

ST MARY'S CATHOLIC SCHOOL PAPAKURA

Together We Learn, We Pray, We Serve



Me Whakakotahi, Kia Maarama, Kia Pono, Ki Te Karakia

Refunds Policy for International Students Attending St Mary's Catholic School

1. In order to be eligible for any refund the parent or legal guardian must apply in writing to the Principal setting out the special circumstances of the claim.
2. If the withdrawal is prior to the student attending the school the fees paid will be refunded in full minus the \$1,000 administration costs. In the event that the student withdraws or transfers to another school is made without notification, a penalty charge will be payable to the school.
3. If the student wishes to withdraw after attending the school no refund will be made except where the student returns home due to serious illness of the student or because of a death or serious illness of a close family member. In that event the refund will be calculated based on the information set out in Paragraph 4. In the event of the students own illness or family illness / death, the school requires medical / health certificates as verification.
4. Where the student withdraws from the school and is eligible to receive a refund, the Board may refund the person who paid the fees, any amount of fees it think appropriate, but any such amount will not exceed the sum of the following amounts:
 - (a) The Board's best estimate of the cost to the school of providing tuition.
 - (b) An amount that in the Board's opinion reflects the use made by a student in the programme of the School's capital facilities.
 - (c) The appropriate proportion of the amounts paid by the Board in respect of international students.
 - (d) All other fees prescribed by the Board.

NOTE: NO REFUNDS WILL BE MADE

- where students are asked to leave the school by the Board due to violation of school rules or breaking conditions of the contracts signed for international fee paying students.
- where students wish to transfer to another school for whatever reason.
- where students return home for any reason other than the students serious illness or death or serious illness of a close member of the family.
- where students acquire permanent residence after having enrolled at the School

All contracts will be subject to New Zealand Law. New Zealand Law will apply and that the parties submit to the jurisdiction of the New Zealand Courts.

This policy is based on Section 4B(7) of the Education Amendment (No. 4) Act 1991.

5. Where at any time an international student withdraws from a subject, course or programme at a state school, the Board may refund to the person who paid (in respect of the student's enrolment in the subject course or programme) the amount of fees referred in subsection (1) of this section (or the sum of any instalments paid in respect of those fees) any amount it thinks appropriate not exceeding the extent (if any) by which the amount paid exceeds the sum of the following amounts:
- (a) The Board's best estimate of the cost to the Board (including the appropriate proportion of the Board's administrative and other general costs and the appropriate proportion of any initial or start-up costs of the subject; course, or programme for one (1) student up to that time.
 - (b) An amount that is in the Board's opinion an appropriate reflection of the use made by one (1) student receiving tuition in the subject, course or programme of the Board's capital facilities.
 - (c) The appropriate proportion of the amount (if any) prescribed under Section 4D of this Act for a student receiving tuition at a state school in the subject, course or programme.
 - (d) All other fees (if any) prescribed by the Board.
6. In order to be eligible for any refund the student must apply in writing to the Principal, setting out the special circumstances of the claim.

In arriving at a decision the Principal will take into consideration the special circumstances of the withdrawing student and:

- (a) costs already incurred by the school
- (b) the salaries of the teachers and support staff and any other components of the fee already committed for the duration of the occurs
- (c) an amount which covers use of the facilities and resources to date of withdrawal
- (d) any refund of the international student's fee from the government.

Except in exceptional circumstances, no refund is payable to a student who withdraws before the end of the twelve month contract.



Audrey Kippen
Principal

I have read and understood the St Mary's Catholic School Refunds Policy for International Students

Parent/Guardian Full Name: _____ Sign: _____

Student's Full Name: _____ Sign: _____

Date: _____