

**SOMERVILLE INTERMEDIATE SCHOOL  
PROCEDURES ON INTERNATIONAL STUDENT FEE REFUNDS**

**GUIDELINES:**

1. To be eligible for a refund, parents must apply in writing to the Board of Trustees within one month of the last day of attendance, explaining why the student has withdrawn from the school and the reasons for seeking a refund.
2. The Board of Trustees will make no refund in the following instances:
  - When a student is required to leave the school for breach of the rules and conditions of enrolment at the school, or has broken a New Zealand law.
  - Where a student has been stood-down, suspended or excluded.
  - Where a student returns home for any reason, other than serious illness, accident or death of a close family member. A medical certificate is required.
  - When a student decides to return to his/her home country because he/she is unable to settle successfully into a homestay.
  - If the enrolment application is found to be inaccurate in any way and the contract is terminated.
  - If a student wants to transfer to another school or educational institution.
3. If the application for a refund is made before the stated commencement date, the administration fees are non-refundable; tuition fees will be refunded in full, in accordance with section 2.
4. If the application for a refund is agreed to by the school and made after the stated commencement date, the refund will be made according to the following:
  - The administration charges shown on the fee invoice are non-refundable.
  - The agent's commission is non-refundable.
  - Tuition fees for the period of completed study are non-refundable.
  - Camp fees are non-refundable.
  - Ministry of Education Levy for the period of completed study is non-refundable.
  - In every case, the school undertakes to look fairly at applications for a refund of fees or part fees.
5. A student who obtains permanent resident status, or whose immigration status changes, enabling them to qualify as a domestic student during a term, may apply for a refund from the date of the official New Zealand Immigration documentation, stating that they have domestic student status. The official document should be presented to the school as proof of their domestic student status. The refund would be less any costs as listed above. The student will then abide by the school enrolment scheme.
6. Any refund of fees will be made from the start of the new school term following eligibility for domestic student status.

7. Payment of refunds will be made to either the parents of the student, or to an agent with written authority from the parents. No refunds will be given directly to the student. Please note that the New Zealand Immigration Service will be notified if any student ceases to attend Somerville Intermediate School for whatever reason.
8. If a child moves out of his/her residential caregiver accommodation before the end of the intended period of study at Somerville Intermediate School.
9. The homestay administration fee will not be refunded.
10. All other unused residential caregiver accommodation fees will be refunded, provided the homestay has been given two week's notice that the student is leaving.
11. If the student does not give two week's notice, then two weeks of residential caregiver fees will be deducted from any refund.
12. When a student's fees have been refunded, any subsequent re-enrolment will be treated as a new enrolment and administration charges will apply.

DATE:	Written	Latest Amendment
	9/9/15	25/7/17