



## **MELLONS BAY SCHOOL REFUND GUIDELINES FOR INTERNATIONAL LEARNERS**

In order to be eligible for any refund the parent or legal guardian must apply in writing to the Board setting out the special circumstances of the claim.

If the withdrawal is prior to the Student coming to New Zealand the fees paid will be refunded in full minus a \$270 administration fee. If the Student wishes to withdraw after arriving in New Zealand and commencing the subject, course or programme, no refund will be made except where the Student returns home due to serious illness of the Student or because of a death or serious illness of a close family member. In that event the refund will be calculated in accordance with paragraph 3.

Where the Student withdraws from the School programme and is eligible to receive a refund, the Board may refund to the person who paid the fees in respect of the programme any amount of the fees it thinks appropriate but any such amount will not exceed the sum of the following amounts:

- an administration fee of \$270.00;
- the Board's best estimate of the cost to the School of providing tuition for one student up to that time (including salaries of teachers and support staff);
- an amount that in the Board's opinion reflects the use made by one student in the programme of the School's capital facilities;
- the appropriate proportion of the amounts paid by the Board as a government levy in respect of fee paying students; and
- all other fees prescribed by the Board.

Refunds will normally be made on a pro rata basis.

NB: Except in exceptional circumstances refunds will not normally be made:

- where students are asked to leave the School because of misbehaviour;
- where students wish to transfer to another school for whatever reason;
- where students return home for any reason other than the student's serious illness or death or serious illness or death of a close member of the family;
- if application is made after the second half of the course of study.

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