



Rotorua Boys' High School

PRINCIPAL: A.C. GRINTER B.A.(Hons), Dip.Tchg.

P.O. Box 10148, Pukuatua Street
Rotorua 3010
New Zealand
Telephone: (07) 348-6169
Fax: (07) 346-1270
E-mail: rotoruabhs@xtra.co.nz

REFUND POLICY FOR INTERNATIONAL STUDENT ENROLMENTS

INTRODUCTION

The International Student Fees Refund Policy seeks to define:

- The Circumstances in which International Students will receive a refund of fees in the event of early withdrawal from the school.
- The proportion of fees that will be refunded.
- It also seeks to ensure that Rotorua Boys' High School meet the legal requirements of The Education Act 1989; The Fair Trading Act 1986; The Consumer Guarantees Act 1993; the Human Rights Act 1993; and The Code of Practice for the Pastoral Care of International Students.

GUIDELINES FOR PARENTS AND STUDENTS

Tuition 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. An application for refund of fees must be made in writing to the Principal explaining why you have withdrawn from the course and your reasons for seeking a refund.
3. If your application is made before the start of your course, 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 your course, but before the second half of the course begins, your second half of the year fees will be refunded less:
 - An early withdrawal fee of \$1,000.00 from each of the following:
 - o Tuition Fees
 - o Hostel/Homestay Fees
 - o Academy Fees
 - This fee will cover:
 - o Costs to the school already incurred for tuition.
 - o Components of the fee already committed for the duration of the course, including appropriate proportions of salaries of teachers and support staff.
 - o Costs already incurred for the use of facilities and resources.
 - o The proportion of the Government levy the school is required to pay.
 - o Any refund given to the student as part of the refund policy will have deducted from it any commission already paid to the Agent.
 - o Any other costs already incurred.
5. If your application is made after the second half of your course, you will not receive a refund except in exceptional circumstances.
6. No refund will be made to a student who is expelled from the school by the Board of Trustees.

Homestay/Hostel Fees

1. If you move out of the hostel/homestay before the end of your contract the portion of your hostel/homestay fees not already used will be returned to you, except those for the term in progress (or for the following term if you move out during the holidays) and less an early Withdrawal Fee of \$1,000.00 as per the Fee Refund Policy. The Homestay Administration Fee of \$500.00 is non-refundable.
2. If you cancel your hostel contract before you move into the hostel, your fees will be refunded less four weeks hostel fees in lieu of notice.
3. No refund will be made of hostel fees to a student who is excluded from the hostel by the Board of Trustees.

We, _____(Students full name) and
_____(Parents full name) have read and understood the
conditions of the Rotorua Boys' High School Refund Policy.

Signed: _____ (Student)

Date: _____

Signed: _____ (Parent)

Date: _____

Witnessed by: _____

Date: _____

Please return this signed copy to the International Student Office at Rotorua Boys' High School.

(For office use only)

Date Received: _____

Received by: _____

Signature: _____

Date: _____

***Please refer to your copy of the Refund Policy**