



POMPALLIER CATHOLIC COLLEGE

Te Kāreti Katorika o Pomapārie

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REFUNDS FOR INTERNATIONAL STUDENTS POLICY

RATIONALE:

Mission Statement: Learning Excellence for Life

Pompallier Catholic College is a signatory to the New Zealand Code of Practice for the Pastoral Care of International Students.

This policy is based on Section 4B (7) of the Education Amendment (No 4) Act 1991, as follows:

- (7) Where at any time an international student withdraws from a subject, course, or programme at a state school, the Board may refund to the person who paid (in respect of the student's enrolment in the subject, course or programme) the amount of fees referred in subsection (1) of this section (or the sum of any instalments paid in respect of those fees) any amount it thinks appropriate not exceeding the extent (if any) by which the amount paid exceeds the sum of the following amounts:
 - (a) The Board's best estimate of the cost to the Board (including the appropriate proportion of the Board's administrative and other general costs and the appropriate proportion of any initial or start-up costs of the subject, course, or programme for 1 student up to that time.
 - (b) An amount that is in the Board's opinion an appropriate reflection of the use made by 1 student receiving tuition in the subject, course, or programme of the Board's capital facilities.
 - (c) The appropriate proportion of the amount (if any) prescribed under section 4D of this Act for a student receiving tuition at a state school in the subject, course, or programme.
 - (d) All other fees (if any) prescribed by the Board.

In order to be eligible for any refund the student must apply in writing to the Board of Trustees, setting out the special circumstances of the claim. In arriving at their decision the Board of Trustees will take into consideration the special circumstances of the withdrawing student and;

- (a) Costs already incurred by the Board.
- (b) The salaries of the teachers and support staff and any other components of the fee already committed for the duration of the course.
- (c) An amount which covers use of the facilities and resources to date of withdrawal.
- (d) Any refund of the international student's fee, for the Government or Proprietor.

Except in exceptional circumstances, no refund is payable to a student who withdraws in the second half of the course. In the case of a full year student, the second half of the course commences on the first day of Term three.

EXPLANATION OF REFUNDS POLICY

In order to plan the needs of International students, the College needs to provide resources, staff and English second language facilities in advance of the students' arrival.

This requires considerable organisational and financial commitment on the part of the College.

Accordingly the following requirements must be adhered to:

- Fees are to be paid in full before each year's course commences. The fees structure is outlined in the College Prospectus.
- If the student changes their mind before coming to New Zealand their full fees are refunded, minus the designated Administration Fee.
- If the student wishes to withdraw after arriving in New Zealand, no refund will be made except in the case of:
 - 1 return home because of the student's serious illness.
 - 2 return home because of death or serious illness of a close member of the student's family.

Students who are insured with UNICARE or a similar appropriate Company may have the balance of their fees reimbursed by that Company.

- NO refunds will be made to students who are asked to leave the school because of misbehaviour, poor attendance or violation of the rules regarding motor vehicles.
- NO refunds will be made to students who wish to transfer to another school for whatever reason.
- NO refunds will be made to students who return home for any reason other than the student's serious illness or serious illness or death of a close member of the family.
- NO refunds will be made to students who acquire Permanent Residence after having enrolled here.