98 Hurndall Street
Maungaturoto
Phone/fax: 09 4318487
otamateachristianschool@gmail.com
https://www.otamateachristianschool.com

Refund Application Procedure

(Request 17)

School Fees

1. If you withdraw from your course of study before the course completion date you may be eligible for a refund of school fees.

2. An application for refund of fees must be made **in writing**. You must write to the Board of Trustees explaining why you have withdrawn from the course and your reasons for seeking a refund.

3. If your application is made before the start of your course, your fees will be refunded in full less an administration charge of $2000.00 to cover costs incurred by the school.

4. If your application is made after the start of your course, but before the second half of your course, your fees will be refunded less:

    - An administration charge of $2000.00 .
    - Costs to the school already incurred for tuition and materials supplied.
    - Components of the fee already committed for the duration of the course, including appropriate proportions of salaries of teachers and support staff (if applicable).
    - Specialist fees 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.

5. If your application is made after the second half of your course, you will not receive a refund except in exceptional circumstances.

No refund will be made to a student who is expelled from the school by the Board of Governors.

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Table of Refund Information

Reason for Refund Application	Information to be provided by student	When to submit the application	Refund Amount
NZIS refuse a visa	Official letter from NZIS explaining the Visa refusal	At any time	Total tuition fee minus any bank charges and administration fee.
NZIS refuse a visa extension	Official letter from NZIS explaining the Visa refusal	At any time	Total tuition fee minus any bank charges and administration fee.
Transferring to another school	Evidence of an unconditional Offer of Place from another school.	Two weeks before the programme starts. Less than two weeks before the programme starts and thereafter:	75% of tuition fee refund less administration fee. No refund
Otamatea Christian School is unable to offer a program of study.			Total tuition fee refund including administration fee.
Permanent Residence in New Zealand has been granted	Passport and Visa with changed status	At any time	International Fee for the term applies and then Domestic Fees will be applied with a refund on the difference less the administration fee.
Student no longer wants to study at Otamatea Christian School or in New Zealand	Certain conditions must be met (e.g. Student Visa cancelled and student has returned home)	Two weeks before the programme starts. Less than two weeks before the programme starts and thereafter:	75% of tuition fee refund less administration fee. No refund
Exceptional circumstances (e.g. serious personal illness)	Notarized documentation proving the situation	At any time	At discretion of O.C.S Board

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Refund of Homestay Fees (Based on all homestay fees paid up front)

1. If you move out of your homestay before the end of your contract the portion of your homestay fees not already used will be returned to you less two weeks. The Homestay Arrangement Fee of $200 cannot be refunded.

2. To have your homestay fees returned, you must write to the Board of Trustees giving two weeks' notice, or pay two weeks' fees in lieu of notice.

3. If you cancel your homestay contract more than 4 weeks before you move into the homestay.

Reimbursement of Refunds:

All refunds will be paid in New Zealand Dollars. Refunds will be sent to the following as appropriate:

- In the first instance. The bank account from where the original payment was received. This only on evidence the student has returned to their home country.
- The student's registered home address in country of origin. This only on evidence the student has returned to their home country.
- The recruitment agent who referred the student. This only upon evidence the student has returned to their home country and where the student has authorized this transfer.
- Another institution. This if the Application for Refund Form is supported by evidence of an official unconditional Offer of Place by the other institution and Student Visa for that institution.

Refunds will not be paid directly to a student or transferred to a student's bank account in New Zealand.

These procedures will be reviewed annually in December of each year.

Principal: _____ Date signed: ___

Chairman: _____ Date signed: ___