

POLICY: REFUNDS TO INTERNATIONAL FEE PAYING STUDENTS

Rationale

- To ensure that Rotorua Lakes High School contracted Agents and prospective families they are working with have a clear understanding of Rotorua Lakes High School Refund Conditions.
- To comply with Section 4B (7) of the Education Amendment (No 4) Act 1991 – An amount that is in the Board’s opinion an appropriate reflection of the use made by students receiving tuition in the subject, course or programme of the Board’s capital facilities.

Purposes

1. In order to be eligible for any refund, the student must apply in writing to the Board of Trustees, (see application form attached) 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 –
 - Costs already incurred by the Board
 - The salaries of the teachers and support staff and any other components of the fee already committed for the duration of the course
 - An amount which covers use of the facilities and resources to date of withdrawal
 - Any refund of the foreign students’ fee, from the Government
2. Except in exceptional circumstances, no refund is payable to a student who withdraws in the second half of the course. In the case of a full year student, the second half of the course commences on the first day of Term 3.

Guidelines

1. If the student changes his/her mind before coming to New Zealand their full fees are refunded, minus a \$250 administration fee
2. No refund will be made except in the case of:
 - Return home because of the student’s serious illness
 - Return home because of death or serious illness of a close member of the student’s family
3. In these cases under New Zealand law the College must retain amounts to cover costs already incurred. The balance will be returned. Medical evidence must be provided.
4. Students who are insured with UNICARE may have the balance of their fees reimbursed by that company.
5. NO refunds will be made to students who are required to leave Rotorua Lakes High School because of misbehaviour (exclusions, expulsions), poor attendance, or violation of the rules regarding motor vehicles.

6. NO refunds will be made to students who wish to transfer to another school for whatever reason.
7. In general, NO refunds will be made to students who acquire Permanent Residence after having enrolled here, but, after discussion with the school, refunds may be made if there is a change of the **Residential Status** of the student.
8. If a student withdraws from a Homestay at the end of his course, or with the approval of Rotorua Lakes High School a full refund of remaining Homestay fees will be made, providing the student has complied with the Homestay requirements of giving one week's notice. If not, one week's Homestay fee will be retained in lieu of notice. A full Statement of Account plus refund of any remaining Homestay Fee, will be made when students have completed their studies at Rotorua Lakes High School.
9. Refunds, if approved, will usually be made within a 30-day period. All refunds are made in New Zealand dollars only.

REVIEW: This policy will be reviewed according to the Board of Trustees' triennial Programme of self review (2018)

DATE CONFIRMED: 24 NOVEMBER 2015



“Mauria te pono – Keep steadfastly to the truth”

**APPLICATION TO BOARD OF TRUSTEES
FOR REFUNDS
TO INTERNATIONAL FEE PAYING STUDENTS**

1. Before filling out this form, please read the school policy and protocols on International Foreign Fee Paying Students Refunds – copy attached.

2. NAME OF STUDENT: _____

YEAR LEVEL: _____ HOUSE GROUP: _____

3. In detail please explain the reasons for applying for a refund – (attach any relevant documentation).

4. Amount of Refund requested: \$ _____

5. Signature of Applicant: _____

Signature of Parent/Guardian: _____

Date: _____

6. Hand in this form to the Executive Officer, Mrs Gilbert.