



Vauxhall School

Fee Refund Policy

If your child withdraws from their course of study before the completion date, you may be eligible for a refund of tuition fees. The school will always investigate your claim for a refund and act fairly towards you.

- The school is not obliged to refund fees if your child:
 - has been asked to leave the school because of misbehaviour or poor attendance.
 - wishes to transfer to another educational institution for any reason.
 - has special needs that you did not explain to the school on the enrolment form.
- The school will consider refunding all or part of your fees if:
 - there are special circumstances, for example, the child has a serious illness or accident, or you need to return home because of the death of a family member. You will need to supply proof.
 - your child gains permanent residency during the course. You will need to provide documentation of the residency within 14 days of it being granted.
 - the school is closed for a period of one week or more due to force majeure. (Force majeure means an event beyond the reasonable control of the school, such as snow, earthquake, etc.)

Full or partial refund of fees:

You must apply in writing to the principal explaining the special circumstances of your claim within one month of your child's last day at school (or within one month of your child gaining permanent residency). If your child is leaving, you must also **complete the official leaving process**.

- If you apply for a refund **before** the course starts, the school will refund the fees in full, less an administration fee of NZD800.
- If you apply for a refund **after** the course starts (i.e., in terms 1 or 2), but before the second half of the course (i.e., terms 3 & 4), the school will refund the fees in full, less:
 - An administration fee of NZD800
 - Costs to the school already incurred for tuition
 - Components of the fee already committed for the duration of the course
 - Specialist fees (if applicable)
 - Appropriate proportions of salaries for teachers and support staff (if applicable)
 - Costs already incurred for the use of facilities and resources
 - Any other costs already incurred.
- If you apply for a refund **after the second half** of a course, the school will usually not refund the fees unless there are special circumstances (e.g., death of a close family member, serious illness, or accident).

Payment of refunds

- The school will only refund fees directly to you or to an agent with written authority from you. The school will never refund fees directly to the student.

Immigration New Zealand will be notified if any student ceases to attend Vauxhall School for whatever reason.

Execution:

By signing below, I acknowledge that I have read and fully understand the terms and conditions set out in the Vauxhall School Fee Refund Policy.

Parent signature: _____

Name of parent: _____

Address of parent: _____

Name of student: _____

Date: _____