



REFUND CONDITIONS

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. If a refund is requested, the following guidelines will apply:

1. To be eligible for a Refund:
 - Parents must apply in writing to the Board of Trustees setting out the special circumstances of the claim within one month of the last day of attendance. The official leaving process must have been followed and the leaving certificate should also have been attached.
 - In every case, the school undertakes to look fairly at applications for a refund of fees or part-fees.
 - If the application for a refund is made before the start of the course then fees will be refunded in full, less the *Administration Fee* stipulated in the *Conditional Offer*. The same procedure would apply for a student who is not granted a student visa to attend John Paul College.

2. If the application is made after the start of the course (*i.e. in Terms 1 or 2*), but before the second half of the course (*i.e. Terms 3 & 4*), fees will be refunded less:
 - An *Administration Fee* stipulated in the *Conditional Offer*.
 - Costs to the school already incurred for tuition.
 - Components of the fee already committed for the duration of the course.
 - *Specialist fees (if applicable)*.
 - Appropriate proportions of salaries for teachers and support staff (*if applicable*).
 - Costs already incurred for the use of facilities and resources.
 - Any other costs already incurred.

3. If the application is made after the second half of a course, there will be no refund, except under exceptional circumstances. (*See Compassionate Refunds below.*)

4. *Compassionate Refunds*:

In exceptional circumstances, refunds may be granted on compassionate grounds (e.g. death of a close family member, serious illness, accident).

All such refunds will be at the discretion of the Principal and the Board of Trustees.

5. If an international fee-paying student gains residency during their course no further fees are to be paid. The new resident will then abide by the school enrolment scheme or procedures. Documentation of residency must be provided within 14 days of it being granted.

6. The Board of Trustees will make no refund:

- When a student is required to leave the school for a breach of the rules and conditions of enrolment at the school or has broken a New Zealand law.
- Where a student has been stood-down, suspended or excluded
- Where a student returns home for any reason other than serious illness, accident or death of a close family member
- If the enrolment application is found to be inaccurate, false or misleading in any way and the contract is terminated
- If a student wants to transfer to another school or educational institution

7. Homestay Fees

If a student moves out of their Homestay before the end of their Contract:

- The Homestay Placement Fee will not be refunded.
- All other unused Homestay Fees will be refunded, provided the Homestay has been given two weeks' notice that the student is leaving.
- If the student does not give two weeks' notice, then two weeks' Homestay fees will be deducted from any refund.

8. Payment of Refunds:

- All refunds will be paid to either the parents of the student or to an agent with written authority from the parents. No refunds will be given directly to the student.

N.B. The New Zealand Immigration Service will be notified if any student ceases to attend John Paul College for whatever reason.

- The original version of this school policy can be made available on request.