

REFUND CONDITIONS

Baradene College Refund of Fees Policy

1. Refunds may be granted at the discretion of the Board of Trustees in exceptional circumstances.
2. A minimum of one term's notice must be given in writing to the Principal to withdraw a student from the school.
3. Applications for refunds of fees must be made in writing by the parent or designated guardian to the Board of Trustees explaining why the student has withdrawn from the course and the reasons for seeking a refund.
4. If an application for a refund of fees is made before the start of the school year (ie 31stDecember) fees will be refunded in full less a cancellation fee of NZ\$500 to cover costs incurred by the school.
5. If an application for a refund of fees is made after the start of the school year (i.e. after 31stDecember) the Board may refund to the person who paid the fees in respect of the course the amount it thinks appropriate less: a) the cost to the Board of administrative and general expenses. b) costs to the school already incurred for tuition. c) components of the fee already committed for the duration of the course, including appropriate proportions of salaries of teachers and support staff (if applicable). d) costs to the school already incurred for the use of facilities and resources. e) any other costs (including the Government Levy)
6. No refund will be made: a) where a student is excluded/expelled from the school by the Board of Trustees. b) where a student has breached the terms of their contract with the school. c) where a student becomes a permanent resident during their course of study. Any student becoming a permanent resident will be required to re-enrol as a domestic student at the start of the next school year after becoming a resident. No guarantee can be given that a place will be available. Preference students will be given priority. d) If the student wishes to transfer to another school in New Zealand.
7. If a student VISA is not granted, fees will be refunded and applied under the same conditions as aforementioned in Item 5 – Student applying for a refund of fees after the start of the school year.
8. In the unlikely event of the signatory (Baradene College) ceasing to provide course instruction as contracted with a student, or ceases to be a signatory or provider for any reason, fees will be refunded under the same conditions as aforementioned in Item 5 – Student applying for a refund of fees after the start of the school year.

If you have any further questions or concerns regarding refunds, please contact our International Student Manager, Kate Meredith: 0064 9 524 6019 ext 758 kmeredith@baradene.school.nz