not be able to continue delivering tuition to the international student. This policy ensures that the school retains sufficient funds to meet the requirements of any refund in these circumstances.

NB: The New Zealand Immigration Service will be notified if any student ceases to attend Remuera Primary School for whatever reason.

I agree with these refund conditions

Parent's Signature: _____ Date: _____

Print Parent's Full Name: _____

Print Student's Full Name: _____

