

Refund Policy



CAMBRIDGE HIGH SCHOOL

Rationale

From time to time, international fee paying students may need or desire to withdraw from their course before completion of their intended study programme.

Purpose

There is a need to ensure that an appropriate level of refund is made, which is fair to both parties and recognises the current and ongoing expenses incurred by the Board of Trustees.

Guidelines

1. In order to be eligible for any refund the student, parent or legal guardian shall apply in writing to the Board of Trustees explaining why they have withdrawn from their course.
2. The Board of Trustees may consider the special circumstances of the withdrawal, but shall ensure that the costs and commitments are funded before approval of a refund.
3. Except in exceptional circumstances, no refund is payable to a student who withdraws in the second half of his/her course. In the case of a full year student, the second half of the course commences on the first school day of Term 3.
4. No refund will be made to a student who is expelled or excluded by the Board of Trustees.
5. No refund will be made to a student who transfers to another educational institution.

The guidelines of what refund you can expect are laid out below:

(A) STUDENT ENROLS BUT FAILS TO ATTEND ON COMMENCEMENT DATE.

Fees will be refunded less an administration charge of \$1000.

(B) STUDENT ATTENDS SCHOOL AND WITHDRAWS BEFORE THE END OF FIRST TERM.

Fees will be refunded as below:

Annual Fee		\$12,000
Less	Administration fee	\$1000
	Annual resource fee	\$1000
	Term charge	\$3000
	Government levy	\$455
Balance		\$6545.00
Refund 50% of balance		\$3272.50

Name of Student _____

Initial as read: _____



Please turn to page 2.

(C) STUDENT ATTENDS SCHOOL AND WITHDRAWS BEFORE THE END OF TERM 2.

Fees will be refunded as below:

Annual Fee		\$12,000
Less	Administration fee	\$1000
	Annual resource fee	\$1000
	Term charge	\$6000
	Government levy	\$455
Balance		\$3545.00
Refund 50% of balance		\$1772.50

(D) STUDENT WITHDRAWS AFTER THE START OF TERM 3.

Except in exceptional circumstances, there is no refund

(E) WHEN AGENT FEES HAVE BEEN PAID BY THE SCHOOL TO AN AGENT.

That payment will be deducted from the refund.

(F) HOMESTAY FEES (BASED ON ALL HOMESTAY FEES PAID UP FRONT)

(i) If you move out of your homestay before the end of your contract the portion of your homestay fees not already used will be returned to you. The annual homestay placement/welfare fee of \$250 cannot be refunded.

(ii) To have your homestay fees returned, you must have completed the leaving process at school and given two weeks notice to the homestay co-ordinator or pay two weeks fees in lieu of notice.

I / We have read and accept the Cambridge High School Refunds Policy for International Students.

I / We agree to submit to the jurisdiction of New Zealand Courts and that New Zealand law will be applicable in any dispute.

Guardian or Parent: _____

Date: _____