

International Student Refunds

Once a student has arrived in New Zealand refunds will be made only for exceptional circumstances (e.g. return home because of serious illness or death of a close family member), and then only partial tuition refunds may be made as the school will have incurred costs on the student's behalf for the whole of the year.

This policy is based on Section 4B (7) of the Education Amendment (No4) Act 1991.
Education (Refund Requirements for International Students) Notice 2012.

Where at any time a foreign student withdraws from a subject, course or programme at a state school, the Board may refund to the person who paid (in respect of the student's enrolment in the subject, course or programme) the amount of fees referred to in subsection (1) of this section (or the sum of any instalments paid in respect of those fees) any amount it thinks appropriate not exceeding the extent (if any) by which the amount paid exceeds the sum of the following amounts:

- (a) the Board's best estimate of the cost to the Board (including the appropriate proportion of the Board's administrative and other general costs and the appropriate proportion of any initial or start-up costs of the subject, course or programme) of providing tuition in the subject, course programme for one student up to that time.
- (b) An amount that is in the Board's opinion an appropriate reflection of the use made by one student receiving tuition in the subject, course or programme in the Board's capital facilities.
- (c) At a state school in the subject, course or programme.
All other fees (if any) prescribed by the Board.

In order to be eligible for any refund the parent must apply in writing to the Board of Trustees, setting out the special circumstances of the claim. In arriving at their decision the Board of Trustees will take into consideration the special circumstances of the withdrawing student and:

- a) Costs already incurred by the Board
- b) The salaries of the teachers and support staff and any other components of the fee already committed for the duration of the course.
- c) An amount which covers use of the facilities and resources to date of withdrawal.
- d) Any refund of the foreign student's fee, from the government.

There will be no refund if a student is removed from the school for not complying with the school's rules and regulations or if a student chooses to change schools through the year.

All homestay fees not used at the time a student leaves Hagley Community College will be refunded. Two week's notice must be given or two weeks fees must be paid in lieu of notice.

In unlikely event of major catastrophe or bankruptcy where the school is not in a position to offer the academic course the student has enrolled in, the unused student fees will be refunded.

Refer to:

Education (Pastoral Care of International Students) Code of Practice [The Code]
Education Act 1989

Approved by: St Gordon

Designation: ROI Chairperson

Date Approved: 5th March 2019

Review Date: 2 years