



## Scots College

### Refund Conditions & Fee Protection For International Students

If a student withdraws from his course of study before the completion date, he may be eligible for a refund of tuition fees. If a refund of fees is requested, the following procedures and guidelines apply

#### **To be eligible for any refund**

To be eligible for a refund a parent or legal guardian must apply in writing to the Board of Governors clearly setting out the special circumstances of the claim and reasons for the withdrawal of the student within one month of the last day of the student's attendance. The student must also have completed the College's official leaving process.

In every case the College undertakes to look fairly at applications for a refund of fees. The Board of Governors may seek and the parent or legal guardian will need to provide, additional information and or evidence to support the claim.

#### **If the student withdraws prior to the student coming to New Zealand**

Fees will be refunded in full less an administration charge of \$NZ500.00.

The Education Bond of \$1000.00, Processing Fee of \$260.00 and Acceptance Fee of \$360.00 are not refundable.

#### **If the student withdraws after the student has reached the mid-point of his programme of study for that year**

There will be no refund except under exceptional circumstances (*see Compassionate Refunds below*).

#### **If the student withdraws from his programme of study after the start of the course (i.e. in Term 1 or 2) but before the second half of the course (i.e. Term 3 or 4)**

In determining any refund the Board of Governors will take into consideration the special circumstances of the withdrawing student and

- An administration charge of NZ\$750.00
- Costs to the College in providing tuition and guardianship
- Components of the fee already committed for the duration of the course
- Specialist fees (*if applicable*)
- Costs incurred in employing staff and providing facilities
- Costs already incurred for the use of facilities and resources
- Payments made to other parties
- Payments made to the New Zealand Government
- Any other costs incurred

## **Compassionate Refund**

In exceptional circumstances the Board of Governors may approve refunds on compassionate grounds in respect of the serious illness or death of

- The student
- A parent of the student
- A sibling of the student

## **If an International fee paying student gains residency during the year**

Documentation of residency must be provided within 14 days of it being granted.

Once documentation is received the student's tuition fees will be assessed on the basis that the student is a domestic student. A refund is not applied once student fees have been assessed and billed for the current year of study.

## **The Board of Governors will make no refund**

- When a student is required to leave the College for a breach of the rules and conditions of enrolment at the College or has broken New Zealand law
- Where a student has been stood down, suspended or excluded
- Where a student returns home for any reason other than serious illness or death of a parent or student's sibling
- If the enrolment application is found to be inaccurate in any way and the contract is terminated
- If a student wants to transfer to another school or education institution
- If a student is asked to leave because of a violation of the Contractual Agreement with the College.

## **Accommodation Fees**

Accommodation Fees include fees held for a student Boarding and/or staying in a Homestay.

If a student moves out of their accommodation before the end of the Contract all, unused Boarding and/or Homestay fees will be refunded provided the student has given one term's notice that the student is leaving.

If the student does not give one term's notice then one term's accommodation fees will be deducted from any refund.

## **Guardianship Fee**

It is compulsory for an International Student to have available a Guardian.

In cases where a student does not live with a Parent or Legal Guardian who is resident in NZ during the time the student attends the College, then the College will provide guardianship services.

If a student leaves the College before the end of the College year all unused Guardianship Fees will be refunded, provided the student has given one term's notice that the student is leaving. If the student does not give one term's notice, then one term's Guardian fees will be deducted from any refund.

**Other monies held for a student**

The College may hold monies for a range of other costs including insurance, establishment fees, student personal allowances, College incidental expenses and College uniform.

On the completion of a student’s period of study the balance held for a student will be repaid to the parent or parents.

**Payment of Refunds**

All refunds will be paid to either the parents of the student or to an agent with written authority from the parents. No refunds will be given directly to the student.

**Fees Protection**

The College has a fee protection policy to safeguard the fees paid by International Students in the unlikely event that the College may not be able to continue delivering tuition to International Students. This policy ensures that the College retains sufficient monies to meet the requirements of any refund in these circumstances.

**Immigration**

Immigration New Zealand will be notified if any student ceases to attend Scots College for whatever reason.

I have read and understood the terms and conditions for Refunds and Fee Protection.

Student’s Full Name \_\_\_\_\_

Parent’s Full Name \_\_\_\_\_ (Father)

\_\_\_\_\_ (Mother)

Parent’s signature \_\_\_\_\_ (Father)

\_\_\_\_\_ (Mother)

Date \_\_\_\_\_