



BOTANY DOWNS SCHOOL

Refunds Policy for International Students

1. *In order to be eligible for any refund the parent or legal guardian must apply in writing to the Board of Trustees, setting out the special circumstances of the claim.*
2. *If the withdrawal is prior to the Student coming to New Zealand the fees paid will be refunded in full minus a NZ\$1200 administration fee. If the student wishes to withdraw after arriving in New Zealand and commencing the programme, no refund will be made except where the Student returns home due to serious illness of the Student or because of a death or serious illness of a close family member. In that event, the refund will be calculated in accordance with paragraph 4.*
3. *Where a Student withdraws after commission has already been paid by the School to the agent, the cost of the commission will be deducted from any refund.*
4. *Where the Student withdraws from the programme at the School and is eligible to receive a refund, the Board of Trustees may refund to the person who paid the fees in respect of the programme, any amount of the fees it thinks appropriate, but any such amount will not exceed the sum of the following amounts:*
 - 1 *the Board's best estimate of the costs to the School of providing tuition in the programme for one student up to that time;*
 - 2 *an amount that in the Board's opinion reflects the use made by one student in the programme of the School's capital facilities;*
 - 3 *the appropriate proportion of the amounts paid by the Board in respect of foreign students; and*
 - 4 *all other fees prescribed by the Board.*

NB *No refunds will be made:*

- *Where students are asked to leave the School because of misbehaviour, poor attendance or violation of school rules.*
- *Where students wish to transfer to another school for whatever reason.*
- *Where students return home for any other reason other than the student's serious illness or death or serious illness of a close member of the family.*
- *Where students acquire permanent residence after having enrolled at the School.*

I have read and understood the terms set out in this Refunds Policy and agree to them.

Signed: _____ Date: _____

Full Name: _____

Relationship to Student: _____