



ST THOMAS of CANTERBURY COLLEGE

Fee Refund Policy 4.24

RATIONALE

From time to time international fee-paying students may need or desire to withdraw before the completion of their course.

OBJECTIVE

To ensure that an appropriate level of refund is made which is fair to both parties and recognises the current and ongoing expenses incurred by the Board.

GUIDELINES

1. In order to be eligible for any refund the student, parent or guardian shall apply in writing to the Principal, explaining why they have withdrawn from the course.
2. The Principal may consider the special circumstances of the withdrawing student but shall ensure that costs and commitments are funded before approving a refund.

Such costs may include:

- a. The administration charge for the enrolment of the student (non-refundable)
 - b. The salaries of teachers and support staff already incurred by the Board and committed for the duration of the course, normally a full academic year.
 - c. The need to cover other additional costs already incurred by the Board. e.g. curricular, capital facilities etc.
3. Except in exceptional circumstances, no refund is payable to a student who withdraws in the second half of the course. In the case of a full year student, the second half of the course commences on the first day of Term 3.

No refunds will be made in the circumstances stated below:

- Where a student is excluded or expelled from the school by the BOT for disciplinary reasons.
- Where students wish to transfer to another school for whatever reason.
- Where students return home for any reason other than the reasons cited in Guideline 5 (below).
- Where students gain permanent resident status after having enrolled at the school.

4. A refund, if approved by the Principal, shall apply from the withdrawal date as notified officially in writing by the student and/or caregiver to the Board of Trustees, stating the special circumstances of the claim.
5. If a withdrawal is made after arriving in New Zealand, refunds will only be considered in exceptional circumstances such as:
 - Family bereavement, illness or other family circumstances which require the student to return permanently to his own country.
 - Serious illness of the student. Medical evidence must be provided.
 - The College's inability to provide the course requested by the student and agreed to in the College's 'Offer of Place'
6. In arriving at its decision, the Board of Trustees will take into consideration the special circumstances of the student and:
 - Costs already incurred by the Board and Proprietors of the College.
 - The salaries of the teachers and support staff and any components of the fee already committed for the duration of the course.
 - An amount which covers use of the facilities and resources to date of withdrawal
7. **Homestay Fees (Based on all homestay fees paid)**
 - If the student moves out of their homestay before the end of the end of the contract, the portion of their homestay fees, not already paid, will be returned unless the College has guaranteed the accommodation.
 - To have homestay fees returned the student must write to the Principal giving two weeks notice or pay two weeks fees in lieu of notice.
 - If the College as guaranteed accommodation payments to the new homestay family or designated caregiver will be paid through the College's homestay programme.
 - Approved refunds will have any money owing to the homestay family deducted, i.e. Telephone accounts etc