



TIRIMOANA SCHOOL

INTERNATIONAL FEE-PAYING LEARNERS FEE REFUND POLICY

RATIONALE:

It is the requirement of the NZQA: Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 that each school should formulate a Fee Refund Policy.

PURPOSE:

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

GUIDELINES:

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

1. If the learner 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 learner 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 learner 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 learner leaving such as becoming seriously ill or serious illness in the learner's family or some other special reason.

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

- Write a letter explaining the special reasons
- Have a letter from the learner'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 learner has been asked to leave the school because of bad behaviour, poor attendance or because the learner has broken the school's rules.

CONCLUSION:

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