

FEES REFUND POLICY FOR INTERNATIONAL STUDENTS

NAG 4

RATIONALE:

In some circumstances international students may wish to withdraw their enrolment at Elim Christian College after they have already paid course fees.

PURPOSE:

In accordance with the Education Act 1989 section 4B (7), the Consumer Guarantees Act and the Fair Trading Act the following guidelines will apply.

GUIDELINES: School Fees

1. If an international student withdraws from the school before the end of the school year they may be eligible for a partial refund of school fees in some circumstances, at the discretion of the Principal.
2. An application for refund of fees must be made in writing. International students must write to the Principal explaining why they have withdrawn from the course and their reasons for seeking a refund.
3. If the application is made up to two weeks before attendance is scheduled to commence, fees may be refunded in full less the application fee and an administration charge of 5% of the tuition fee to cover any costs incurred by the school. If the request is made within two weeks of the scheduled start, commencement of the school year or the commencement of any subsequent term, fees may be made less full payment of one Term's Fees.
4. If the application is made after the commencement of attendance, but before the second half of the year (commencement of Term 3), fees may be refunded less:
 - An administration charge of 5% of annual fee.
 - Components of the fee already committed for the duration of the course, including appropriate proportions of salaries of teachers and support staff (if applicable).
 - Costs already incurred for the use of facilities, resources and tuition.
 - The proportion of the Government Levy the school is required to pay.
 - Any other costs already incurred.
5. If the application is made after the second half of the year, the student will not receive a refund except in exceptional circumstances.
6. An international student or their parent/guardian/s who becomes a permanent resident or obtains a New Zealand work permit after 1st March and two weeks or more prior to the start of Term Three will be refunded their fees for the second half of the year, less any committed costs.

7. No refund will be made to a student:
- Who is expelled or excluded from the school by the Board of Trustees.
 - Who is asked to leave the school for general poor conduct, or other behavioural or attendance reasons
 - Where they wish to transfer to another school for any reason.
 - Where they return home for any reason other than their own serious illness, or serious illness or death of a close member of their family.
 - Who becomes, or their parent/guardian/s becomes a permanent resident or obtains a New Zealand work permit after 1st July will not be refunded any fees for that year.

Home-stay Fees (based on all home-stay fees paid up front)

1. If an international student moves out of their home-stay before the end of their contract the portion of home-stay fees not already used will be returned.
2. To have home-stay fees returned, students must write to the Principal giving two weeks' notice, or pay two weeks' fees in lieu of notice.

Ratified by the Board: _____ Signed for the BOT
Chairman

_____ Date

_____ Date for Review