



Policy: International Students - Refund Conditions

Policy Statement

Jireh Christian School ("the School") is committed to providing a safe, nurturing, gospel-informed environment to all our students. We seek to provide international students with a place of learning where they can thrive.

This policy is aligned with the Education (Pastoral Care of International Students) Code of Practice 2021. Jireh Christian School is a signatory to the Code and is therefore bound to adhere to the requirements of the Code's guidelines.

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. The Board delegates to the Principal the responsibility to ensure that these guidelines are adhered to.

Procedural Guidelines

1. Parents must apply in writing to the Board setting out the special circumstances of their claim to a refund within one month of the last day of attendance. Parents must also complete the official leaving process.
2. The School's refund policies are reasonable and in accordance with legal requirements.
3. The School provides the parents or legal guardian of international students with sufficient information to understand their rights and obligations with regard to refunds.
4. The School will provide refunds in the following situations:
 - 4.1. Failure by a student to obtain a study visa;
 - 4.2. Voluntary withdrawal by a student;
 - 4.3. The School 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;
 - 4.4. The School ceasing to be a signatory; or
 - 4.5. The School ceasing to be a provider.
5. If the application is made before the start of the course, fees will be refunded in full, less an Administration fee of \$400.00.
6. 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. in Terms 3 & 4) fees will be refunded less:
 - 6.1. An Administration fee of NZ \$400.00 per student;
 - 6.2. Costs to the School already incurred for tuition;
 - 6.3. Components of the fee already committed for the duration of the course;
 - 6.4. Specialist fees (if applicable);
 - 6.5. Appropriate proportions of salaries for teachers and support staff (if applicable);
 - 6.6. Costs already incurred for the use of facilities and resources; and
 - 6.7. Any other costs already incurred.
7. 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.
8. If an international fee-paying student gains residency during their course, fees will be adjusted to that of domestic fee-paying students.
9. The Board will not provide a refund:
 - 9.1. 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;



- 9.2. Where a student has been stood down, suspended or excluded;
- 9.3. Where a student returns home for any reason other than serious illness, accident or death of a close family member;
- 9.4. If the enrolment application is found to be inaccurate in any way and the contract is terminated; or
- 9.5. If a student wants to transfer to another school or educational institution without required notice given.
10. If a refund is to be provided it will be paid to the parents/legal guardians of the student. The 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.
11. In the unlikely event that the School may not be able to continue delivering tuition to an international student, The 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 the School, for whatever reason, the New Zealand Immigration Service will be notified.

Legislative Compliance

Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021
Part 5 (Subpart 6) Education and Training Act 2020

Review schedule: Annually

ADOPTED BY BOARD	
Date 20 th February 2023	Presiding Member A Coombridge

Reviewed Date	26 th March 2024	Presiding Member A Coombridge
	21 st October 2025	Presiding Member A Coombridge