



# Refund and Fee Protection Statement

## Fee protection

Mt Albert Primary ensures that the international student fees they receive are secure and protected in case the student withdraws, the educational instruction ends, or the school closes. Internal procedures assist the school in monitoring income and expenditure to ensure that money is controlled appropriately.

Fees received in advance should only be recognised as income earned by the school as each term commences.

## Refund Policy for International Students

If a student withdraws from his/her course of study before the completion date, he/she may apply to the Board of Trustees for a refund of tuition fees. Any such application must:

- be made in writing to the Board of Trustees no later than one month before the last day of attendance;
- set out in detail the basis on which a refund is claimed; and
- be accompanied by such medical evidence and/or certification as required by the Board of Trustees (if relevant to the decision to withdraw).

Whether or not any refund of tuition fees is granted is at the absolute discretion of the Board, who will apply the principles below in exercising their discretion.

**1. If the application is made at least four weeks prior to the course commencing:**

A student must notify the school at least four weeks prior to his or her course commencing that he or she does not intend to start the course. In these circumstances, the Board of Trustees may exercise its discretion to refund tuition fees in full.

**2. If the student has started the course (of 4 weeks or more), and is still in the first half of the course:**

The Board of Trustees may exercise its discretion to refund tuition fees less any costs, charges, levies or other amounts incurred, or payable, by the school for, or in respect of, the student, including :

- a. Costs already incurred by the school for tuition;
- b. Components of the fee committed for the course including appropriate proportions of salaries of teachers and support staff
- c. Costs already incurred by the school for resources (e.g. stationery, etc.); and
- d. The proportion of the Government Levy the school is required to pay.

**3. If the application is made after the second half of a course (of 4 weeks or more):**

The Board of Trustees will only exercise its discretion to refund tuition fees in exceptional circumstances (such as a change in the relevant family's immigration status).

**4. No refund in these circumstances:**

The Board of Trustees will not exercise its discretion to refund tuition fees if:

- a. the 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; or



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- b. the student has been stood-down, suspended or excluded; or
- c. the student returns to his or her home, except in circumstances that the Board of Trustees considers, at its absolute discretion, to be exceptional; or
- d. the enrolment application for the student is untrue or misleading; or
- e. the student and/or his/her family has breached any contract or other agreement with the school; or
- f. the student is transferring to another school or education institution in New Zealand.

These examples do not limit the circumstances in which the Board of Trustees may exercise its discretion not to refund tuition fees.

## Payment of Refunds

All refunds will be paid to the parent(s) of the student.

Please note The New Zealand Immigration Service will be notified if any student ceases to attend Mt Albert Primary for whatever reason.

## Declaration

I have read and I understand these refund conditions yes                  no

Parent's Signature: \_\_\_\_\_

Parent's Full Name: \_\_\_\_\_

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

School confirmation

School Signature: \_\_\_\_\_

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