



**MOUNT
ASPIRING
COLLEGE**

International Language Centre
MOUNT ASPIRING COLLEGE

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International Students

REFUND/FEE PROTECTION POLICY

The school ensures that all student's fees are protected in the event that the school is unable to offer tuition to international students or in the event that a student is required to transfer to another institution or return home.

1. The Refund Policy for "The School" is based on Section 4B (7) of the Education Amendment Act (N 4) 1991.

1.1. In order to be eligible for any refund the "Parent's" must apply in writing to "The School". If you wish to withdraw after arriving in NZ, no refund will be made except in the case of:

- (a) Return home because of serious illness (physical or psychological) of the student.
- (b) Return home because of a serious family matter (e.g.: death or serious illness in the family).

Written evidence must be provided. In these cases, the school reserves the right to retain amounts to cover costs already incurred. The balance will be returned.

1.2. If notice of cancellation is received in writing two weeks before the start of the course, full tuition fees will be refunded, less any agency fees. "The School" reserves the right to deduct an administration cost of \$500.00.

1.3. If the "Parents" wish to cancel the student's further study after the course has started, the following will be deducted:

- (a) Administration costs
- (b) Agent's commission
- (c) At least one terms fee

1.4. Except in exceptional circumstances, no refund will be payable to the "Parents" who withdraws the student in the second half of the course. In the case of a full-time student, this would be at the commencement of the third term.

1.5. No refund will be made to the "Parents" whose student is asked to leave the school because of misbehaviour, poor attendance or violation of the New Zealand law, including traffic laws.

- 1.6. No refund will be made to a student wishing to transfer to another school unless there is sound educational reason, or significant change of circumstance, acceptable to the school, for that transfer.
- 1.7. No refunds will be made to the “Parents” who acquire Permanent residence for the student after having enrolled at the school.

Signed: _____ Date: 28 /07/2015
(Board Chairperson)

Signed: _____ Date: 28/07/2015
(Principal)