Refund of International Student Fee Guidelines

The refund guidelines for fees of international students will be based on Section 4B (7) of the Education (No 4) Amendment Act 1989 and clauses 29 and 30 of the Code of Practice. International fee paying students pay their tuition fees in advance. The Principal will act as the representative of the Board of Trustees in establishing the circumstances and the level of the fees to be refunded and the Principal’s decision is final.

1. If a student commences study and withdraws from the school for the period covered in the Offer of Place:
   a. all homestay fees held on behalf of the student will be refunded, less 2 weeks (official notification period)
   b. the administration fee will not be refunded
   c. the tuition fee will not be refunded except in exceptional circumstances, as in Section 3

2. For the request of refund of Tuition Fees, the following will be taken into consideration before any refund is given:
   a. date of withdrawal
   b. the exceptional circumstance(s)
   c. any expenses incurred by the school
   d. an administration charge of $500.00 will be deducted
   e. any outstanding costs owed by the student will be deducted
   f. any costs owed to the Ministry of Education by The College will be deducted

3. Examples of exceptional circumstances where refunds may be arranged include:
   a. failure to obtain a study visa
   b. serious illness of the student
   c. death or serious illness of a family member
   d. Awatapu College ceasing to provide a course of educational instruction as contracted with a student, whether it stops of its own accord or as required by an education quality assurance agency
   e. Awatapu College ceases to be a signatory of the Code of Practice
   f. Awatapu College ceases to be a provider of education

In a situation outlined in sub clauses 3.d. and 3.e. the College will deal with fees paid for services not delivered or the unused portion of fees paid as follows:
   i. refund the amount in question to the student’s parent or legal guardian
   OR
   ii. if directed by the student’s parent or legal guardian, or the code administrator or the agency responsible for fee protection mechanisms, transfer the amount to another signatory as agreed with the student’s parent or legal guardian.

4. If a refund is being applied for exceptional circumstances as in Section 3, the parent must apply in writing to the Principal outlining the circumstances of the claim and proposed date of withdrawal. Supporting documentation will be required when claiming a refund.

5. Examples of situations where a refund is highly unlikely to be arranged include:
   a. a non-specific “Change of mind” or voluntary withdrawal by the student after arrival
   b. student leaves the College as a result of disciplinary procedure

6. Any application for a refund of fees, which is not within the criteria above, will be determined by the Board on the recommendation of the Principal.