

## WHANGAREI GIRLS' HIGH SCHOOL

### POLICY STATEMENT

#### INTERNATIONAL STUDENTS – FEE PROTECTION AND REFUND POLICY

##### **Rationale**

The school will adhere to the requirements of the Code of Practice for the “Pastoral Care of International Students”.

##### **Purpose**

Whangarei Girls' High School will ensure the fees paid by International Students are protected. It will ensure that any refund of boarding or tuition fees are paid on time according the principles outlined in the Refund Policy.

##### **Guidelines**

1. All fees received will be receipted and identified in the School's Chartered Accounts, as “Foreign Fee Paying Students.
2. Tuition and boarding fees will be paid on a term by term basis as the services are rendered.
3. The Business and Finance Manager will ensure sufficient funds are always available to enable full refunds are possible.
4. The board of Trustees will assist in ensuring the funds are kept available.
5. The school will indicate to their Auditors the nature of their financial commitment, ensuring that the funds are available at the time of Audit.
6. Unearned fees (fees paid in advance) will be identified on a monthly basis and credited to an appropriate balance sheet account in the school accounting system. The Board of Trustees will ensure funds on hold in the balance sheet are at least the balance of the unearned income.

## **Rationale**

When students from other countries come to Whangarei Girls' High School, it is important that they are well informed of the conditions of their contract.

## **Purpose**

To meet the responsibility we have under the Code of Practice

To ensure that international students are well informed about the terms of their contract regarding refund of fees paid before they enter into commitment.

## **Guidelines**

If a student changes her mind before coming to New Zealand, full fees are refunded, minus a \$300 cancellation fee.

If the student withdraws from her course of study before the course completion date, she will NOT receive a refund of school fees except in exceptional circumstances. In such cases, the parents should write to the Board of Trustees explaining what the exceptional circumstances are. However, the school's decision is final. In such cases under New Zealand law, the school will retain amounts to cover costs already incurred. The balance will be refunded.

No refund will be made to a student who is asked to leave Whangarei Girls' High School because of misbehaviour, poor attendance, non-compliance with homestay regulations or violation of the New Zealand law, including traffic laws.

No refund will be made to an International student who changes visa status to one which entitles them to regular/domestic student status after one month from date of payment.

On written request, the balance of homestay money will be refunded back to the parents' in full at the time the student signs out of Whangarei Girls' High School.

If a student cancels her homestay contract before she moves into the homestay, the fees will be refunded in full, less the homestay Placement fee of \$150 (one hundred and fifty dollars)