



Glen Eden Intermediate School

Policy on Refunds

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. An application for refund of fees must be made in writing. You must write to the Board of Trustees explaining why you have withdrawn from the course and your reasons for seeking a refund.
3. If your application is made before coming to New Zealand, your fees will be refunded in full less Ministry of Education and Administration Levy of \$1,000.00.
4. If your application is made after the start of your course, but before the second half of your course, your fees will be refunded less:
 - * Ministry of Education student levy and administration fee of \$1,000.00
 - * 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 your course, you will not receive a refund except in exceptional circumstances and will be at the discretion of the Board of Trustees.
6. No refund will be made to a student who is excluded from the school by the Board of Trustees.
7. No refund will be made to a student who has breached the terms of their contract with the school.
8. Any student who becomes a permanent resident during their course will have their tuition fees refunded from the end of the term in which they became a resident.