

Rangiora High School Board



Refunds and Cancellations for International Students

Rationale

Transparency

Students and families should be clear about how the school will manage a request for a refund including factors it will take into consideration in making a decision. Students and families should also know their rights and options in the event they are dissatisfied with a refund decision.

Consistency

The school should consider each refund request in the same way. This is not to say that the outcome will be the same, however, the same factors should be considered in all requests.

Fair and reasonable

The outcome from a request for a refund of student fees should be fair and reasonable.

Each decision made on its own merits

The school should provide a framework that allows for the merits of each individual request for a refund to be considered. This means that conditions of a refund policy that apply to all students in all situations without due consideration of the individual merits of a request, are unlikely to be considered fair or reasonable.

This policy should be read in conjunction with the Education (Pastoral Care of International Students) Code of Practice 2016. (the Code).

Purpose

This refund policy outlines how Rangiora High School will manage a request for a refund of international student fees.

Request for a Refund of International Student Fees

Rangiora High School will consider all requests for a refund of international student fees. Requests should be made in writing to the school as soon as possible after the circumstances leading to a request. All refunds will be settled under the terms of this policy unless otherwise agreed by the school.

A request for a refund should provide the following information to Rangiora High School:

- The name of the student
- The circumstances of the request

- The amount of refund requested
- The name of the person requesting the refund
- The name of the person who paid the fees
- The bank account details to receive any eligible refund, including the address of the bank and the swift code where relevant
- Any relevant supporting documentation such as receipts or invoices

Non-Refundable Fees

Rangiora High School is unable to refund some fees. The following fees relate to expenses that the school may have paid or will incur as a result of receiving an application for enrolment and cannot be refunded:

Administration Fee: Administration fees meet the cost of processing an international student application. Administration fees exist whether an application is accepted or not or whether a student remains enrolled after an application is accepted.

Insurance: Once insurance is purchased, the school is unable to refund insurance premiums paid on behalf of the student. Students and families may apply directly to an insurance company for a refund of premiums paid.

Homestay Placement Fee: Homestay placement fees meet the cost of processing a request for homestay accommodation by the student. Costs incurred for arranging homestay accommodation for the international students before the refund request, cannot be refunded.

Used Homestay Fees: Homestay fees paid for time the student has already spent in a homestay cannot be refunded. Used homestay fees may also include a notice period of two weeks.

Portion of Unused Tuition Fees: The school may retain a portion of unused tuition fees. Amounts retained will relate to costs that have been incurred or committed by the school and may vary.

Request for a Refund for Failure to Obtain a Study Visa

If an international student fails to obtain an appropriate visa, a refund of international student tuition fees will be provided less any administration fee that has been paid. Evidence must be provided to the school or Immigration New Zealand declining to grant a visa.

Request for a Refund for Enrolment of One Term or Less

Where a student is enrolled for one term or less and withdraws early, either before or after that start date of enrolment, other than where they have failed to obtain an appropriate visa and provided evidence of this, there will be no refund of tuition fees or other relevant non-refundable fees.

Where the school terminates the enrolment of a student enrolled for one term or less, there will be no refund of tuition fees, or other relevant non-refundable fees.

Request for a Refund for Voluntary Withdrawal (Enrolments of more than One Term)

If an international student voluntarily withdraws, whether before or after the start date of their enrolment, other than where they have failed to obtain an appropriate visa and have provided evidence of this, a refund will be provided less a minimum of ten weeks' tuition fees and other any relevant non-refundable fees as outlined in this policy. The minimum ten week notice period will begin the day after the date on which the school receives written notice of the student's intention to withdraw.

Requests for a Refund where the School Fails to Provide a Course, Ceases as a Signatory or Ceases to be a Provider

If the school fails to provide the agreed course of education or is no longer a signatory to the Code or no longer operates as an international education provider, the school will negotiate with the student or their family to either:

- Refund the unused portion of international student tuition fees or other fees paid for services not delivered, or
- Transfer the amount of any eligible refund to another provider, or
- Make other arrangements agreed to by the student or their family and the school

OTHER CIRCUMSTANCES WHERE A REFUND REQUEST MAY BE CONSIDERED

Requests for a Refund where a Student's Enrolment is Ended by the School

In the event a student's enrolment is ended by the school for a breach of the Contract of Enrolment, the school will consider a request for a refund less:

- Any non-refundable fees set out in this policy
- A minimum of ten weeks' tuition fees from the date of termination
- Any other reasonable costs that the school has incurred in ending the student's enrolment

Request for a Refund where a Student Changes to a Domestic Student During the Period of Enrolment

If an international student changes to a domestic student after the start date of their enrolment, reasonable written notice of the change is required by the school. A refund will be

provided less a minimum of ten weeks' tuition fee and other any relevant non-refundable fees as outlined in this policy. The ten weeks will begin the day after the school receives written evidence of the student's domestic student status. As a domestic student, the student will be required to live within the zone for Rangiora High School.

Requests for a Refund where a Student Requests to Transfer to another Signatory

If an international student requests to transfer to another signatory after the start date of their enrolment, reasonable written notice of the transfer is required by the school. A refund will be provided less a minimum of ten weeks' tuition fee and other any relevant non-refundable fees as outlined in this policy. The ten weeks will begin the day after the school receives written notice of the student's intended withdrawal.

REFUND OF OTHER FEES

Requests for a Refund of Homestay Fees

If for any reason, an international student withdraws after their stay in a school homestay, any unused homestay fees will be refunded, less any relevant non-refundable fees set out in this policy.

Where a student moves from a school homestay and requests a refund of any unused homestay fees, these will be refunded less any non-refundable fees set out in this policy.

Requests for a Refund of Fees unused at the end of Enrolment

Except by written request from the student or their parent, prepaid fees unused at the end of enrolment amounting to less than NZD\$200.00 will be refunded in cash. Sums of NZD\$200.00 or greater will be refunded into a nominated bank account.

Outstanding Activity Fees or other fees owed to the School

Any activity or other fees incurred by the student during enrolment and owed to the school at the time of withdrawal, will be deducted from any eligible refund.

Refunds to be made to the Country of Receipt

Unless otherwise agreed in writing, all eligible refunds of fees of NZD\$1,000.00 or more received from outside of New Zealand will be refunded to a nominated bank account in the source country.

Rights of Families after a Decision regarding a Refund has been made

A decision by the school relating to a request for a refund of international student fees will be provided to the student or their family in writing and will set out the following information:

- Factors considered when making the refund decision

- The total amount to be refunded
- Details of non-refundable fees

In the event the student or their parent is dissatisfied with a refund decision made by the school or is dissatisfied with the process the School followed when making the refund decision, they have the right to have the refund decision reviewed by the International Student Disputes Resolution Scheme or to make a complaint to the Code Administrator.

Review

The school will review the conditions relating to this policy as part of the annual self-review. The school will collect and record appropriate evidence of the review.

Reporting

The Director of International Students will report directly to the school Principal on the operation of the school's policy for the refund of international student fees.

Related Policies

- Managing Contracted Recruitment Agencies Policy – International Students
- Managing Supervised Groups Policy – International Students
- Grievance Policy – International Students
- Accommodation Policy – International Students
- Fee Protection Policy – International Students
- International Students Policy
- Refund of Fees: Group Study Tours – International Students
- Rangiora High School Disciplinary Policy
- Complaints and Grievances Policy – Rangiora High School

Relevant Documentation and Legislation

- [Education and Training Act 2020](#)
- [Education \(Pastoral Care of International Students\) Code of Practice 2016](#)
- [Guidelines for the Education \(Pastoral Care of International Students\) Code of Practice 2016](#)
- [International Student Contract Dispute Resolution Scheme Rules 2016](#)
- [The International Student Wellbeing Strategy](#)
- Accommodation Procedure – International Students
- Communications Procedure – International Students
- Marketing Procedure – International Students
- Appointment, Monitoring & Management of Education Agents Procedure – International Students
- Dealing with Grievances and Complaints Procedure – International Students
- Managing Supervised Groups Procedure – International Students
- International Student Wellbeing Procedure
- Managing International Student Enrolment Procedure

- Managing Attendance and Withdrawal Procedure – International Students
- Supporting Academic Outcomes Procedure – International Students
- Procedure for Managing Student Behaviour – International Students
- International Student Code of Conduct
- Secondary Student Application and Contract of Enrolment
- International Student Accommodation Agreement

Date of Review	November 2021
Date of Next Review	November 2024
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Date of Amendment by the Board	