

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) Any application for refund of fees must be made in writing explaining the reason for withdrawal and provide evidence if possible.
- 3) If an application is successful, a refund will be made less: \$2000 enrolment fee 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.
- 4) The school will refund unspent fees if for some reason the school is not able to continue delivery of the educational programme.
- 5) Where a student gains residency only fees paid beyond one whole term ahead excluding the current term will be refunded.
- 6) No refund will be paid to a student who is expelled from school.
- 7) Liaison with parents and teachers is regular, and reflected through a mix of home visits, face to face contact and phone calls/emails.

Signed: *A. Admell*

Date: 14/12/14

Chairperson Board of Trustees

Review Date: Term 4, 2017