

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' (the Code) which is the underpinning document.

Purpose

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

Guidelines

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

Signed: _____



Date: _____

16/3/2026

Presiding Member of the Board

Review Date: _____

Term 1 2029