



Mission Heights  
**JUNIOR COLLEGE**  
G R O W I N G   G R E A T N E S S  
K I A   M A N A   A K E

## INTERNATIONAL STUDENT REFUND POLICY

### **RATIONALE AND PURPOSE**

This refunds policy outlines factors that will be considered when a request for a refund of international students fees is made to the school. This policy should be read in conjunction with the Education (Pastoral Care of International Students) Code of Practice 2016 and the Education Act 1989.

### **REQUESTS FOR A REFUND OF INTERNATIONAL STUDENT FEES**

Mission Heights Junior College will consider requests for a refund of international student fees provided the request is made in writing to the school within twelve months after the final enrolment date of the student.

A request for a refund must set out the circumstances leading to the refund, name the person requesting the refund, name the person who paid the fees, provide a bank account to receive any eligible refund and provide any relevant supporting documentation.

### **REFUND OF TUITION FEES**

### **REQUESTS FOR A REFUND FOR FAILURE TO OBTAIN A STUDY VISA**

If an international student fails to obtain an appropriate study visa, a refund of international student tuition fees will be provided less an administration fee of \$500.

## **REQUESTS FOR A REFUND FOR VOLUNTARY WITHDRAWAL**

If an international student voluntarily withdraws **prior to** the start date of their enrolment, a refund will be provided less an administration fee of \$500.

If an international student voluntarily withdraws **after** the start date of their enrolment, a minimum of ten weeks notice of withdrawal must be received by the school in writing. Where notice of less than 10 weeks is given, one full term's fees will be retained.

Administration, insurance and homestay placement fees are non-refundable after the student has started their course.

The school, may in its sole discretion, request further information or evidence in support of a refund request.

## **REQUESTS FOR A REFUND FOR FAILURE TO PROVIDE A COURSE, CESSATION AS A SIGNATORY OR CESSATION TO BE A PROVIDER**

If the school fails to provide the agreed course of education or is no longer a signatory to the Code or no longer operates as an international education provider, the school will negotiate with the student or their family to either:

- Refund the unused portion of international student tuition fees or other fees paid for services not delivered or
- Transfer the amount of any eligible refund to another provider

## **CIRCUMSTANCES WHERE NO REFUND WILL BE MADE**

No refund of international student tuition fees will be made where:

- A student's enrolment is brought to an end by the school, or
- Where a student changes to domestic student status during enrolment and after 1 March.

## **REFUND OF OTHER FEES**

### **REQUESTS FOR A REFUND OF HOMESTAY FEES**

If for any reason, an international student withdraws **after** the start date of their enrolment, any unused homestay fees will be refunded, less the school's notice-period fee.

Where a student moves from a school homestay and requests a refund of any unused homestay fees, these will be refunded less the school's notice-period fee.

## **REQUESTS FOR A REFUND OF FEES UNUSED AT THE END OF ENROLMENT**

Prepaid fees unused at the end of enrolment amounting to less than NZD\$100.00 will be refunded to the student in cash, unless otherwise directed by the parents. Sums greater than NZD\$100.00 will be refunded into a nominated bank account.

## **OUTSTANDING ACTIVITY FEES OR OTHER FEES**

Any activity or other fees incurred by a student during enrolment and unpaid at the time of withdrawal, will be deducted from any eligible refund.

## **GRIEVANCE PROCEDURE**

If an international student has a complaint about your provider's compliance with the Code of Practice, you should try and resolve it by using the internal provider process in the first instance.

### [MHJC Grievance Procedure](#)

If your complaint is not resolved, you can take your complaint to one of the following agencies: NZQA and iStudent complaints

### [Student complaints about providers' compliance with the Code of Practice](#)

## **REVIEW AND REPORTING**

### **REVIEW**

The school will review the conditions relating to this policy as part the annual self-review. The school will collect and record appropriate evidence of the review.

### **REPORTING**

The International Coordinator and /or the Finance Administrator will report directly to the school Principal on the operation of the school's policy for the refund of international student fees.

*This policy has been approved by the Board of Trustees:*

*Approval Date:*

*This policy has been reviewed on:*

*Review Date:*

*References:*

*<http://www.sieba.nz>*