

## REFUND POLICY FOR INTERNATIONAL FEE PAYING STUDENTS

### Rationale

If a student withdraws from the school before the stated completion date, the parent/designated caregiver may apply for a refund of tuition fees. In every case the school undertakes to look fairly at applications for a refund of fees or part fees.

### Guidelines

1. To be eligible for a refund, parents must apply in writing to the Board of Trustees within one month of the last day of attendance, explaining why the student has withdrawn from the school and the reasons for seeking a refund.

2. If the application for a refund is made before the stated commencement date, the administration fee is non-refundable; tuition fees will be refunded in full.

3. If the application for a refund is made after the stated commencement date, the refund will be made according to the following:

- ☒ The administration charge is non-refundable
- ☒ Tuition fees for the period of completed study are non-refundable

4. The Board of Trustees will make no refund in the following instances:

- ☒ When a student is required to leave the school for breach of the rules and conditions of enrolment at the school or has broken a New Zealand law.
- ☒ Where a student has been stood-down, suspended or excluded.
- ☒ Where a student returns home for any reason other than serious illness, accident or death of a close family member.
- ☒ If the enrolment application is found to be inaccurate in any way and the contract is terminated.
- ☒ If a student wants to transfer to another school or educational institution.

5. A student who obtains permanent resident status, or whose immigration status changes, enabling them to qualify as a domestic student during a term, may apply for a refund from the date of the official New Zealand Immigration documentation stating that they have domestic student status. The official document should be presented to the school, as proof of their domestic student status. The refund would be less any costs as listed in above. The student will then abide by the school enrolment scheme.

6. Payment of refunds will be made to the parents of the student. No refunds will be given directly to the student. Please note that New Zealand Immigration Service will be notified if any student ceases to attend Auckland Point School for whatever reason.

Policy Reviewed: September, 2014

---

Gabriel Hoeksema  
Chairperson

---

Rachel Couling  
Acting Principal