



FAIRFIELD INTERMEDIATE SCHOOL

## **CANCELLATION & REFUND POLICY FOR ENROLLED INTERNATIONAL STUDENTS**

### **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 Closure Policy).

### **PURPOSE:**

To outline how the school will manage a request for a refund of International Student fees and provide a fair, reasonable, consistent and 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.

### **NOTES:**

- The Board of Trustees will make no refund where;
  - a student has been stood down, suspended or excluded.
  - the enrolment application is found to be inaccurate in any way and the contract is terminated.
- 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 \$250.00.

**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.

Approved Date: **June 2023**

Review Date: **June 2024**

Signature: (Director of International Students) \_\_\_\_\_

Signature (Principal) \_\_\_\_\_

Signature (Board of Trustees Chairperson) \_\_\_\_\_