



MORRINSVILLE

Intermediate School

Kia U Ki Te Pai Whatever You Do, Let It Be Your Best

Fees Protection, Cancellation, Withdrawal and Refund Policy *Adopted by the Board of Trustees 25.02.17*

School Fees

1. If you withdraw from your course of study before the course completion date you may be eligible for a refund of school fees.
2. Immediate written notification of withdrawal is required. A letter must be forwarded to the school stating reasons for withdrawal.
3. If your application is made before the start of the school year, your fees will be refunded in full less an administration charge of \$500.00 to cover costs incurred by the school.
4. If your application is made after the start of the year, but before the second half of the year, your fees will be refunded less:
 - An administration cost of \$500.00.
 - Costs to the school already incurred for tuition.
 - Components of the fee already committed for the duration of the course, including appropriate proportions of salaries of teachers and support staff (if applicable).
 - Costs already incurred for the use of facilities and resources.
 - The proportion of the Government levy the school is required to pay.
 - Any other costs already incurred.
5. If your application is made after the second half of the year, you will not receive a refund except in exceptional circumstances.
6. If, in the event that Morrinsville Intermediate School is unable to continue to deliver an international programme of education instruction, or the school is no longer a signatory to the code, or ceases to be a provider of education for international students, your fees will be refunded less:
 - An administration cost of \$200.00.
 - Costs to the school already incurred for tuition.
 - Components of the fee already committed for the duration of the course, including appropriate proportions of salaries of teachers and support staff (if applicable).
 - Costs already incurred for the use of facilities and resources.
 - The proportion of the Government levy the school is required to pay.
 - Any other costs already incurred.

1. The Board of Trustees will make no refund to a student who is stood down, suspended, excluded or expelled as a result of misconduct during school hours.
 1. <http://www.education.govt.nz/school/managing-and-supporting-students/student-behaviour-help-and-guidance/stand-downs-suspensions-exclusions-and-expulsions-guidelines/>
- 7. FEES PROTECTION: To meet the requirement of the Education (Pastoral care of International Students) Code of Practice 2016 and to protect student fees and Board of Trustees liability, Morrinsville Intermediate School has an independent bank account in which student fees will be kept in Trust.**

Further Procedures:

It is the responsibility of the Principal to ensure that:

- every student/parent/agent is given a copy of the Fees Protection/Cancellation/Withdrawal and Refund Policy upon enrolment
- this policy is clearly explained to all parties concerned.

It is the responsibility of the Principal and principals' financial manager to ensure:

- every student is invoiced/receipted
- this policy is adhered to.

The detail of this policy is part of the self-review process and is also subject to any amendments in the Education Act or the Education (Pastoral care of International Students) Code of Practice 2016

Stakeholders

Students
Caregivers
Staff
Parents

Morrinsville Intermediate School agrees to observe and be bound by the Education (Pastoral care of International Students) Code of Practice 2016. Copies of The Code are available on request from Tauranga Intermediate School or from the NZQA website at: www.nzqa.govt.nz

Signed:

Board Chairperson _____

On behalf of, and with the authority of the Board on _____