

# HAVELOCK NORTH INTERMEDIATE SCHOOL

## BOARD OF TRUSTEES

### POLICY RELATED TO INTERNATIONAL FEE PAYING STUDENTS

**POLICY:** Refund of International Fee-Paying Students

#### **RATIONALE/PURPOSES**

If a student withdraws from their course of study before the completion date, they may be eligible for a refund of tuition fees. This policy provides clear procedures/guidelines for the refund of tuition fees.

#### **PROCEDURES/GUIDELINES**

1. To be eligible for any refund, the parents/guardians must apply in writing to the Board of Trustees setting out the special circumstances of the claim within one month of the last day of attendance.
2. If the application is made before the start of the course (one year of schooling), fees will be refunded in full less the administration charge specified on the fees information sheet.
3. If the application is made after the start of the course, but before the second half of a course, fees will be refunded less:
  - a. An administration charge of NZ \$200.00
  - b. Costs to the school already incurred for tuition
  - c. Components of the fee already committed for the duration of the course
    - i. Specialist fees
    - ii. Appropriate proportions of salaries for teachers and support staff (*if applicable*)
    - iii. Costs already incurred for the use of facilities and resources
    - iv. The proportion of the Government Levy the school is required to pay
    - v. Any other costs already incurred.
4. If the application is made after the second half of a course there will be no refund except under exceptional circumstances - to be determined by the Board of Trustees.
5. If an international fee-paying student gains residency during the course, no further fees are to be paid and a refund may be made on the unused portion of the prepaid fees. The new resident will then abide by the school enrolment scheme if one is in place. Documentation of residency must be provided within 14 days of it being granted,
6. The Board of Trustees will make no refund:
  - a. Where a student has been stood-down, suspended or excluded
  - b. Where a student wishes to transfer to another school
  - c. Where a student returns home for any reason other than serious illness or death of a close family member
  - d. If the enrolment application is found to be inaccurate in any way and the contract is terminated.
7. In any dispute regarding the above, the decision of the Board of Trustees of Havelock North Intermediate is final.
8. The Board of Trustees will ensure that there is a reserve of funds to cover international students prepaid tuition fees in the event that a refund should be necessary.

#### **CONCLUSION**

The procedures outlined above provide clear guidelines for the refund of tuition fees.