

International Students Fees Protection and Refunds Policy

Background

The School is required to ensure that all International Students' fees are protected in the event the school is unable to continue to offer tuition to International Students or in the event that an International student is required to return home to their country.

Goals

1. The management of all fees will be transparent and in accordance with Hamilton East Primary School (HES) finance policies and legal requirements,, and will be clearly understood by all stakeholders.

Refund of Student Fees

1. The refund policy for fees of International Students is based on Section 4B (7) of the Education Act 1989 (the Act)..
2. The Principal will act as the agent of the Board of Trustees in establishing the circumstances and the level of fees to be refunded that the Principal thinks is appropriate in line with section 4B(7) of the Act.
3. Whenever an International Student withdraws from the school, the Board of Trustees may refund fees to the person, making a decision of the amount, based on a combination of the following:
 - a. An standard administration fee of \$150 per student, covering office costs involved in the enrolment and withdrawal of students;
 - b. An amount that is in the Board's opinion an appropriate reflection of the use made by one student in receiving tuition using the Boards capital facilities;
 - c. The appropriate proportion of the amount (if any) prescribed under section 4D of this Act for the Students receiving tuition at a state school; and
 - d. All other fees (if any) prescribed by the Board of Trustees.
4. In order to be eligible for any refund the parent(s)/legal guardian(s) must apply in writing to the Principal setting out their case for a refund.
5. In arriving at their decision the Principal will take into consideration any special circumstances that the withdrawing student(s) may have and:
 - a. Costs already incurred by the HES;
 - b. The salaries of the teachers and support staff and any other components of the fee already committed for the duration of the course;
 - c. An amount which covers use of facilities and resources to date of withdrawal; and
 - d. Any refund of the foreign student's fee, from the New Zealand Government.
6. Except in exceptional circumstances, no refund is payable to the parent(s)/legal guardian(s) of the International Student who withdraws in the second half of the

school year. In the case of a full year student, the second half of the school year commences on the first school day in July after the school term break.

Guidelines

Fees are protected using the following method;

1. Fees are paid up front and online for the International Student.
2. A receipt is issued to the parent(s)/legal guardian(s) and New Zealand Immigration.
3. Fees received will be coded to a separate account code for the International Student.
4. The amount of the fee used will be tracked and shared across the school terms until the International Student's tuition has been completed.
5. Funds held in reserve by HES may equal or exceed the amount recorded in the International Fee paying student account.
6. These monies will be audited separately on an annual basis by HES's external accountants/auditors.

Associated Documentation

International Students Policy

International Students Enrolment Procedures

International Students Visa Monitoring Procedures

International Students Policy

International Students Discipline Procedures

International Students Safety Procedures

International Students Attendance Procedures

Code of Practice of International Students

International Students Enrolment Procedures

International Students Grievance Procedures

Education Act 1989 (and amendments)

Presented/Adopted to the Board of Trustees: Feb 2020

Last Review: Feb [2020](#)

[Next Review: Feb 2021](#)
