

POLICY ON REFUNDS FOR INTERNATIONAL STUDENTS

1. In order to be eligible for any refund the parent or legal guardian must apply in writing to the Board of Trustees explaining why the student has withdrawn from the course and the reasons for seeking a refund.
2. If the withdrawal is prior to the Student coming to New Zealand the fees paid will be refunded in full minus a \$250 administration fee to cover costs incurred by the school. If the Student wishes to withdraw after arriving in New Zealand and commencing the subject, course or programme, the unused portion of school fees will be refunded as calculated in accordance with paragraph 3.
3. Where the Student withdraws from the School programme and is eligible to receive a refund, the Board of Trustees may refund to the person who paid the fees in respect of the subject, course or programme any amount of fees it thinks appropriate but any such amount will not exceed the sum of the following amounts:
 - a) The Board of Trustees best estimate of the cost of the School of providing tuition in the subject, course or programme for one student up to that time;
 - b) an amount that in the Board of Trustees opinion reflects the use made by one student in the subject, course or programme of the School's capital facilities;
 - c) The appropriate proportion of the amounts paid by the Board of Trustees in respect of foreign students; and
 - d) All other fees prescribed by the Board of Trustees.
 - e) Where students acquire permanent residence after having enrolled at the School, they will have to complete the enrolment process prescribed for domestic students and will receive a refund of the International Student Fees paid only after acceptance as domestic students.

NB No refunds will be made:

- Where students wish to transfer to another school for whatever reason.
- Where students are excluded or expelled by the School.
- Where students choose to leave prior to agreed end date, for reasons other than personal or family crisis.