

**INTERNATIONAL SCHOOL LEARNER REFUND FOR TUITION FEES  
POLICY and PROCEDURES****Our why (Rationale)**

The board are signatories to Education (Pastoral Care of tertiary and international learners) Code of Practice 2021 (the Code) and are committed to ensure that students are well Informed, safe and properly cared for whilst under the care of Wesley College. The board delegates to the principal the responsibility to enact this policy and procedures. The board has a refund policy for International School Learner Tuition Fees to meet the requirements of the Ministry of Education Code of Practice for the Pastoral Care of International School Learners. The aim of this policy is to ensure that refunds of International School Learner Tuition Fees are made in an appropriate manner.

**Our how (Implementation actions)**

1. Students who have paid full fees but withdraw before the start of their yearly programme will be entitled to a refund of all tuition fees paid, less a cancellation fee of NZ\$500.00.
2. Students who withdraw within one calendar week (7 days) after the start of their yearly programme will be entitled to a refund of all fees paid, less a cancellation fee of 10% of tuition fees paid.
3. A student who withdraws after the first calendar week but during terms one and two will be entitled to a refund of 50% of the tuition fees. No refund will be payable for withdrawal in terms three and four of any given year.
4. Students who gain Permanent Residency within four calendar weeks (28 days) of the commencement of their yearly programme may re-enrol as a domestic student and receive a refund of the International School Learner Fee paid less NZ\$500.00.
5. Students who gain Permanent Residency after four calendar weeks (28 days) of the commencement of the yearly programme may re-enrol as a domestic student and receive a refund of the International School Learner Fee paid less one term's fees.
6. Refunds will be made to the payee(s) of the International School Learner Fee, viz. the student / students' family, or a charitable trust or the Wesley College Trust Board or such other organisation that may have paid the fee.
7. There will be no refund to a student / student's family when the student is sent home following disciplinary action by the School Board.

**Relevant legislation**

Education and Training Act 2020

**Relevant school documents**

[Education \(Pastoral Care of tertiary and international learners\) Code of Practice 2021](#)

[International School Learner Policy](#)

[International School Learner Accommodation Policy](#)

[International School Learner Discipline Policy](#)

[International School Learners School Fees Protection Policy](#)

The Wesley College School Board approved this policy September 2023.

This policy will be reviewed on / before the September meeting 2026.

**PRESIDING MEMBER**

21 September 2023

**DATE**