

## **INTERNATIONAL STUDENT FEE REFUND CONDITIONS.**

If you leave before the conclusion of the period you have enrolled and paid for you may be eligible for a refund of school fees.

1. An application for refund of fees must be made in writing. You must write to the school explaining why you have withdrawn and your reasons for seeking a refund.
2. If your application for refund is made before your commencement, your fees will be refunded in full less an administration charge of \$400 to cover costs incurred by the school.
3. If your application for refund is made after your commencement and during your initial term (in each calendar year), your initial term fees will not be refunded.
4. If your application for refund is made after commencement of any subsequent term (in each calendar year) your fees for that term will not be refunded. Fees paid in advance for terms not yet commenced may be refunded less:
  - costs to the school already incurred for tuition
  - components of the fee already committed for the duration of your enrolment, including appropriate proportions of salaries of teachers and support staff
  - costs already incurred for the use of facilities and resources
  - any other costs already incurred
5. If your application for a refund is made for medical reasons you will be directed to your insurance provider.
6. In the event that the school is unable to meet its obligation to you in providing the services that it has agreed to provide a refund may be made. These exceptional circumstances will be assessed on a case by case basis.
7. No refund will be made to a student who is suspended from the school by the Board of Trustees.
8. No refund will be made to a student, who transfers to another school, whether in NZ or overseas, for whatever reason.
9. No refund will be made to a student enrolled at the school prior to 1<sup>st</sup> March who becomes a permanent resident or is granted a work permit after the 1<sup>st</sup> of March (in any calendar year).
10. Refunds will be made in NZ \$, by cheque only and in the name of the person who paid the fees.

## **H.I.S HOMESTAY FEES (Based on all homestay fees paid up front)**

1. If you move out of your homestay before the end of your contract the portion of your homestay fees not already used will be returned to you. The Homestay Arrangement fee of \$300 cannot be refunded.

2. To have your homestay fees returned, you must write to the school giving two weeks' notice of your intention to leave, or pay two weeks' fees in lieu of notice.
3. If you cancel your homestay contract before you move into the homestay, your fees will be refunded in full less the Homestay Arrangement fee of \$300.
4. Any expense incurred by you during the time of your homestay period may need to be deducted from any refund made.

Howick Intermediate School Board of Trustees retains adequate funds to provide a refund in accordance with the Refunds Policy if a refund is required.

I have read and understand the above conditions.

\_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Legal Guardian Signature