



WESTERN SPRINGS COLLEGE

Refunds Policy for International Students

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TUITION FEES

- 1: In order to be eligible for any refund the parent or legal guardian must apply in writing to the Board setting out the special circumstances of the claim.
- 2: If the withdrawal is prior to the Student coming to New Zealand the fees paid will be refunded in full minus a \$200 administration fee. If the Student wishes to withdraw after arriving in New Zealand and commencing the subject, course or programme, no refund will be made except where the Student returns home due to serious illness of the Student or because of a death or serious illness of a close family member. In that event the refund will be calculated in accordance with paragraph 3. In every case the college undertakes to look fairly at applications for a refund of fees or part-fees.
- 3: Where the Student withdraws from a subject, course or programme at the School and is eligible to receive a refund, the Board may refund to the person who paid the fees in respect of the subject, course or programme any amount of the fees it thinks appropriate but any such amount will not exceed the sum of the following amounts:
 - (1): the Board's best estimate of the cost to the School of providing tuition in the subject, course or programme for one student up to that time;
 - (2): an amount that in the Board's opinion reflects the use made by one student in the subject, course or programme of the School's capital facilities;
 - (3): the appropriate proportion of the amounts paid by the Board in respect of foreign students; and
 - (4): all other fees prescribed by the Board.

NB: No refunds will be made:

- (1): Where students are asked to leave the School because of misbehaviour,

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- poor attendance or violation of the rules regarding motor vehicles.
- (2): Where students wish to transfer to another school for whatever reason.
 - (3): Where students return home for any reason other than the student's serious illness or death or serious illness of a close member of the family.
 - (4): Where students acquire permanent residence after having enrolled at the School.

HOMESTAY FEES (Based on all Homestay fees paid in advance)

- 1 If the student moves out of the Homestay before the end of the contracted period, the portion of unused fees will be refunded to the student. The Pastoral Care fee cannot be refunded. The amount refunded will be less the Pastoral Care fee.
- 2 In order to have Homestay fees returned, the student must write to the Board of Trustees giving two weeks notice of intention to move, or pay two weeks fees in lieu of notice.
- 3 If the student should cancel a Homestay contract before moving into the Homestay the fees will be refunded in full.

Source: Adapted from KPMG Legal (Education NZ Trust November 2000)