

HOWICK INTERMEDIATE SCHOOL PROCEDURES ON INTERNATIONAL STUDENT FEE REFUNDS

GUIDELINES:

1. Requests for refunds will be considered on a case by case basis. Requests must be submitted in writing at least two weeks in advance.
2. If an enrolment application is withdrawn after the student has been accepted or a student leaves the school before completing their full term of enrolment, an administration fee will be retained by the school.
3. The Government levy for international students is non-refundable.
4. Once a student has commenced their study at Howick Intermediate, no refunds will be given for enrolments of one term or less.
5. In the case of enrolments for more than one term, refunds will be considered on a case by case basis and where an application for refund has been made in writing prior to the end of a school term.
6. An administration fee of \$500 will be deducted from any refund. In the case of a two year enrolment, an administration fee of \$800 will be deducted.
7. Where a student ceases to be an international student during the year, their continued enrolment in the school will be reliant on them living within the school zone.
8. No refunds will be made to students who are asked to leave Howick Intermediate School because of misbehaviour or poor attendance.
9. The camp fee is not refundable where a student leaves the school within one month of the camp date.
10. For short stay enrolments of up to one term:
 - If a visa is declined by Immigration New Zealand, or in the situation of a Force Majeure, a full refund of the tuition fee will be made.
 - Administration fee will not be refunded.
 - Refunds of other payments such as homestay fee, homestay arrangements and insurance will be considered on a case by case basis.
11. If Howick Intermediate ceases to be a provider or a signatory to the Code, fees for services not delivered will be returned to students.
12. The International Student Contract Dispute Resolution Scheme (DRS) can be accessed to resolve contractual and financial disputes. This independent scheme can be accessed here: <https://www.istudent.org.nz>

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