



ONERAHI PRIMARY SCHOOL

ONERAHI PRIMARY SCHOOL REFUND POLICY

Purpose:

To ensure that all Foreign Fee Paying Students are treated equally, fairly and according to established school procedures.

Rationale:

That the enrolment of Foreign Fee Paying Students (FFPS) is well planned and both parties are aware of their obligations.

Objectives:

1. The FFPS are informed of procedures and steps to follow to claim a refund.
2. The amount of the refund is able to be calculated fairly according to approved guidelines.
3. That this policy complies with the following:
 - The Education and Training Act 2020 (section 529)
 - The Fair Trading Act 2021
 - The Consumer Guarantees Act 1993
 - The Human Rights Act 1993
 - The individual contract with the student

Guidelines:

1. The provisions of the Consumer Guarantees Act and the Fair Trading Act override the terms of the refund conditions in the contract the school has with the student, and the provisions of the Education Act.
2. A copy of the refund policy is included in the information pack supplied to FFPS.
3. An application for refund of fees must be made in writing to the Board of Trustees explaining why you have withdrawn before the completion of the enrolment period and your reasons for seeking a refund.
4. If your application is made before the start date, your fees will be refunded in full less an administration charge of \$1000 to cover costs incurred by the school.
5. If your application is made after the start of your agreed term of enrolment, but before the second half of your course, your fees will be refunded less:
 - * An administration charge of \$1000 gst incl
 - * Costs to the school already incurred for tuition @ a rate of \$402.50 gst incl per week for the use of facilities and resources.
 - * The proportion of the per annum Government Levy the school is required to pay per student.

6. If your application is made after the second half of the agreed enrolment period, you will not receive a refund except in exceptional circumstances.
7. No refund will be made to a student who fails to obtain a study visa.
8. No refund will be made to a student who is expelled or suspended indefinitely from the school by the Board of Trustees.
9. Should Onerahi School be unable to deliver tuition to the student, every attempt will be made to transfer the student to another school. If this is not possible, a refund of the unused portion of the tuition fee will be made.
10. Should Onerahi School no longer be a signatory to the code or cease to provide education to International Students, a refund of the unused portion of the tuition fee will be made.

Presiding Member

15 November 2023

To be annually reviewed by 15 November 2024