

## International Students Refunds

### 6.5

#### **Rationale**

To meet the requirements of the Code of Practice (revised 2010)

#### *Tuition Fees*

If the student withdraws from their course of study before the course completion date he / she may be eligible for a refund of fees.

#### **Requirements**

1. If the student withdraws from his/her course of study before the course completion date, he / she will NOT receive a refund of school fees, except in exceptional circumstances. In such cases, the parents should write to the Principal explaining what the exceptional circumstances are. However, the College's decision is final.
2. If the application for refund is made before the start of the course, fees will be refunded less:
  - (a) an administration fee
  - (b) any other costs to the school already incurred.
3. No refund will be made to a student who is expelled from the College by the Board of Trustees.
4. No refund will be made to an International Student who changes visa status to one which entitles them to regular / domestic student status, after one month from date of payment.
5. Please note the balance of homestay money will be refunded back to the parents' bank account in full at the time the student signs out of Waiuku College.

Adopted by Board of Trustees: September 2011