



Alfriston College Refund Policy

Alfriston College has a no refund policy. If a student withdraws from his/her course of study before the course completion date, he/she will **NOT** receive a refund of school fees except in exceptional circumstances. In such cases, the parents should write to the International Student Leader explaining what the exceptional circumstances are; however, the College's decision is final. If a student has applied via an approved agent, the letter may come through the agent.

If the application for a refund is made before the start of the course, fees will be refunded less:

- a) an administration fee
- c) components of the fee already committed for the duration of the course, including appropriate portions of salaries of teachers and support staff (if applicable)
- d) any other costs already incurred

Please note the balance of homestay money will be refunded back to the parents' bank account in full at the time the student signs out of Alfriston College.

Compassionate Refunds:

In exceptional circumstances, refunds may be granted on compassionate grounds (e.g. death of a parent, serious illness, accident). All such refunds will be at the discretion of the Principal and the Board of Trustees.

If an international fee-paying student gains residency during their course:

There will be no refund of fees. A new resident will then abide by the school enrolment scheme. Documentation of residency must be provided within 14 days of it being granted.

The Board of Trustees will make no refund:

- When a student is required to leave the school for a breach of the rules and conditions of enrolment at the school or has broken a New Zealand law.
- Where a student has been stood-down, suspended or excluded
- Where a student returns home for any reason other than serious illness, accident or death of a close family member
- If the enrolment application is found to be inaccurate in any way and the contract is terminated
- If a student wants to transfer to another school or educational institution

Homestay Fees

If you move out of your Homestay before the end of your Contract:

- All unused Homestay Fees will be refunded, provided the Homestay has been given two weeks' notice that the student is leaving
- If the student does not give two weeks' notice, then two weeks' Homestay fees will be deducted from any refund.

Payment of Refunds:

- All refunds will be paid to the parents of the student back to the country of origin. No refunds will be given directly to the student.

N.B. The **New Zealand Immigration Service** will be notified if any student ceases to attend Alfriston College for whatever reason.

I agree with these refund conditions

Parent's Signature: _____ Date: _____

Print Parent's Full Name: _____

Print Student's Full Name: _____