

EXCHANGE STUDENTS

Schedule of International Exchange Student Fees for 2009 School Year

Note: Goods and Services Tax (GST) currently at 12.5% may apply to some items.

An exchange is a reciprocal arrangement and therefore an exchange student does not need to pay a tuition fee.

1. Enrolment/Administration Fee

Administration fee: NZ\$337.50 (non-refundable)
Includes GST

2. Disbursements

Disbursements - camp fees etc are paid by the host family unless another arrangement has been made between the parents/guardians of the two exchange students.

3. Accommodation - Home stay

Not applicable.

Refunds Policy

Tuition Fees:

1. If the student withdraws his/her enrolment before the end of the agreed period of enrolment, the student may be eligible for a refund of school fees.
2. An application for refund of fees must be made in writing to the Board of Trustees by the parent/guardian of the student. The reason for leaving the school and the reasons for a refund must be included in the letter.
3. If the application is made before the start of the student's agreed date of enrolment, the fees will be refunded less an enrolment/administration charge of NZ\$300.00 to cover costs incurred by the school.
4. If the application is made after the student has already begun to attend the school, but before the second half of the agreed enrolment period, fees will be refunded less:
 - ❖ An enrolment/administration charge of NZ\$300.00
 - ❖ Costs to the school already incurred for tuition
 - ❖ Costs incurred in employing staff and costs already incurred for the use of facilities and resources
 - ❖ The proportion of the levy to the Proprietors the Board is required to pay
 - ❖ Any other costs already incurred.
5. If the application is made after the second half of the agreed period of enrolment, no refunds will be made except in exceptional circumstances, at the sole discretion of the Board of Trustees.
6. No refunds will be made to any student who:-
 - ❖ Transfers to another school or educational institution
 - ❖ To a student who is expelled or excluded from the school.

Homestay Fees Refund (based on all homestay fees paid in advance)

1. It is a condition of enrolment that an International Student is placed and remains in a suitable homestay situation, approved by the School.
2. If the student moves out of the homestay before the end of the contract period, a portion of the homestay fees not already used by the student will be refunded. The Homestay Arrangement/Support fee of NZ\$400.00 for 6 months stay or NZ\$700.00 for 12 months cannot be refunded.
3. To have the homestay fees returned, the parent(s)/guardian(s) of the student must write to the Finance Officer giving two weeks' notice, or pay two weeks' fee in lieu of notice
4. If the homestay contract is cancelled by the student before moving into the homestay, fees will be refunded in full less the Homestay Arrangement/Support Fee of NZ\$400.00 for 6 months stay or NZ\$700.00 for 12 months stay.

Fee Protection Policy for International Students

The Board of Trustees collects tuition fees and may hold other funds (eg. pre-paid board money) on behalf of international students, in its general operating bank account.

To safeguard the student's paid-for tuition and to ensure that refunds can be given to students, in line with the Fees Refund Policy, the following measures have been taken:

1. The school's insurance policy covers the school so that, in the event of a fire or other disaster leading to loss of teaching spaces, the school can continue to provide education at a hired venue.
2. The School's Proprietors are guarantors should the Board of Trustees be obliged to make refunds under the Fees Refund Policy, and be unable to repay tuition fees or other funds held on behalf of the students.
3. The students' fees are covered by their own compulsory insurance policy with Uni-Care in case they have to return home early because of their own or a close family member's illness

Refunds will be made as soon as practicable after an application for a refund has been approved, but within 21 days.