

Rangiora High School

Board of Trustees



International Students Procedural Policy

Refunds and Cancellations for International Students

Refunds

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.

An application for refund of fees must explain why the student has withdrawn from the course and the reasons for seeking a refund. In the case of illness, a medical certificate or letter from a medical practitioner must be produced in support of the request for a refund.

If the application is made before the start of the course, fees will be refunded in full, less a termination fee of NZ\$500.00. This applies if a student is not granted a student visa to attend Rangiora High School.

If the application is made after the start of the course (ie. In Terms 1 or 2), but before the second half of the course (ie. Terms 3 and 4) fees will be refunded less:

1. A termination fee of NZ\$500.00
2. Costs to the school already incurred for tuition
3. Components of the fee already committed for the duration of the course
4. Specialist fees (if applicable)
5. Appropriate proportions of salaries for teachers and support staff
6. Costs already incurred for the use of facilities and resources
7. Any other costs already incurred
8. Commission already paid to agent

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 (ie. death of a close family member, serious illness, accident). All such refunds will be at the discretion of the Board of Trustees.

Refunds Not Payable by Board of Trustees

The Board of Trustees will not refund in the following circumstances:

- 1 . 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.
- 2 . Where a student has been stood-down, suspended or excluded.
- 3 . Where a student returns home for any reason other than serious illness, accident or death of a close family member.
- 4 . If the enrolment application is found to be inaccurate in any way and the contract is terminated.
- 5 . If a student wants to transfer to another school or educational institution.

Payment of refunds

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

Rangiora High School has a fee protection insurance and Rangiora High School policy to safeguard fees paid by international students’.

Homestay fees

If a student moves out of their homestay before the end of their Contract:

- 1 . All other unused homestay fees will be refunded, provided the homestay has been given two weeks’ notice that the student is leaving.
- 2 . If the student does not give two weeks’ notice, then two weeks homestay fee will be deducted from any refund.

International student who gains residency during their course

If the international student gains residency during their course, no further fees are to be paid. Documentation of residency must be provided within 14 days of it being granted in writing. If applying for residency or work permit, notification must be made at time of application.

Fees Protection

The Ministry of Education Code of Practice for International Students requires that institutions provide fee protection for international students by one of a variety of methods. The following sets out the School’s preferred method of complying with this requirement being the Income in Advance method.

- 1 . On the receipt of student fees, the funds will be deposited in the School’s main bank account and receipted in the normal manner.
- 2 . The total amount will be recognised in the accounting system as “Income in Advance” and be entered into a ledger in the name of the student for clear identification.
- 3 . Each month that the School delivers the curriculum to the student, one month’s share of the total fees will be transferred to International Student Fee Income.
- 4 . In the unlikely event of the School not being able to deliver the agreed programme, the School guarantees the refund of unspent fees. Uni-Care Travel and Medical guarantees reimbursement of non-refundable unused portions of education fees (reference Uni-Care Policy section 1B – Additional Expenses.)

Date of Review	2018
Date of Next Review	2020
Signed by the Board Chair	