



# Otumoetai Intermediate School

## Refund Conditions for International Students

### Tuition Fees

*If the student has enrolled but has not yet started the course.*

- The tuition fees may be refunded less the administration charge.

*If the student has started the course and is still in the first half of the course.*

- The tuition fee may be refunded less the following charges:
  - An administration fee of \$500.00
  - The government charges that apply
  - Any commission that has been paid
  - Any money that is owed by the student to the school
  - or a New Zealand business.

*If the student has started the course and is in the second half of that course.*

- The tuition fees may only be refunded if there are special reasons for the student leaving such as becoming seriously ill or serious illness to the student's family or some other special reason.
- If a refund is to be claimed the student must:
  - Write a letter explaining the special reasons,
  - Have a letter from the student's family or agent explaining the reasons.

The principal will make the decision about giving refunds in these circumstances. There are **NO** refunds if the student is asked to leave the school because of bad behaviour, or poor attendance or because the student broke the school rules.

### Accommodation Fees

All unused Homestay fees will be refunded if the homestay has been given two weeks notice that the student is leaving.

If the student does not give two weeks notice, then two weeks homestay fees will be deducted from any refund. The accommodation agent's placement fee will not be refunded.

### Fees Protection

The Board of Trustees guarantees to hold in reserve sufficient funds to meet any refund requirements should the school not be able to continue tuition. All payments made to the school's accommodation agent will be protected in a bank account that requires the signature of both the accommodation agent and a school representative for any transaction to take place.

**Name of Student**

**Parents or Guardians: Please sign this  
agreement**

**Date**

	I agree to these refund conditions:	
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