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## 1.1 Internationals Fees and Refund Policy

**Approved by:** Board of Trustees  
**Contact:** Asst. Principal (International)  
**Group:** Leadership Team

**Date effective:** June 2018  
**Review date:** June 2021  
**Reviewed by:** Finance M, International Director

### RATIONALE

From time to time international students who have paid a full year's tuition fee may wish to leave the College and therefore request a refund of fees. Policy and procedures must exist to ensure that such situations are dealt with in a manner which is fair to both the student concerned and the College.

### PURPOSES

1. To ensure that legislative requirements are met.
2. To ensure consistency of practice relating to refunds.
3. To protect the interests of the student.
4. To protect the interests of the College.

### GUIDELINES

1. Nelson College separately records fees received from international students as 'fees in advance'. These funds are held in the school's main bank account and only released as revenue when the fees have been earned (meaning when the student has completed a block course work – usually on a term by term basis). Nelson College Board of Trustees guarantees to keep sufficient funds in reserve to enable the refund of the unearned portion of fees, should the school or the student be unable to continue the course.
2. The legislative guidelines from Section 4B[7] of the Education Amendment Act [No. 4] 1991 (copy of attached as Appendix 1) will apply.
3. Within the above legislative framework the BOT will take into consideration the special circumstances of the student concerned and the following factors in determining the amount (if any) of refund of fees.
  - a) costs already incurred by the Board
  - 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 the facilities and resources to date of withdrawal
  - d) any refund of the foreign student's fee from the government
4. No refunds will be made to students who return home for any reason OTHER than the student's serious illness, OR serious illness of a close family member. Medical evidence must be provided. Financial hardship does NOT constitute a reason for a refund.



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5. No refunds will be made to students who acquire Permanent Residence, or whose parent acquires a Work or Long Term Business Visa, after having enrolled here unless the intention to apply for such visas is declared at the time of application, or annual contract renewal.
6. Refunds may be considered for students who transfer to another school on a case by case basis after consultation with parents. In any event no refunds will be made for students who transfer after the beginning of Term 3.
7. No refunds will be made to students who have been required through expulsion or asked to leave with respect to a breach of the conditions of their student visa.
8. Fees protection is guaranteed by BOT minute (June 2018)

**APPENDIX 1**  
**REFUNDS FOR STUDENTS POLICY**

This policy is based on Section 4B[7] of the Education Amendment [No. 4] Act 1991.

- [7] "Where at any time a foreign student withdraws from a subject, course, or programme at a state school, the Board may refund to the person who paid (in respect of the student's enrolment in the subject, course or programme) the amount of fees referred in sub section (1) of this section (or the sum of any instalments paid in respect of those fees) any amount it thinks appropriate not exceeding the extent (if any) by which the amount paid exceeds the sum of the following amounts:
- a) The Board's best estimate of the cost to the Board including the appropriate proportion of the Board's administrative and other general costs and the appropriate proportion of any initial or start-up costs of the subject, course, or programme for 1 student up to that time.
  - b) An amount that is in the Board's opinion an appropriate reflection of the use made by 1 student receiving tuition in the subject, course or programme of the Board's capital facilities.
  - c) The appropriate proportion of the amount (if any) prescribed under Section 4D of this Act for a student receiving tuition at a state school in the subject, course, or programme.
  - d) All other fees (if any) prescribed by the Board."

Ratified Nelson College BOT  
June 2018  
To be reviewed June 2021