

tuition refund policy...1

PLEASE READ ALL FORMS BEFORE SIGNING ANY APPLICATION



TUITION REFUND POLICY FOR FOREIGN FEE PAYING STUDENTS

This policy is based on Section 4B(7) of the New Zealand Education Amendment Act 1991.

Middleton Grange School has established the following policy for tuition refunds:

11. Either party may terminate this agreement at any time by giving the other party one month's written notice.
- 11.1 On termination by the school the student is entitled to a refund of a portion of the tuition fee paid.
This portion shall be calculated on the basis of the proportion that the number of College days remaining in the contracted tuition period, counting from the day after the student last attends the College, less twenty College days, bears to the total number of days in the contracted tuition period.
- 11.2 On termination by the student:
 - a) Where the tuition period is for six months or longer
 - (i) in the first two months of the tuition period the student is entitled to a refund of 50% of the tuition fee paid;
 - (ii) after the first two months of the tuition period no refund of the tuition fee shall be made.
 - b) Where the tuition period is for less than six months, no refund of tuition fee shall be made.
- 11.3 In addition to the amounts calculated under 11.1 or 11.2 above, the student shall be entitled to a refund of any unused portion of any disbursement deposit paid.
- 11.4 Notwithstanding the conditions of clauses 11.2 and 11.3 above, in exceptional circumstances (such as a serious illness to the enrolled student or a member of the student's immediate family resident overseas) the school may decide to grant a refund greater than the amount to which a student may otherwise be entitled.

(Source: Middleton Grange School International Students Tuition Agreement)

Middleton Grange School has established the following procedures for obtaining a tuition refund.

1. An application for tuition refund must be made in writing (post or fax) by the student's parents to the Director of Middleton Grange International College explaining the reason/s for why a refund is requested, including any special circumstances.
2. The criteria for refund as detailed in the Refunds Policy will be applied by the Director of Middleton Grange International College. The decision on the application for refund will be in writing.
3. If you wish to dispute the decision then you must follow the process outlined in the Grievance Policy.

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The Education Act 1989 section 4B (7) states:

“(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 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.”*