



Refund Conditions & Fees Protection for International Students

If a student withdraws from Scots College before the completion date, he may be eligible for a refund of tuition fees. The following procedures and guidelines apply.

REFUND CONDITIONS:

To be eligible for a refund an application must be made in writing to the Headmaster by the parent or legal guardian stating clearly the reasons for withdrawal of the student at least one term prior to the student's last day of attendance. The Headmaster may seek, and the parent or legal guardian will need to provide, additional information and/or evidence to support the refund.

If a student has paid fees and has their student visa application declined:

If a student is unable to get the appropriate student visa, fees will be refunded in full less the Enrolment Processing Fee of \$1,250.

If a student withdraws prior to commencement of study:

If the withdrawal is made prior to the student commencing their programme of study at Scots College, fees will be refunded in full less an administration charge of \$500 and the Enrolment Processing Fee of \$1,250.

If a student withdraws prior to the mid-point of his programme of study:

A partial refund may be applicable. In determining any refund, the Headmaster will take into consideration any special circumstances of the student withdrawing as well as:

- An administration charge of \$500
- Costs to the College in providing tuition and mentorship
- Components of the fee already committed for the duration of study
- Specialist fees
- Costs incurred in employing staff and providing facilities
- Costs already incurred for the use of facilities and resources
- Payments made to other parties and/or any other costs incurred

If a student withdraws after the mid-point of his programme of study:

There will be no refund if a request to withdraw is made after the student has reached the mid-point of his programme of study except in exceptional circumstances (see Compassionate Refunds below).

No refund will be made in the following situations:

- When a student is required to leave the College for a breach of the rules and conditions of enrolment at College, or has broken New Zealand law.
- When 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.

Compassionate Refund:

In exceptional circumstances the Headmaster 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 residency being granted. Once documentation is received the student's tuition fees will be assessed and billed on the basis that the student is a domestic student for the following school term. An International Student may be treated as a Domestic Student when the parent/s hold a current New Zealand work visa. A refund is not applied once student fees have been assessed and billed for the current period of study.

Accommodation Fees:

Accommodation Fees include fees held for a student in Boarding or 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.

Other monies held for a student:

The College may hold monies for a range of other costs including insurance, personal allowances, uniform and incidental expenses. On completion of the period of study the balance held for the 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 an agent with written authority from the parents. No refunds will be made directly to the student.

Fees Protection:

Monies paid by International Students are held in a Trust which safeguards fees in the unlikely event that the College may not be able to continue delivering tuition. 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 Names

Father: _____

Mother: _____

Parent's Signature

Father: _____

Mother: _____

Date: _____