

Rangiora High School Board



Refund of International Student Fees: Group Study Tours

Rationale

Transparency

Students and families should be clear about how the school will manage a request for a refund including factors it will take into consideration in making a decision. Students and families should also know their rights and options in the event they are dissatisfied with a refund decision.

Consistency

The school should consider each refund request in the same way. This is not to say that the outcome will be the same, however, the same factors should be considered in all requests.

Fair and reasonable

The outcome from a request for a refund of student fees should be fair and reasonable.

Each decision made on its own merits

The school should provide a framework that allows for the merits of each individual request for a refund to be considered. This means that conditions of a refund policy that apply to all students in all situations without due consideration of the individual merits of a request, are unlikely to be considered fair or reasonable.

This policy should be read in conjunction with the Education (Pastoral Care of International Students) Code of Practice 2016. (the Code), the Managing Supervised Group Policy and Procedures for Managing Supervised Groups.

Purpose

This refund policy outlines how the school will manage a request for a refund of international student fees from the organisers of group tours of less than one term's duration. For students travelling together, but enrolled for one full term or longer, the school's normal refund policy will apply.

Request for a Refund

Requests for a refund of fees on cancellation of a group study tour or early withdrawal by one or more students on the tour.

Rangiora High School will consider all requests for a refund of fees. Requests should be made in writing to the school as soon as possible after the circumstances leading to a request.

A request for a refund should provide the following information to the school:

- The name of the study tour
- The circumstances leading to cancellation of the tour/student withdrawal
- The amount of refund requested
- The name of the person and organisation requesting the refund
- The name of the person and organisation who paid the fees
- The bank account details to receive any eligible refund
- Any relevant supporting documentation such as receipts or invoices

Non-Refundable Fees

The following fees are non-refundable:

- Administration Fee:** Administration fees meet the cost of processing the study tour and are incurred whether or not the tour goes ahead.
- Insurance:** Once insurance is purchased, the school is unable to refund insurance premiums paid on behalf of students. Tour organisers may apply directly to an insurance company for a refund of premiums paid.
- Homestay Placement Fee:** Homestay placement fees meet the cost of processing a request for homestay accommodation by the student. Costs incurred for arranging homestay accommodation for international students prior to the refund request, cannot be refunded.
- Used Homestay Fees:** Homestay fees paid for time the student has already spent in a homestay cannot be refunded. Used homestay fees may also include a notice period of two weeks.
- Tuition Fees:**
1. Where one or more individual students on a study tour voluntarily returns home early for any reason, there will be no refund of tuition fees except in exceptional circumstances.
 2. Where one or more students return home early following disciplinary processes by the school, there will be no refund of tuition fees.
 3. Where the tour is cancelled prior to arrival in New Zealand the school will consider the circumstances leading to the

cancellation of the tour and may refund some or all of the tuition fees.

Outstanding Activity Fees: Any activity or other fees incurred by a student during enrolment and owed to the school at the time of withdrawal, will be deducted from any eligible refund.

Request for a Refund for Failure to Obtain a Visitor Visa

If students studying on a group tour fail to obtain a visitor visa, a refund of international student tuition fees will be provided less an administration fee of \$500.00. Evidence of visa decline must be provided to Rangiora High School.

Request for a Refund in the Event of Natural Disaster or Epidemic or other Event Causing Travel Disruptions

Where circumstances beyond the control of the tour organisers, relating to volcanic eruption, earthquake, epidemic or other event beyond their control results in cancellation of the tour, and the school is satisfied that cancellation is necessary, tour fees will be refunded less any relevant non-refundable fees outlined above.

Request for a Refund where the Study Tour is cancelled by the Organiser for any other Reason

The school will consider the circumstances of the cancellation, but except in the circumstances described above relating to a natural disaster or epidemic, tuition fees are non-refundable.

Request for a Refund of Homestay Fees

If for any reason, an international student withdraws from the tour after payment has been made, any unused homestay fees will be refunded, less any relevant non-refundable fees set out in this policy. Where a student moves from a school homestay and requests a refund of an unused homestay fee, these will be refunded less any non-refundable fees set out in this policy.

Requests for a refund for failure to provide a course, cessation as a signatory or cessation to be a provider.

If the school fails to provide the agreed course of education or is no longer a signatory to the Code or no longer operates as an international education provider, the school will negotiate with the tour organiser to either:

- Refund the unused portion of international student fees or other fees paid for services not delivered or
- Transfer the amount of any eligible refund to another provider or
- Make other arrangements agreed to by the tour organiser and the school

Other Circumstances where a Refund Request may be considered

In certain circumstances, a compassionate refund may be considered. The tour organiser should apply to the school for a refund outlining the circumstances leading to the early withdrawal of the student, and should provide documentary evidence of these circumstances.

Refunds to be made to the Country of Receipt

Unless otherwise agreed in writing, all eligible refunds of fees received from outside of New Zealand will be refunded to a nominated bank account in the source country.

Rights of Tour Organisers and Families after a Decision Regarding a Refund has been made

A decision by the school relating to a request for a refund of international student fees will be provided to the tour organiser in writing and will set out the following information:

Factors considered when making the refund decision

- The total amount to be refunded
- Details of non-refundable fees

Tour organisers and families have the right to submit a grievance to the Code Administrator or Disputes Resolution Scheme in the event they are dissatisfied with a refund decision made by the school.

Review

The school will review the conditions relating to this policy as part of the annual self-review. The school will collect and record appropriate evidence of the review.

Reporting

The Director of International Students will report directly to the school Principal on the operation of the school's policy for the refund of international student fees.

Related Policies

- Refunds and Cancellations Policy – International Students
- Managing Contracted Recruitment Agencies Policy – International Students
- Managing Supervised Groups Policy – International Students
- Accommodation Policy – International Students
- Fee Protection Policy – International Students
- International Students Policy
- Grievance Policy – International Students
- School Disciplinary Policy – Rangiora High School
- Complaints and Grievances Policy – Rangiora High School

Relevant Documentation and Legislation

- [Education and Training Act 2020](#)
- [Education \(Pastoral Care of International Students\) Code of Practice 2016](#)

- [Guidelines for the Education \(Pastoral Care of International Students\) Code of Practice 2016](#)
- [International Student Contract Dispute Resolution Scheme Rules 2016](#)
- [The International Student Wellbeing Strategy](#)
- Accommodation Procedure – International Students
- Communications Procedure – International Students
- Marketing Procedure – International Students
- Appointment, Monitoring & Management of Education Agents Procedure – International Students
- Dealing with Grievances and Complaints Procedure – International Students
- Managing Supervised Groups Procedure – International Students
- International Student Wellbeing Procedure
- Managing International Student Enrolment Procedure
- Managing Attendance and Withdrawal Procedure – International Students
- Supporting Academic Outcomes Procedure – International Students
- Procedure for Managing Student Behaviour – International Students
- Supporting Students & Residential Caregivers during Lock Down Procedure – International Students
- Procedure for Critical Incidents – International Students
- International Student Code of Conduct
- Secondary Student Group Application and Contract of Enrolment
- International Student Accommodation Agreement

Date of Review	November 2021
Date of Next Review	November 2024
Date Adopted by the Board	December 2021
Date of Amendment by Board	