



# ST MARY'S COLLEGE AUCKLAND CATHOLIC SCHOOL FOR GIRLS

## Refunds information for International Students (Refund Policy)

### School Fees

1. If a student withdraws from their course of study before the second half of the course, they may be eligible for a refund of school fees.
2. An application for refund of fees must be made in writing to the Principal as agent for the Board of Trustees explaining why the student has withdrawn from the course and the reasons for seeking a refund.
3. If the application is made before or after the start of the course, but before the second half of the course, the fees may be refunded less:
  - An administration charge of \$300.00
  - Costs to the school already incurred for tuition or otherwise in contemplation of the student's attendance
  - Components of the fee already committed for the duration of the course, including appropriate proportions of salaries of teachers and support staff (if applicable)
  - Costs already incurred for the use of facilities and resources
  - The proportion of the Levy the school is required to pay to the proprietor
  - Insurance premiums
  - Any other costs already incurred
4. If the application is made during the second half of the course, the student will not receive a refund except in exceptional circumstances. The beginning of the third school term is the start of the second half of a full year course.
5. No refund will be made to a student who is expelled from the school by the Board of Trustees, who wishes to transfer to another school or who has had their tuition terminated for the following reasons:
  - In the event of continued and unexplained absenteeism (students are required to attend at least 85 percent of the time)
  - The exclusion or expulsion of the student in accordance with the Education (Stand-down, Suspension, Exclusion and Expulsion) Rules 1999
  - Provision of false or misleading information by the student on enrolment

- Inadequate progress by the student
  - Failure by the student to pay fees
  - Where the signatory is unable to guarantee accommodation due to the student's behaviour
  - In the event of criminal behaviour by the student (including such behaviour outside the signatory's premises)
6. St Mary's College will ensure that they abide by the principles of natural justice.
  7. No refund will be made to a student enrolled at the school prior to the 1<sup>st</sup> of March who becomes a permanent resident after the 1<sup>st</sup> of March (in any year).
  8. Disputes about any refund will be treated in accordance with the Code of Practice for the Pastoral Care of International Students.

### **Homestay Fees (based on all homestay fees paid in advance)**

1. If a student moves out of a homestay before the end of the contract, the portion of the homestay fees not already used will be refunded. The Homestay Placement Fee of \$300.00 cannot be refunded.
2. To have homestay fees returned, the student must write to the International Students Manager as agent for the Board of Trustees giving two weeks notice, or pay two weeks fees in lieu of notice.
3. If the student cancels their homestay contract before moving into the homestay, the fees will be refunded in full less the Homestay Placement Fee of \$300.00.

**Signed:** \_\_\_\_\_

**Name (print):** \_\_\_\_\_

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

BOT reviewed: July 2007



# **ST MARY'S COLLEGE AUCKLAND CATHOLIC SCHOOL FOR GIRLS**

## **Fee Protection Policy**

### **Background**

The Fee Protection Policy is adopted by the College to give assurance to International Fee Paying Students that the fees that they have been paid will be available to them for refund in the unlikely event that the College becomes insolvent or is suspended or removed as a signatory to the Code of Practice. In either of these events, International Students would have a proportion of their fees refunded to them as they would have to enrol at another school to complete the course. It should be noted that the College has been operating effectively for over one hundred and fifty years and has never defaulted on any payment or been overdrawn or in deficit.

### **Fee Protection Procedure**

The College has established a unique bank account into which all International Student tuition fees are paid. This account, at the Bank of New Zealand, Ponsonby, is not connected to any of the College accounts. The signatories to the account are the Principal, the Deputy Principal, the Executive Officer and a member of the Board of Trustees.

Withdrawals from the account are made progressively throughout the year to meet the various operating expenses incurred in the teaching of the International students. The balance in the account is adequate to meet the amount needed to refund students at any point in the year.

**BOT reviewed: July 2007**