



LYNFIELD COLLEGE

INTERNATIONAL STUDENT 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 College. 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 REFUNDS OF INTERNATIONAL STUDENT FEES

A request for a refund should provide the following information to the College:

- a) *The name of the student*
- b) *The circumstances of the request*
- c) *The amount of refund requested*
- d) *The name of the person requesting the refund*
- e) *The name of the person who paid the fees*
- f) *The bank account details to receive any eligible refund*
- g) *Any relevant supporting documentation such as receipts or invoice.*

NON-REFUNDABLE FEES

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

- a) **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.
- b) **Insurance:** Once insurance is purchased, the College 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
- c) **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 Student prior to the refund request, cannot be refunded
- d) **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
- e) **Portion of Unused Tuition Fees:** The College may retain a portion of unused tuition fees. Amounts retained will relate to costs that have been incurred or committed by the College and may vary.

Request for a refund for failure to obtain a study visa

If the Student fails to obtain an appropriate study visa, a refund of international student tuition fees will be provided less any Administration Fee that has been paid.

Requests for a refund for voluntary withdrawal from enrolment - Withdrawal prior to enrolment

If the Student voluntarily withdraws prior to the start date of their enrolment, a refund of international student fees will be provided less any relevant non-refundable fees set out in this policy.

Requests for a refund for voluntary withdrawal from enrolment - Withdrawal after enrolment

If the Student withdraws on or after the start date of their enrolment, reasonable written notice of withdrawal is required by the College. Unless otherwise agreed by the College, a refund will be provided less a minimum of ten weeks tuition fee and any other relevant non-refundable fees as outlined in this policy.

Requests for a refund where the College fails to provide a course, ceases as a signatory or ceases to be a provider

If the College 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 College will negotiate with the Student or their family to either:

- a) *Refund the unused portion of international student tuition fees or other fees paid for services not delivered or*
- b) *Transfer the amount of any eligible refund to another provider or*
- c) *Make other arrangements agreed to by the student or their family and the College.*

Where the Student's enrolment is ended by the College

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

- a) *Any non-refundable fees set out in this policy*
- b) *Ten weeks tuition fee*
- c) *Any other reasonable costs that the College has incurred in ending the student's enrolment.*

Where the Student changes to a domestic student during the period of enrolment

If the Student changes to a domestic student after the start date of their enrolment, reasonable written notice of the change is required by the College. Unless otherwise agreed by the College, a refund will be provided less a minimum of ten weeks tuition fee and any other relevant non-refundable fees as outlined in this policy.

Where a student voluntarily requests to transfer to another signatory

If the Student requests to transfer to another signatory after the start date of their enrolment, reasonable written notice of the transfer is required by the College. Unless otherwise agreed by the College, a refund will be provided less a minimum of ten weeks tuition fee and any other relevant non-refundable fees as outlined in this policy.

Request for a refund of homestay fees

If for any reason, the Student withdraws after the start date of their enrolment, any unused homestay fees will be refunded, less any relevant non-refundable fees set out in this policy.

Where a student moves from a College 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 parents, prepaid fees unused at the end of enrolment amounting to less than NZD\$500.00 will be refunded to the Student in cash. Sums of NZD\$500.00 or greater will be refunded into a nominated bank account.

Outstanding activity fees or other fees

Any activity or other fees incurred by the Student during enrolment and owed to the College 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 by the College

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

- a) *Factors considered when making the refund decision*
- b) *The total amount to be refunded*
- c) *Details of non-refundable fees.*

The Student and their family have the right to take a grievance to the Code Administrator or Disputes Resolution Scheme in the event they are dissatisfied with a refund decision made by the College.

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

THREE YEARLY REVIEW CYCLE | REVIEWED MAY 2019 | NEXT REVIEW MAY 2022