



# Refund Policy for International Fee Paying Students

## Rationale:

If a student withdraws from the school before the stated completion date, the parent/ designated caregiver may apply for a refund of tuition fees. A cancellation fee of \$700 will be charged to process any refund.

## Guidelines:

1. To be eligible for a refund, parents must apply in writing to the Board of Trustees within one month of the last day of attendance, explaining why the student has withdrawn from the school and the reasons for seeking a refund.
2. If the application for a refund is made before the stated commencement date, the administration fee is non-refundable; tuition fees will be refunded in full.
3. If the application for a refund is made after the stated commencement date, the refund will be made according to the following:
  - a. The administration charge is non-refundable
  - b. The agent's commission is non-refundable
  - c. Tuition fees for the period of completed study are non-refundable
4. The Board of Trustees will not be obliged to make a refund in the following instances:
  - a. When a student is required to leave the school for breach of the rules and conditions of enrolment at the school or has broken a New Zealand law.
  - b. Where a student has been stood-down, suspended or excluded.
  - c. Where a student returns home for any reason other than serious illness, accident or death of a close family member. A medical certificate is required.
  - d. When a student decides to return to his/her home country because he/she is unable to settle successfully into a homestay.
  - e. If the enrolment application is found to be inaccurate in any way and the contract is terminated.
  - f. If a student wants to transfer to another school or educational institution.
5. A student who obtains permanent resident status, or whose immigration status changes, enabling them to qualify as a domestic student during a term, may apply for a refund from the date of the official New Zealand Immigration documentation stating that they have domestic student status. The official document should be presented to the school as proof of their domestic student status within fourteen days of it being granted. The refund would be less any costs as listed above. The student will then abide by the school enrolment scheme.



ST THOMAS'S  
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6. Payment of refunds will be made 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. Please note that New Zealand Immigration Service will be notified if any student ceases to attend St Thomas's School for whatever reason.
7. A cancellation fee of \$700 will be deducted from any refund.
8. If a child moves out of his/her residential caregiver accommodation before the end of the intended period of study at St Thomas's School:
  - a. All other unused residential caregiver accommodation fees will be refunded provided the residential caregiver has been given one week's notice that the student is leaving.
  - b. If the student does not give one week's notice, then one week of residential caregiver fees will be deducted from any refund.
9. When student's fees have been refunded, any subsequent re-enrolment will be treated as a new enrolment and administration charges will apply.

Ratified by Board

Signed N. C.

Date 20/2/2024