

Hauraki Primary School

Policy Document

International Students and Refunds

Rationale:

Such a policy is a requirement of the 'Code of Practice for the Pastoral Care of International Students' which is the underpinning document.

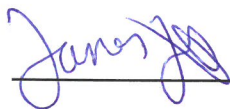
Purpose:

To enable the school as a signatory to protect international students' fees.

Guidelines:

- 1) No refunds will be made unless exceptional circumstances apply as deemed by the Board of Trustees.
- 2) Where a student fails to obtain a study visa or this has lapsed and reconsideration is in process, the parents of that student would normally be required to pay international student fees.
- 3) Any application for refund of fees must be made in writing explaining the reason for withdrawal and provide evidence if possible.
- 4) If an application is successful, a refund will be made less an administration fee for processing the application, costs to the school already incurred for tuition, the proportion of the government levy the school is required to pay, any other costs already incurred.
- 5) The school will refund unspent fees if for some reason the school is not able to continue delivery of the educational programme.
- 6) Where a student gains residency only fees paid beyond one whole term ahead excluding the current term will be refunded.
- 7) No refund will be paid to a student who is expelled from school.
- 8) Liaison with parents and teachers is regular, and reflected through a mix of home visits, parent interviews, other face to face contact and phone calls/emails.

Signed: _____



Date: _____

23 September 2019.

Chairperson Board of Trustees

Review Date: _____

Term 3, 2022.