

## International Students Refunds Policy

Reviewed March 2011

If you wish to withdraw from Owairaka District Primary School no refund will be made except in the case of:

1. Returning to your home country because of the student's serious illness
2. Returning to your home country because of death or serious illness of a close member of the student's family.
3. If provisional acceptance is not granted.

*In these cases under New Zealand law the school must retain amounts to cover costs already incurred. The balance will be returned. All applications under the above criteria must be made in writing to the Board of Trustees and medical evidence must also be provided.*

Your fees will be refunded less

- An administration charge of \$900
- Costs incurred to the school for tuition already provided
- Components of the fee committed for the course including appropriate proportions of salaries of teachers and support staff
- Costs already incurred for use of facilities and resources
- The proportion of the government Levy the school is required to pay
- Any other costs incurred.

**NO** refunds will be made to students who are asked to leave the school because of misbehaviour, poor attendance or violation of school rules.

**NO** refunds will be made to students who return home for any reason other than the student's serious illness or death or serious illness of a close member of the family.

**NO** refunds will be made to students who acquire Permanent Residency after 1<sup>st</sup> March. (Refer to Permanent Residency Policy)

This policy is based on Section 4B (7) of the Education Amendment Act (No4) 1991.

**BOARD OF TRUSTEES APPROVAL**

**Principal** \_\_\_\_\_

**Date** \_\_\_\_\_