

FEES

FEES PROTECTION & REFUND POLICY

Policy Statement

Manurewa High School Board of Trustees recognises its responsibility to meet the requirements of the "Code of Practice for the Pastoral Care of International Students" which stipulates that signatories must have a policy covering fees protection and refund conditions.

The purposes of this policy are:

- (i) To have a fair and transparent system for fees charged for the tuition of international students.
- (ii) To ensure that funds from international students are secure should the school cease to become a signatory or if the student is required to transfer to another institution.
- (iii) To have a fair and transparent system for refunding fees should a student withdraw from their course before its completion.
- (iv) The school will provide as part of the tuition fee appropriate and current medical travel insurance for International Students while in New Zealand.

Procedural Guidelines

Fees

- (i) Fees charged will be charged for not less than 6 months. First payment is half the tuition fee plus the full administration fee. The second payment will be the remaining half of the tuition fee only.
- (ii) Fees must be paid in advance.
- (iii) Alternative arrangements for payment of fees may be arranged in extenuating circumstances with the approval of the Principal.

Fees Protection

- (i) The Board of Trustees guarantees to hold sufficient funds in reserve to enable refunds of students' fees in the unlikely event that their course of study has to be cancelled by the School.

Refund of Tuition Fees

- (i) It is school policy that no refunds are made. However, students (or their parents/legal guardians) may apply in writing to the Board of Trustees if the student has withdrawn from their course and there are extenuating circumstances which may include but is not limited to (a) the student's serious illness (b) death or serious illness of a close member of the student's family. In these circumstances, the school must retain amounts to cover costs already incurred. The balance will be refunded at the Board's discretion. Medical evidence must be provided.

Refund of Homestay Fees

- (i) Students who move out of their homestay before the end of their contract will have a portion of their homestay fee not already used, returned to them. The details regarding this are set out in the documentation provided for the enrolment of international students.
- (ii) Students (or their parents/legal guardians) must request in writing to have this homestay fee refunded.
- (iv) The homestay placement fee will not be refunded.