

## POLICY FOR REFUNDS TO INTERNATIONAL FEE PAYING STUDENTS

### **RATIONALE:**

The Board of Trustees is required to have in place a policy for refunds to international fee paying students (Education Amendment Act, 4B(7), 1991. (Finance Policy 3.5)

### **PURPOSE:**

To provide guidelines for refunds to international fee paying students in the event of the student withdrawing from a subject, course or programme.

### **GUIDELINES:**

1. In order to be eligible for any refund, the student must apply in writing to the Board of Trustees, setting out the special circumstances of the claim for refund of fees.
2. In deciding the amount of the refund, the Board of Trustees will take into consideration the Board's best estimate of the costs to the Board already incurred with regard to the student including:
  - a) Administrative and other general initial costs
  - b) Salaries of teachers and support staff or any other components of the fee already committed for the duration of the students programme of learning
  - c) The use of facilities and resources to date of withdrawal
  - d) Any refund of the international student's fee from the Ministry
3. In normal circumstances, no refunds will be made to students who return home for any other reasons other than the student's serious illness or death or serious illness of a close member of the family.
4. Except in exceptional circumstances, no refund is payable to a student who withdraws in the second half of the course. In the case of a full year student, the second half of the course commences on the first day of Term Three.
5. Exceptional circumstances includes returning home because of a student's serious illness and returning home because of death or serious illness of a close member of the student's family. In these circumstances, medical evidence must be provided upon which the college will retain an amount to cover costs already incurred; the balance will be returned. Note that students who are insured with UNICARE or similar may have the balance of their fees reimbursed by that company.
6. If a student withdraws from the course before coming to New Zealand, full fees are refunded minus a \$250 administration fee.
7. No refunds will be made to students who are required to leave the college because of gross misconduct including poor attendance, violation of rules pertaining to motor vehicles or suspension or exclusion.
8. No refunds will be made to students who wish to transfer to another school for whatever reason.
9. No refunds will be made to students who acquire Permanent Residence after having enrolled at the college.

**REVIEW:** This policy will be reviewed according to the Board of Trustees Triennial programme of self review (2012).

**DATE CONFIRMED:** 27 August 2009