**FAIRFIELD INTERMEDIATE SCHOOL**

**REFUND PROCEDURE FOR INTERNATIONAL STUDENTS**

**International Procedure No. 5**

**RATIONALE:**

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. (See Withdrawal and attendance Procedure).

**PURPOSE:**

To provide a fair, transparent system of refunding International Student’s fees should they fail to start their course of study or withdraw part way through.

**GUIDELINES:**

* If the student has not started studying at Fairfield Intermediate, to be eligible for any refund the parents must apply in writing to the Board of Trustees setting out the special circumstances of the claim at least one week prior to the first day of attendance.
* If the student is already studying at Fairfield Intermediate, to be eligible for any refund the parents must apply in writing to the Board of Trustees setting out the special circumstances of the claim at least one month prior to the last day of attendance.
* Refunds conditions for the various lengths of course are as follows;
	+ **1. Long term International Students (more than 1 term)**

Non attendance

If a student does not start the course they have been enrolled for there is a **20%** cancellation fee, i.e. Students will be refunded **80%** of their **tuition fees** **ONLY.**

Cancellation after commencement of course

If a student withdraws from the course part way through there will be a **25**% cancellation fee, i.e. students will be refunded **75%** of the remaining **full term(s) tuition fees** **ONLY.**

* **2. Short term International Students (up to 1 term)**

 Students will NOT be refunded any course fees.

* **3. International Student Camp Fees**

 If a student does not attend an International Student Camp, there will be a **15%** cancellation fee, i.e. students will be refunded **85%** of the Camp Fee Payment**.**

* **4. Change of homestays**

If a student changes from the original homestay an additional homestay placement fee will be charged for each and subsequent changes.

**NOTES:**

* No additional payments will be refunded other than homestay fees. See below.

# Homestay Fees

1. All unused Homestay Fees will be refunded if the Homestay has been given two weeks’ notice that the student is leaving.
2. If the student does not give two weeks’ notice, then two weeks Homestay fees will be deducted from any refund.
3. The Homestay placement fee will not be refunded.
* The Board of Trustees will make no refund where;
	+ a student has been stood down, suspended or excluded.
	+ a student returns home for any reason other than serious illness or death of a close family member.
	+ the enrolment application is found to be inaccurate in any way and the contract is terminated.
	+ the student gains New Zealand residency during the term for which payment has been made
* Parents must be given a copy of the Refund Conditions for International Students which they must sign as proof of having received and understood the refund conditions. In the event that parents do not understand the implication of this procedure and the refund conditions, then Fairfield Intermediate can arrange for contact to be made by a native speaker for this procedure to be explained for an additional cost of $30.

**CONCLUSION:**

By parents being aware of the refund conditions, then should the need arise for a parent to apply for a refund, Fairfield Intermediate and the parent will both know what the expectations of the refund will be.