

# Refund Policy

## To be given to students on enrolment.

### School Fees

1. If you withdraw from your course of study before the course completion date you will be eligible for a refund of school fees less:
  - A 10 % administration charge.(of tuition fee)
  - Costs to school already incurred for tuition.
  - Costs already incurred for the use of facilities and resources and for teacher salaries.
  - The proportion of the Government Levy the school is required to pay plus GST.
  - The Administration charge.
  - The Home stay Inspection fee.
  - Any other costs already incurred.

### NOTE: Normally no refund will be given if a student wants to transfer to another school in New Zealand.

2. An application for refund of fees must be made in writing. You must write to the Board of Trustees explaining why you have withdrawn from the course and your reasons for seeking a refund.
3. If your application is made before the start of your course, your fees will be refunded in full less an administration charge of 10 % of the total tuition fee to cover costs incurred by the school.
4. The Board of Trustees will make no refund to a student who is expelled from the school.

### Home stay Fees (Based on all home stay fees paid in advance)

1. If you move out of your home stay before the end of your contract the portion of your home stay fees not already used will be returned to you **provided you give two weeks notice in writing to the International Student Administrator.**
2. If you cancel your home stay contract before you move into the home stay your fees will be refunded in full less a NZ\$150.00(annual) Home stay Inspection Fee.