



INTERNATIONAL EDUCATION

Fees Refunds for International Students

Rationale

The School contracts with the parents to provide educational and pastoral services on a year by year basis. Therefore, refunds for exit within any academic year will not normally be made. However, there may be occasions when special circumstances exist, such as a family bereavement or chronic ill health, when an international student may be obliged to withdraw from a course of study before course completion day and may be eligible for a refund of fees.

Refund of Tuition Fees

1. If special circumstances do exist, application can be made to the Waitaki Girls' High School Board of Trustees. The student or parent must apply in writing to the Principal, explaining why it was necessary to withdraw from the course and setting out the special circumstances of the claim.
2. If the application is made before the start of the course, the fees will be refunded in full less an administration charge of \$500 to cover costs incurred by the school.
3. If the application is made after the start of the course, the Board will consider the special circumstances of the student.
4. No refunds will be given to:
 - any students who changes to a domestic student after having enrolled here
 - a student who has been sent back to their home country for discipline reasons unless special circumstances occur
 - a student who voluntarily withdraws or requests to transfer to another signatory
5. If a student withdraws 10 weeks' notice must be given, or one full term's fees will be retained
6. If a refund is to be paid this will be based on full terms not completed. No part term refunds will be paid.
7. Administration and insurance fees are non-refundable after the student has started the course.
8. If a student fails to obtain an appropriate visa a refund of tuition fees will be provided less an administration fee of \$500.00.

Refund if the School Does Not Meet Its Obligations

1. If the school 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 will negotiate with the student or family to either:
 - Refund the unused portion of international student tuition fees or other fees paid for service not delivered or
 - Transfer the amount of eligible funds to another provider

Refund of Hostel/Homestay Fees

Accommodation Fees are payable upon enrollment. As Hostel fees are payable one term in advance, if the student intends to move out of the hostel, one term's notice must be given. The balance of fees paid in advance can then be refunded or moved to the students Homestay Account. Homestay payments are monitored by the International Director and are paid directly following a short term homestay or fortnightly in arrears for fulltime homestays.

Refund of Activity Fees

At the termination of the Contract of Tuition any fees remaining in a student's Activity Account will be refunded to a nominated bank account.

Please Note

Any fees incurred by the student and unpaid at the time of withdrawal will be deducted from any eligible refund.

Any refunds will be direct credited into the parents' personal bank account and not issued to the student, unless otherwise directed by the parent.

<p>Bank Account Details</p> <p>Bank Name:</p> <p>Bank Branch:</p> <p>Address:</p> <p>Account Number:</p> <p>SWIFT Number:</p>
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Signed

Print

Parent / Caregiver

Name

Date

The school will review the conditions relating to this policy as part of its annual self-review.