

# Peachgrove Intermediate School Policy Framework



## Part 3 Operational Policy

### 18 . International Students School Fees Protection Policy

Peachgrove Intermediate School ensures that international student fees are handled consistently with normal accounting practices in accordance with 7.2.4 of the Code These funds are secure from misappropriation and are only made available to the School in accordance with the conditions listed below or in the event that the School is not able to continue tuition.

1. Accounting procedures are in place to ensure that monies are available for release.
2. The funds from international students are accounted for separately from other school accounts so that individual student contributions can be protected and monitored.
3. International fees shall be paid into the school's account entitled 'International Students' and drawn down at intervals of one term in arrears throughout the academic year.
4. These monies are audited on an annual basis.
5. These monies will be available for approved refunds (see page 2 of this document) resulting from withdrawal from the School or in the event of the School not being able to provide tuition.
6. The Executive Officer shall report to the Board of Trustees at least once a year with reference to the effectiveness of the policy.
7. The New Zealand Immigration Service will be notified if any student ceases to attend Peachgrove Intermediate School for whatever reason.
8. If necessary, the 2016 [International Student Contract Dispute Resolution Scheme\( DRS\)](#) will be used to resolve contractual and financial disputes between international students and Peachgrove Intermediate School.

#### REFUNDS

1. If the school is unable to continue to provide tuition, the unspent portion of the fees will be returned to the student.
2. 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.

#### To be eligible for a Refund:

- Parents must apply in writing to the Executive Officer setting out the special circumstances of the claim within one month of the last day of attendance.
- The school will complete the official leaving process and attach the leaving certificate.
- The school will consider all applications for a refund of fees or part-fees.

#### If the application is made before the start of the course:

- Fees will be refunded in full, less an Administration Fee of \$380.

#### If an 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:

- An Administration Fee of NZ \$380.
- Costs to the school already incurred for tuition.
- Components of the fee already committed for the duration of the course.
- Specialist fees (*if applicable*).
- Appropriate proportions of salaries for teachers and support staff (*if applicable*).
- Costs already incurred for the use of facilities and resources.
- Any other costs already incurred.

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### 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.

### If an international fee-paying student gains residency during their course:

- Documentation of residency must be provided within 14 days of it being granted.
- Once residency documentation is seen, no further fees are to be paid.
- Fees paid for the current school term will not be refunded, however, all other fees paid in advance (excluding the Administration fee of \$380) will be refunded in full.
- The new resident will then abide by the school enrolment scheme.

### The Board of Trustees will make no refund:

- When a student is required to leave the school for a breach of the rules and conditions of enrolment at the school or has broken a New Zealand law.
- Where a student has been stood-down, suspended or excluded.
- Where a student returns home for any reason other than serious illness, accident or death of a close family member.
- If the enrolment application is found to be inaccurate and the contract is terminated.
- If a student wants to transfer to another school or educational institution.

### Homestay Fees:

If a student moves out of a homestay before the end of the contract:

- The Homestay Placement Fee of \$250 will not be refunded.
- All other unused Homestay Fees will be refunded, provided the Homestay has been given two weeks' notice that the student is leaving.
- If the student does not give two weeks' notice, then two weeks' Homestay fees will be deducted from any refund.

### Payment of Refunds:

- All refunds will be paid 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.

I agree with these refund conditions

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Parent's Full Name: \_\_\_\_\_

Print Student's Full Name: \_\_\_\_\_

Review schedule: Triennially

Adopted (date) .....

Signed (BOT Chair) .....

Review date due .....

*Adopted January 2018*

*Review due January 2021*