



ST JOSEPH'S SCHOOL

REFUND PROCEDURE

A: REFUND PROCEDURE EXPLANATION – SCHOOL FEES

1. If you change your mind before coming to New Zealand, your full fees will be refunded less an administration fee of NZ\$600.00.
2. If you wish to withdraw after arriving in New Zealand, no refund will be given, except in the case of :
 - Return home because of the student's serious illness
 - Return home because of death or serious illness of a close member of the student's family.

In these cases, under New Zealand law, St Joseph's School must retain amounts to cover costs already incurred. The balance of fees received may be returned. Medical evidence (i.e. a certified Doctors Medical Certificate, in English) must be provided.
3. **No refunds** will be made to students who are asked to leave St Joseph's School because of misbehaviour or poor attendance.
4. **No refunds** will be made to students who wish to transfer to another educational institution for whatever reason.
5. **No refunds** will be made to students who return home for any reason other than those mentioned above in section 2.
6. **No refunds** will be made where students acquire permanent residence or their parents obtain a work permit after having enrolled at the School.
7. **No refunds** will be made to students who have special needs, not acknowledged in the enrolment form, when the school was unable to cater for their needs.

B: REFUND POLICY FOR FOREIGN STUDENTS

This refund policy is based on Section 4B (7) of the Education Amendment (No.4) Act 1991.

“Where at any time a foreign student withdraws from a subject, course or programme at a State School, the Board may refund to the person who paid the fees (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 school of providing tuition in the subject, course or programme for one student up to that time;*
- b) *An amount that in the Board's opinion reflects the use made by one student receiving tuition in the subject, course or programme of the School'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) *The appropriate proportion of the amounts paid by the Board in respect to foreign students.*
- e) *All other fees 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:

1. Costs already incurred by the Board of Trustees.
2. The salaries of the teachers and support staff and any other components of the fee already committed for the duration of the course.
3. An amount which covers the use of the facilities and resources to the date of withdrawal.
4. Any refund of the foreign students fee from the government.

C: EXECUTION

By signing below, I acknowledge that I have read and fully understand the terms and conditions set out in the St Joseph's School Refund Policy.

PARENT SIGNATURE: _____

NAME OF PARENT: _____

ADDRESS OF PARENT: _____

EMAIL ADDRESS: _____

DATE: _____