



WESLEY COLLEGE BOARD OF TRUSTEES

REFUND POLICY FOR INTERNATIONAL STUDENT TUITION FEES

RATIONALE

Wesley College wishes to establish a refund policy for International Student Tuition Fees to meet the requirements of the Ministry of Education Code of Practice for the Pastoral Care of International Students.

AIM

The aim of this policy is to ensure that refunds of International Student Tuition Fees are made in an appropriate manner

GUIDELINES

1. Students who have paid full fees but withdraw before the start of their yearly programme will be entitled to a refund of all tuition fees paid, less a cancellation fee of NZ\$500.00.
2. Students who withdraw within one calendar week (7 days) after the start of their yearly programme will be entitled to a refund of all fees paid, less a cancellation fee of 10% of tuition fees paid.
3. A student who withdraws after the first calendar week but during terms one and two will be entitled to a refund of 50% of the tuition fees. No refund will be payable for withdrawal in terms three and four of any given year.
4. Students who gain Permanent Residency within four calendar weeks (28 days) of the commencement of their yearly programme may re-enrol as a domestic student and receive a refund of the International Student Fee paid less NZ\$500.00.
5. Students who gain Permanent Residency after four calendar weeks (28 days) of the commencement of the yearly programme may re-enrol as a domestic student and receive a refund of the International Student Fee paid less one term's fees.
6. Refunds will be made to the payee(s) of the International Student Fee, viz. the student / students' family, or a charitable trust or the Wesley College Trust Board or such other organisation that may have paid the fee.
7. There will be no refund to a student / student's family when the student is sent home following misbehaviour.

The Board of Trustees at the February 2008 meeting approved this policy.
This policy will be reviewed on / before the February meeting 2010.

Signed: *N.L. Johnston*
Chairperson

Date: 14 February 2008