

## **Guidelines for Fees Refund Conditions for International Students**

### **School Fees**

- 1 If you withdraw from your course of study before the course completion date you may be eligible for a refund of school fees.
- 2 An application for refund of fees must be made in writing. You must write to the Board of Trustees explaining why you have withdrawn from the course and your reasons for seeking a refund.
- 3 If your application is made before the start of your course, your fees will be refunded in full less an administration charge of \$400.00 to cover costs incurred by the school.
- 4 If your application is made after the start of your course, but before the second half of your course, your fees will be refunded less:
  - An administration charge of \$400.00
  - Costs to the school already incurred for tuition.
  - Components of the fee already committed for the duration of the course including appropriate proportions of salaries of teachers and support staff (if applicable).
  - Costs already incurred for the use of facilities and resources.
  - The proportion of the Government Levy the school is required to pay.
  - Any other costs already incurred.
- 5 If your application is made after the second half of your course, you will not receive a refund except in exceptional circumstances.
- 6 No refund will be made to a student who is expelled from the school by the Board of Trustees.

### **Homestay Fees**

- 1 If you move out of your Homestay before the end of your contract the portion of your Homestay fees not already used will be returned to you. The Homestay Arrangement Fee of \$200 cannot be refunded.
- 2 To have your Homestay fees returned, you must write to the Board of Trustees giving two weeks' notice, or pay two weeks' fees in lieu of notice.
- 3 If you cancel your Homestay contract before you move into the Homestay, your fees will be refunded in full less the Homestay Arrangement Fee of \$200.