



REFUND CONDITIONS FOR INTERNATIONAL STUDENTS

If a student withdraws from his/her course of study before the completion date, he/she may be eligible for a refund of tuition fees. If a refund is requested, the following procedures and guidelines will apply:

To be eligible for a Refund:

- To be eligible for a refund, parents must apply in writing to the Board of Trustees setting out the special circumstances of the claim within one month of the last day of attendance. You must also complete the official leaving process and attach the leaving certificate.
- In every case, the school undertakes to look fairly at applications for a refund of fees or part-fees.

If the application is made before the start of the course:

- Fees will be refunded in full, less an Administration Fee of \$100. This includes if a student is not granted a student permit to attend Maniototo Area School.

If the application is made after the start of the course (*i.e. in Terms 1 or 2*), but before the second half of the course (*i.e. Terms 3 & 4*):

Fees will be refunded less:

- An Administration Fee of NZ \$100.
- Costs to the school already incurred for tuition
- Components of the fee already committed for the duration of the course
- Specialist fees (*if applicable*).
- Appropriate proportions of salaries for teachers and support staff (*if applicable*).
- Costs already incurred for the use of facilities and resources.
- Any other costs already incurred.

0 If the application is made after the second half of a course:

- There will be no refund, except under exceptional circumstances. (*See Compassionate Refunds below.*)

Compassionate Refunds:

- In exceptional circumstances, refunds may be granted on compassionate grounds (e.g. death of a close family member, serious illness, accident). All such refunds will be at the discretion of the Principal and the Board of Trustees.

APPLICATION PROCEDURES

If an international fee-paying student gains residency during their course:

- No further fees are to be paid. A refund will not be issued for the time spent before residency was granted. Documentation of residency must be provided within 14 days of it being granted.

The Board of Trustees will make no refund:

- When a student is required to leave the school for a breach of the rules and conditions of enrolment at the school or has broken a New Zealand law.
- Where a student has been stood-down, suspended or excluded
- Where a student returns home for any reason other than serious illness, accident or death of a close family member
- If the enrolment application is found to be inaccurate in any way and the contract is terminated
- If a student wants to transfer to another school or educational institution

Homestay Fees

If you move out of your Homestay before the end of your Contract:

- The Homestay Placement Fee of \$100 will not be refunded.
- All other unused Homestay Fees will be refunded, provided the Homestay has been given two weeks' notice that the student is leaving
- If the student does not give two weeks' notice, then two weeks' Homestay fees will be deducted from any refund.

Payment of Refunds:

- All refunds will be paid to either the parents of the student or to an agent with written authority from the parents. No refunds will be given directly to the student.

N.B. The New Zealand Immigration Service will be notified if any student ceases to attend Maniototo Area School for whatever reason.

I agree with these refund conditions

Parent's Signature: _____ Date: _____

Print Parent's Full Name:

Print Student's Full Name:
