



LYNFIELD COLLEGE

INTERNATIONAL STUDENT FEES REFUND POLICY

PURPOSE

This refunds policy outlines factors that will be considered when a request for a refund of an international student's fees is made to the school. This policy should be read in conjunction with the Education (Pastoral Care of International Students) Code of Practice 2016 and the Education Act 1989.

REQUESTS FOR A REFUND OF INTERNATIONAL STUDENT FEES

In order to be eligible for a refund of tuition fees the parent or legal guardian of the student must apply in writing, giving reasons for the request. Supporting documentation must be provided.

Requests for a refund of international student fees must be made within twelve months after the final enrolment date of the student.

REFUND OF TUITION FEES

Refunds will be made under the following circumstances

- If an international student fails to obtain an appropriate student visa, a refund of international tuition fees will be made less an administration fee of \$300.
- If an international student voluntarily withdraws before the start date of their enrolment, a refund of international tuition fees will be made less an administration fee of \$300.
- If an international student wishes to voluntarily withdraw after the start date of their enrolment, a minimum of ten weeks' notice of withdrawal must be received by the school in writing. Where notice of less than 10 weeks is given, one full term's fees will be retained.

Administration, insurance and accommodation fees are non-refundable after the student has started their course.

The school, may in its sole discretion, request further information or evidence in support of a refund request.

No refunds will be made where

- A student's enrolment is brought to an end by the school, or
- Where a student changes to domestic student status during the period of enrolment, or
- Where a student voluntarily requests to transfer to another education provider

REFUND OF OTHER FEES

Refunds of funds held on behalf of a student and homestay fees paid in advance will be made. The final amount will take into account notice given and any other costs the student has incurred.

OUTSTANDING FEES

Any fees incurred by a student during enrolment and unpaid at the time of withdrawal, will be deducted from the refund.

REVIEW

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

REPORTING

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

Signed on behalf of the Lynfield College Board of Trustees:

Chairperson Date

NEXT REVIEW NOVEMBER 2020