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# Refund Application Form

**Student Name:**

**Name of Parent/Parents/Guardian:**

**Contact Details: Email: Phone:**

**Country of Origin:**

**Age:** Year Level:

**Start Date:** **Finish Date:**

**Notification Date of Non Attendance:**

**Reason for Non Attendance:**

**Refund of Tuition Fees:**

*Under the terms of the agreement for tuition and the Refund Policy for International Students, (See below), the school is not obliged to refund any or part of the fees according to our Policy. If however the board deems that it is in the best interests of the family and the child then in good will the remainder of fees less administration costs can be refunded.*

## Refund Policy International Students

If a student withdraws from his/her course of study before the completion date due to a voluntary withdrawal, or the school ceasing to provide a course of education contracted with a student, or the school ceases to be a signatory or a provider then he/she may be eligible for a refund of tuition fees. If a refund is requested, the following procedures and guidelines will apply:

**To be eligible for a Refund:**

- To be eligible for a refund, parents must complete a Refund Application form and give it to the Board of Governors setting out the special circumstances of the claim within one month of the last day of attendance.

- In every case, the school undertakes to look fairly at applications for a refund of fees or part-fees.

**If the application is made before the start of the course**:

- Fees will be refunded in full, less the Administration Fee paid for each Term/Year. This includes if a student is not granted a study visa or permit to attend Otamatea Christian School.

If the application is made after the start of the course (*i.e. in Terms 1 or 2*), but before the second half of the course (*i.e. Terms 3 & 4*):

**Fees will be refunded less:**

- The Administration Fee paid
- Costs to the school already incurred for tuition
- Components of the fee already committed for the duration of the course
- Specialist fees *(if applicable)*
- Appropriate proportions of salaries for teachers and support staff (*if applicable*)
- Costs already incurred for the use of facilities and resources
- The proportion of the Government Levy the school is required to pay
- Any other costs already incurred including PACES used, programs purchased and photocopying.

**If the application is made after the second half of a course:**

- There will be no refund, except under exceptional circumstances. (*See Compassionate Refunds below.)*

**Compassionate Refunds:**

- In exceptional circumstances, refunds may be granted on compassionate grounds (e.g. death of a close family member, serious illness, accident). All such refunds will be at the discretion of the Principal and the Board of Governors.

**If an international fee-paying student gains residency during their course**:

- No further fees are to be paid
- The new resident will then abide by the school enrolment scheme. Documentation of residency must be provided within 14 days of it being granted.

***Please attach relevant documents (medical certificate, VISA, declined residency) in support of application where necessary.

Applicants Signature: _____ Date: _____

**Please send this signed copy back to the school as soon as possible.**

**SAMPLE**

# INTERNATIONAL STUDENT INVOICE

Not correct fees

**Initial Period of Instruction Paid For:** 24/07/2017 29/09/2017

**Fees Paid:** $ NZ Dollars

**Terminated Period of Tuition: 24/07/20 to 18/08/2017**

| **TIME PERIOD** | **1 Term** | **Actual Cost** |
|---|---|---|
| APPLICATION FEE:<br>One-off fee paid by students enrolling for the first time. (Non-refundable). | $500 | $500 |
| TUITION FEE:<br>Includes books and other education resources as well as E.S.O.L tutoring, diagnostic testing and any other related student services. | $3,000 for the 1st child | 4 weeks tuition<br>$1200<br>RR PACES x 8 @ $8 a pace $64<br>ESOL PACES x 12 @ $10 a pace $120<br>Photocopying $5<br>Teacher's Wages (Divided by 5 students for period of tuition)<br>$665 |
| ADMINISTRATION FEE:(per term)<br>Includes: International office administration, pastoral care,photographs, activity fees, id photos | $150 | $150 |
| NZ EDUCATION LEVY:<br>A compulsory yearly levy paid to the government. | Waived | Reinstated as charged<br>$ |
| **Total Fees** | $3,650.00 | $ |
| **Less 50% of Fees difference**<br>**FEES REFUND** | $3,650-1522 /2 | $ |

***N.B This is the cost of having this student in the school with no profit margin for 4 weeks as the paces etc are pre ordered. Not counted are the manuals paid for as resource books as these are looked at as a school resource where the paces are a student resource. The administration fee takes into account the time spent at several interviews and with family and with processing documentation so this is not profit and has added extra hours onto the teacher's day.***

***If the board decides a refund would be the right way to do things in this case then I would suggest that a reasonable refund would be $3,650.00 – 1522.00 divided by 2 which means we get 50% as profit and the client gets 50% refunded of the remaining tuition fee that they have paid. This however is up to the board's discretion.***