



Kelburn Normal School

## Refund Conditions for International Students

If your child withdraws from their course of study before the completion date, you **may** be eligible for a refund of tuition fees. The school will always investigate your claim for a refund and act fairly towards you. Please note resources and teachers have been appointed for the term and fees for the term will not be refunded unless under significant circumstances.

### The school is not obliged to refund fees if your child:

- has been asked to leave the school because of misbehaviour or poor attendance.
- wishes to transfer to another educational institution for any reason.
- has special needs that you did not explain to the school on the enrolment form.

The school is not obliged to refund fees if the enrolment application is found to be inaccurate in any way, and the contract is terminated.

The school will consider refunding all or part of your fees if:

- there are special circumstances, for example, the child has a serious illness or accident, or you need to return home because of the death of a family member. You will need to supply evidence.
- your child gains permanent residency during the course. You will need to provide documentation of the residency within 14 days of it being granted.
- the school is closed for a period of one week or more due to force majeure. (Force majeure means an event beyond the reasonable control of the school, such as snow, earthquake, etc).

### Full or partial refund of fees

You must apply in writing to the board of trustees through the principal, explaining the special circumstances of your claim within one month of your child's last day at school (or within one month of your child gaining permanent residency).

### Official leaving process

- If you apply for a refund before the course starts, the school will refund the fees in full, less an Administration Fee of NZD \$2000.
- If you apply for a refund after the course starts (i.e. in Terms 1 or 2), but before the second half of the course (i.e. Terms 3 & 4), the school will refund the fees in full, less:
  - An Administration Fee of NZD \$2000
  - 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
  - Any other costs already incurred.

- If you apply for a refund after the second half of a course, the school will usually not refund the fees unless there are special circumstances (e.g. death of a close family member, serious illness, or accident).

### **Payment of Refunds**

The school will only refund fees directly to you or to an agent with written authority from you. The school will never refund fees directly to the student.

**Note: The New Zealand Immigration Service will be notified if any student ceases to attend Kelburn Normal School for whatever reason.**

### **Execution**

By signing below, I acknowledge that I have read and fully understand the terms and conditions set out in the Kelburn Normal School Fee Refund Policy.

Parent Signature: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Address of Parent: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Date: \_\_\_\_\_