



## **INTERNATIONAL STUDENT REFUND PROCEDURE**

### **4.3.1**

#### **PURPOSE**

1. All international student fees are protected in a Cost Centre within the general account in case a refund is required.

The Board of Trustees guarantee that expenditure of course fees remain in proportion to the proportion of the course delivered. The Board guarantees to refund fees in proportion to any part of a course it is unable to continue to deliver. In order to be eligible for any refund the withdrawing International Student must apply in writing to Horowhenua College Board of Trustees, setting out the special circumstances of the claim. This must be accompanied by a letter from the student's parents and also the agent where applicable.

2. In arriving at their decision the Board of Trustees will take into consideration:
  - the special circumstances of the withdrawing student
  - costs already incurred by the Board of Trustees
  - the salaries of the teachers and support staff and any other components of the fee already committed for the duration of the course
3. Except in exceptional circumstances, no refund is payable to a student who withdraws in the second half of the course. In the case of a full-year student, the second half of the course commences on the first school day of the third term after commencement. For a student who has joined the school part way through the school year, the second half of the course will be taken as meaning anytime after the student's first two terms at the school.
4. Homestay monies are held in separate accounts for each student. If a student is required to return home early, the student is entitled to the balance of the money in their account.
5. The only refund that is payable to any student whose placement has been terminated by the Board of Trustees under the normal disciplinary proceedings of the school is the remaining balance in the homestay account.
6. When an agent has been involved in placing a student at the College, any fees already paid to the agent will be deducted from any refund due to the student.
7. Refund will be considered only on evidence of an Offer of Place to another secondary school or there is clear evidence of intention to return to their own country.

Reference: Education Amendment (No. 4) Act 1991