

REFUNDS POLICY

- A full refund of all fees paid, less the \$500 administration fee, will be made if a student fails to enrol at the school after fees are paid.
- Upon leaving the school, whatever the circumstances might be, a student is entitled to a full refund of all unused fees remaining in both the homestay account and the contingency account.
- If a student withdraws after enrolling at the school, a refund of tuition fees (less the administration fee and any other expenses already incurred) will be made only in the following cases:
 1. The student returns home because of illness.
 2. The student returns home because of a serious illness or death of a close family member.
 3. At the special request of the parents.
- William Colenso College reserves the right to refuse refunds of tuition fees to students who are asked to leave the school because of misbehaviour, poor attendance or violation of school rules or New Zealand law. However, part refund may be made at the discretion of the Principal.
- Part refunds of tuition fees may be made to students transferring to another school at the discretion of the Principal of William Colenso College.
- NO refunds of tuition fees will be made to students who acquire New Zealand Permanent Residency status after enrolling at the school unless the school is informed of the student's intention to apply for status at time of enrolment.

“In the unlikely event of the school not being able to deliver its normal programme, the Board guarantees a refund of unspent fees to International Students.”

William Colenso College Board of Trustees

William Colenso College is a signatory to:

*‘The Education (Pastoral Care of Tertiary and International Learners)
Code of Practice 2021’*