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## REFUNDS POLICY 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:**

The tuition fee may be refunded in full less a \$200 administration charge.

**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:

- the administration charge of \$200
- the cost of the course up to the time of withdrawal
- 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 fee 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, poor attendance, or because the student has broken the school's car rules.

**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/Caregiver

Date: \_\_\_\_\_

\_\_\_\_\_  
Student

Date: \_\_\_\_\_