

# ST PAUL'S COLLEGIATE SCHOOL

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St Paul's  
COLLEGIATE SCHOOL

## INTERNATIONAL STUDENTS REFUND OF FEES POLICY

### REQUESTS FOR A REFUND OF INTERNATIONAL STUDENT FEES

The school will consider all requests for a refund of international student fees. Requests should be made in writing to the school as soon as possible after the circumstances leading to a request.

A request for a refund should provide the following information to the school:

- The name of the student
- The circumstances of the request
- The amount of refund requested
- The name of the person requesting the refund
- The name of the person who paid the fees
- The bank account details to receive any eligible refund
- Any relevant supporting documentation such as receipts or invoices

### NON-REFUNDABLE FEES

The school is unable to refund some fees. The following fees relate to expenses that the school may have paid or will incur as a result of receiving an application for enrolment and cannot be refunded:

**Enrolment Fee:** Enrolment fees meet the cost of processing an international student application. Enrolment fees exist whether an application is accepted or not or whether a student remains enrolled after an application is accepted.

**Insurance:** Once insurance is purchased, the school is unable to refund insurance premiums paid on behalf of a student. Students and families may apply directly to an insurance company for a refund of premiums paid.

**Used Homestay Fees:** Homestay fees paid for time the student has already spent in a homestay cannot be refunded. Used homestay fees may also include a notice period of two weeks.

Portion of Unused Tuition Fees: The school may retain a portion of unused tuition fees. Amounts retained will relate to costs that have been incurred or committed by the school and may vary depending on the time of year the request is received.

Outstanding Activity Fees: Any activity or other fees incurred by a student during enrolment and owed to the school at the time of withdrawal, will be deducted from any eligible refund.

#### REQUESTS FOR A REFUND FOR FAILURE TO OBTAIN A STUDY VISA:

If an international student fails to obtain an appropriate study visa, a full refund of international student fees will be provided less the Enrolment Fee of \$--800.00-----.

#### REQUESTS FOR A REFUND FOR VOLUNTARY WITHDRAWAL:

##### WITHDRAWAL PRIOR TO ENROLMENT

If an international student voluntarily withdraws prior to the start date of their enrolment, and have given one month's notice, will forfeit 10% of total annual fees and any relevant non-refundable fees set out in this policy.

If an international student voluntarily withdraws prior to the start date of their enrolment, and has **not** given one month's notice, will forfeit one terms total annual fees and any relevant non-refundable fees set out in this policy.

##### WITHDRAWAL AFTER ENROLMENT

If an international student withdraws after the start date of their enrolment, must give one full term's notice in writing to the Headmaster. Unless otherwise agreed by the school, a refund will be provided less a minimum of ten weeks tuition fee and other any relevant non-refundable fees as outlined in this policy.

#### REQUESTS FOR A REFUND FOR FAILURE TO PROVIDE A COURSE, CESSATION AS A SIGNATORY OR CESSATION TO BE A PROVIDER:

If the school fails to provide the agreed course of education, is no longer a signatory to the Code, or no longer operates as an international education provider, the school will negotiate with the student or their family to either:

- Refund the unused portion of international student tuition fees or other fees paid for services not delivered or
- Transfer the amount of any eligible refund to another provider or
- Make other arrangements agreed to by the student or their family and the school.

#### OTHER CIRCUMSTANCES WHERE A REFUND REQUEST MAY BE CONSIDERED:

##### WHERE A STUDENT'S ENROLMENT IS BROUGHT TO AN END BY THE SCHOOL

In the event a student's enrolment is ended by the school for a breach of the Contract of Enrolment, or has broken New Zealand laws no refund will be given.

If the information provided by the family in the enrolment application is found to be in any way inaccurate the contract may be terminated and no refund of fees given.

##### WHERE A STUDENT VOLUNTARILY REQUESTS TO TRANSFER TO ANOTHER SIGNATORY

No refund will be provided.

##### IMMIGRATION NEW ZEALAND

Immigration New Zealand will be notified if any student on an international visa ceases to attend St Paul's Collegiate.

##### WHERE A STUDENT CHANGES TO A DOMESTIC STUDENT DURING THE PERIOD OF ENROLMENT

If an international student changes to a domestic student after the start date of their enrolment, one full terms notice in writing is required by the school plus evidence of their change in status. Unless otherwise agreed by the school, a refund will be provided less a minimum of ten weeks tuition fee and other any relevant non-refundable fees as outlined in this policy.

#### REFUND OF OTHER FEES

##### REQUESTS FOR A REFUND OF HOMESTAY FEES

If for any reason, an international student withdraws after the start date of their enrolment, any unused homestay fees will be refunded, less any relevant non-refundable fees set out in this policy.

Where a student moves from a school homestay and requests a refund of any unused homestay fees, these will be refunded less any non-refundable fees set out in this policy.

## TRANSFER FROM BOARDING TO HOMESTAY OR HOMESTAY TO BOARDING

In the event of a student transferring from boarding to homestay or from homestay to boarding during the period of enrolment the finance department will work out a credit transfer. The process is as follows:

- Boarding student's commitment to the boarding house is for a full academic year.
- Approval must first be sought from the Headmaster and Director of International.
- Student gives one terms notice and leaves existing accommodation.
- Finance calculate the cost of accommodation for the existing arrangement to leaving date and the cost of accommodation for the future arrangement from this same date for the balance of the accommodation period.
- If applicable a penalty may be charged and consideration given to the notice period and any other factors that may have impacted on the reason for the accommodation change.
- Parents are advised through an Invoice / Statement if the net difference in charging above requires an additional payment to be made to the College.

## REQUESTS FOR A REFUND OF FEES UNUSED AT THE END OF ENROLMENT

Any prepaid fees, including Bond fees unused at the end of enrolment will be refunded to the person(s) who paid the fees at the time of enrolment. Fees will be refunded into a nominated bank account. All refunds will be paid either to the parents of the student or the agent with written authority from the parents. No refunds will be made directly to the students.

## OUTSTANDING ACTIVITY FEES OR OTHER FEES

Any activity or other fees incurred by a student during enrolment and owed to the school at the time of withdrawal will be deducted from any eligible refund.

## REFUNDS TO BE MADE TO THE COUNTRY OF RECEIPT

Unless otherwise agreed in writing, all eligible refunds of fees over NZD \$100.00\_\_received from outside of New Zealand will be refunded to a nominated bank account in the source country.

**RIGHTS OF FAMILIES AFTER A DECISION REGARDING A REFUND HAS BEEN MADE**

A decision by the school relating to a request for a refund of international student fees will be provided to the student or family in writing and will set out the following information:

- Factors considered when making the refund decision
- The total amount to be refunded
- Details of non-refundable fees

Students and families have the right to submit a grievance to the Code Administrator or Disputes Resolution Scheme in the event they are dissatisfied with a refund decision made by the school.

**REVIEW AND REPORTING**

**REVIEW:**

The school will review the conditions relating to this policy as part the annual self-review. The school will collect and record appropriate evidence of the review.

**REPORTING:**

The staff member in charge of international education will report directly to the school Principal on the operation of the school’s policy for the refund of international student fees.

**I have read and understood the Refunds Policy.**

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Signature of Parent

Date

Full Name (please print):

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*This policy has been approved by the Board of Trustees:*

Approval Date: 06 September 2022 | 12:30 PM N

*This policy has been reviewed on:*

Review Date: \_\_\_\_\_

*Andrew Johnson*