



# St Matthew's Collegiate School

## Refund Policy

### Tuition Fees

1. If the enrolment is cancelled prior to arrival in New Zealand, full tuition fees will be refunded less an administration fee of \$NZ500.
2. If the student withdraws within seven days after the first day of the course for which attendance of students at the school is required, full tuition fees will be refunded less an administration fee of \$NZ500.
3. If the student withdraws following the initial seven-day period, no refund will be made except in the case of:
  - a) Return home because of a student's serious illness.
  - b) Return home because of a death or serious illness of a close member of the student's family.In these cases, under New Zealand law, the school must retain an amount to cover costs already incurred. The balance will be returned. Medical evidence must be provided.
4. All refunds will be made to the person who paid the fees in the country of origin:
  - a) Parents/guardian of the student
  - b) Agent/representative of the student.
5. No refunds will be made for students who are asked to leave the school because of misbehaviour, poor attendance or violation of the school rules.
6. No refunds will be made for students who are asked to leave the school because of a breach of New Zealand law.
7. No refunds will be made for students who wish to transfer to another school for whatever reason.
8. No refunds will be made for students who return home for any reason other than the student's serious illness, or death or serious illness of a close family member.
9. No refunds will be made to students who acquire Permanent Residence after having commenced their studies.

### Accommodation Fees

1. If the enrolment is cancelled prior to arrival in New Zealand, full accommodation fees will be refunded less an administration fee of \$NZ500.
2. If the student withdraws following arrival in New Zealand, no refund will be made except in the case of:
  - a) Return home because of a student's serious illness.
  - b) Return home because of death or serious illness of a close member of the student's family.
3. Medical evidence must be provided.
4. All refunds will be made to the person who paid the fees in the country of origin –
  - a) Parents/guardian of the student.
  - b) Agent/representative of the student.
5. No refunds will be made for students who are asked to leave the school because of misbehaviour, poor attendance or violation of the school rules.
6. No refunds will be made for students who are asked to leave the school because of a breach of New Zealand law.
7. No refunds will be made for students who wish to transfer to another school for whatever reason.
8. No refunds will be made for students who return home for any reason other than the student's serious illness, or death or serious illness of a close family member.
9. Any refunds are at the discretion of the Principal and Board of Trustees and Proprietors for St Matthew's Collegiate School. All decisions will be notified in writing and are final.