

TIRIMOANA SCHOOL INTERNATIONAL FEE-PAYING STUDENT FEES REFUND POLICY

RATIONALE:

It is the requirement of the Code of practice for the Pastoral Care of International Students that each school should formulate a Fees Refund Policy.

PURPOSE:

To ensure that the Board of Trustees meets all legal requirements when considering a refund for an International Student as per the contract that the school has with the parents of the International Student.

GUIDELINES:

All applications for a refund must be made in writing to the Principal.

1. If the student has enrolled but has not yet started the course:

- The Tuition Fees may be refunded in full less a \$300.00 administration charge.
- Withdrawing or transferring to another school, without notification, may incur an additional penalty.

2. If the student has started the course and is still in the first half of the course:

The Tuition Fee may be refunded less the following charges:

- An Administration fee of \$300.
- The cost of the course up to the time of withdrawal.

3. If the student has started the course and is in the second half of that course:

- The Tuition Fees may only be refunded if there are special reasons for the student leaving such as becoming seriously ill or serious illness in the student's family or some other special reason.

4. If a refund is to be claimed the student must:

- Write a letter explaining the special reasons
- Have a letter from the student's family or agent explaining the reasons, or supply a medical certificate.

5. The Principal will make the decision about giving a refund in these circumstances.

There are **NO** refunds if a student has been asked to leave the school because of bad behaviour, poor attendance or because the student has broken the school's rules.

CONCLUSION:

Tirimoana School will meet all its legal responsibilities in determining refund of fees for International Students in an open and fair manner.