



# REFUND OF FEES Claim Form

Please note the following if you are withdrawing from school before the due date:

- To be eligible for a refund an application must be made in writing, by the **parent, agent** or **designated care-giver**, to Garry Chronican  
Director International Student Programme  
Kaikorai Valley College
- The application must state clearly the reasons for withdrawal of the student.
- If the withdrawal is made prior to the student coming to New Zealand a full refund shall be made less \$NZD250.00 administration fee.
- There will be no refund if the student has completed more than half of the year's programme of study. The exception would be in the case of serious illness.
- There will be no refund made to any student who transfers to another school or is asked to leave because of misbehaviour, poor attendance or violation of the contract with the school.
- In determining any refund the Board of Trustees will take into consideration any special circumstances including – The costs to the school of providing tuition  
The costs incurred in employing staff and providing facilities  
Payments made to the New Zealand government  
Payments made to any agent or agency.

## Refunds of Fees Claim details

Name of student requesting refund: \_\_\_\_\_

Name of parent: \_\_\_\_\_

Name of agent: \_\_\_\_\_

Email Address: \_\_\_\_\_

Reason for withdrawal from KVC? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date you are intending to leave KVC? \_\_\_\_\_

Where are you going? \_\_\_\_\_

What course are you intending to take? \_\_\_\_\_

Office use only.

Amount refunded: \_\_\_\_\_ Approved: \_\_\_\_\_

