St. Catherine's College Board of Trustees	Refunds for International Students Policy September 2018
	To be reviewed: Triennially NAG 4

E kore au e ngaro, he kākano i ruia mai i Rangiātea.
I will never be lost, for I am a seed sown in Rangiātea.

St. Catherine's College is an integrated Catholic College for girls founded and supported by the Sisters of Mercy.

MISSION:
Spiritual, human and academic within a Christian vision of the world.

RATIONALE:
To provide clear and consistent guidelines for relationships between the school and education agencies in the context of our commitment to comply fully with the Education (Pastoral Care of International Students) Code of Practice 2016.

GUIDELINES

1. This policy is based on Section 4B(7) of the Education Amendment (No. 43) 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 the fees referred to in subsection (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) of providing tuition in the subject, course or programme for one student up to that time:

   (b) An amount that is in the Board's opinion an appropriate reflection of the use made by one 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.

2. In order to be eligible for any refund the student must apply in writing to the Board of Trustees, setting out the special circumstances of the claim.

3. In arriving at their decision the Board of Trustees will take into consideration the special circumstances of the withdrawing student and:
   (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 international student's fee, from the government.

4. Except in exceptional circumstances, no refund is payable to a student who withdraws in the second half of the course. In the case of a full year student, the second half of the course commences on the first school day of the third term after commencement.
5. No refund is payable to any student whose placement has been terminated by the Board of Trustees because the terms of the student contract have not been met, as set out in the Prospectus and the Student Diary.

APPROVED: (Date)……..

Board Chair: …… Principal: ……..

TO BE REVIEWED in accordance with the Board's annual programme of self-review

He nui te painga o te atawhai, kia whiwhi huanga a me te tohungia hara ia wa, ia wa.
Mercy not only bestows benefits, but receives and pardons again and again
~Catherine McAuley