



St. Peter's Catholic School

FEES REFUND FOR INTERNATIONAL STUDENTS POLICY

Rationale

From time to time, international fee paying students may need or desire to withdraw from their course before completion of their intended study programme.

Purpose

There is a need to ensure that an appropriate level of refund is made, which is fair to both parties and recognises the current and on-going expenses incurred by the Board of Trustees.

Guidelines

1. No refund will be made to a student who transfers to another educational institution inside and outside of New Zealand.
2. No refund will be made where a student is asked to leave the school because of misbehaviour, poor attendance or violation of school rules. Or if a student visa is declined by NZ Immigration due to not meeting the attendance criteria or any other NZ Immigration criteria.
3. No refund will be made if false or inaccurate information or records are presented for consideration in the application for enrolment process.
4. In order to be eligible for any refund the student, parent or legal guardian shall apply in writing to the Board of Trustees explaining why they have withdrawn from their course.
5. The Board of Trustees may consider the special circumstances of the withdrawal, but shall ensure that the costs and commitments are funded before approval of a refund.
6. Except in exceptional circumstances, no refund is payable to a student who withdraws in the second half of his/her course. In the case of full year students, the second half of the course commences on the first school day of Term 3.
7. The guidelines of what refund you can expect are laid out below:
 - a) Student enrolls but fails to attend on commencement date.
Fees will be refunded less an administration charge of \$600.
 - b) Student attends school and withdraws before the end of first term.

Fees will be refunded as below:

Tuition Fee	\$10,000
Less Administration fee	\$ 600
Term charge	\$ 2,500
Government/CISO levy	\$ <u>500</u>
Balance	\$ 6,400
Refund 50% of balance	\$ <u>3,200</u>

c) Student attends school and withdraws before the end of second term.

Fees will be refunded as below:

Tuition Fee	\$10,000
Less Administration fee	\$ 600
Term charge	\$ 5,000
Government/CISO levy	<u>\$ 500</u>
Balance	\$ 3,900
Refund 50% of balance	<u>\$ 1,950</u>

d) Student withdraws after the start of Term 3. Except in exceptional circumstances, there is no refund.

e) When agent fees have been paid by the school to an agent that payment will be deducted from the refund.

Approved by the Board of Trustees:

Reviewed: August 2017

Chairperson: Phil Deason

Review Date: August 2019