



**Policy: International Student  
Refund Conditions Policy**

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**Policy Statement**

If a student withdraws from his/her course of study before the completion date, he/she may be eligible for a refund of tuition fees. If a refund is requested, the following procedures and guidelines will apply.

*This policy is aligned with the Education (Pastoral Care of International Students) Code of Practice 2016.*

**Procedural Guidelines**

1. Parents must apply in writing to the Board of Trustees setting out the special circumstances of the claim within one month of the last day of attendance. You must also complete the official leaving process and attach the leaving certificate.
2. Jireh Christian School's (JCS) refund policies are reasonable and in accordance with legal requirements.
3. Refund policy includes refund conditions for the following situations:
  - (a) Failure by a student to obtain a study visa
  - (b) Voluntary withdrawal by a student
  - (c) The signatory ceasing to provide a course of educational instruction as contracted with the student, whether it stops of its own accord or as required by an education quality assurance agency
  - (d) The signatory ceasing to be a signatory
  - (e) Signatory ceasing to be a provider.
4. If the application is made before the start of the course: Fees will be refunded in full, less an Administration Fee of \$500.00. This includes the failure by a student to obtain a study visa to attend Jireh Christian School. (30:2a)
5. If the application is made after the start of the course (i.e. in Terms 1 or 2), but before the second half of the course (i.e. Terms 3 & 4) fees will be refunded less:
  - (a) An Administration Fee of NZ \$500.00 per student
  - (b) Costs to the school already incurred for tuition
  - (c) Components of the fee already committed for the duration of the course
  - (d) Specialist fees (if applicable)
  - (e) Appropriate proportions of salaries for teachers and support staff (if applicable)
  - (f) Costs already incurred for the use of facilities and resources
  - (g) Any other costs already incurred

6. If the application is made after the second half of a course there will be no refund, except under exceptional circumstances. Refunds may be granted on compassionate grounds (e.g. death of a close family member, serious illness, accident). All such refunds will be at the discretion of the Principal and the Board of Trustees.
7. If an international fee-paying student gains residency during their course, fees will be adjusted to that of domestic fee-paying students.
8. The Board of Trustees will make no refund:
  - (a) When a student is required to leave the school for a breach of the rules and conditions of enrolment at the school or if they have 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
  - (d) If the enrolment application is found to be inaccurate in any way and the contract is terminated
  - (e) If a student wants to transfer to another school or educational institution without required notice given.
9. **If** an All refunds will be paid to the parents or legal guardians of the student. Jireh Christian School requires written authorisation from the parents/legal guardians if a refund is to be paid to a third party. Refunds will not be given directly to the student.
10. In the unlikely event that the school may not be able to continue delivering tuition to an international student, Jireh Christian School's Fee Protection Policy will take effect. This policy ensures that the school retains sufficient funds to meet the requirements of any refund in these circumstances.

**NB.** If an international student withdraws from Jireh Christian School, for whatever reason, the New Zealand Immigration Service will be notified.

Addendum 1 – Disciplinary Action for International Students (MoE 2 May 2019)

Review schedule: Annually

<b>ADOPTED BY BOARD OF TRUSTEES</b>	
Date	Chairperson