

PAKURANGA COLLEGE

PIGEON MOUNTAIN ROAD, BUCKLANDS BEACH, AUCKLAND

TELEPHONE (09) 534 7159 FACSIMILE (09) 534 2365

Principal: Mr M Williams M.Ed Admin (Hons), B.Sc, Dip.Tchg



REFUNDS POLICY FOR INTERNATIONAL STUDENTS

- 1 Pakuranga College has fee protection insurance to safeguard international students' fees in the unlikely event of the school being unable to deliver the programme due to insolvency.

Eligibility

- 2 If the Student needs to withdraw prior to coming to New Zealand, the fees paid will be refunded in full minus the \$500 administration fee.
- 3 If the Student wishes to withdraw after arriving in New Zealand and commencing the subject, course or programme, no refund will be made except:
- where the Student returns home due to serious illness of the Student;
 - where the Student returns home due to a death or serious illness of a close family member;
 - where a parent gains Permanent Residence and the college is notified by the first day of Term 3.

In these circumstances, the refund will be calculated in accordance with paragraphs 4, 5 and 6.

- 4 If the Student leaves the school after completing part of a school term, and is eligible to claim a refund, there will be no refund of fees for that term.
- 5 In order to be eligible for any refund the parent or designated caregiver must apply in writing to the Board of Trustees setting out the special circumstances of the claim. Any refund will be based on the date that the letter of application for a refund is received.
- 6 Where the Student withdraws from a subject, course or any programme at the School and is eligible to receive a refund, the Board of Trustees may refund to the person who paid the fees in respect of the subject, course or programme any amount of the fees it thinks appropriate but any such amount will not exceed 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 in the subject, course or programme of the School's capital facilities;
 - (c) the appropriate proportion of the amounts paid by the Board in respect of fee paying students; and
 - (d) all other fees prescribed by the Board.

NB. No refunds will be made:

- where students are asked to leave the School because of misbehaviour, poor attendance or violation of the rules regarding motor vehicles;
- where students wish to leave the school or transfer to another school for whatever reason;
- where students return home for any reason other than the student's serious illness or death or serious illness of a close member of the family;
- where students' parents acquire Permanent Residence, Work Permits or Long Term Business Visas after the first day of Term 3;
- where fees have been paid for less than one whole year.

I have read and understood the Refunds Policy.

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Signature of Parent Date

Full Name (please print):