



REFUNDS OF FEES Information for students

The **Refund of Fees Policy** and practice is to ensure any refunds are fair to all parties involved.

KVC Tuition Fees 2013	11,500
Home-stay fees (Based on 47 weeks @ \$230 per week)	10,810
Curriculum related expenses ¹	800*
Administration Fee ²	400*
Uniform ³ (Boys \$730, Girls \$1,000)	730/1000*
Comprehensive Insurance ⁴ (12 months)	560
Examination Fee ⁵	<u>385</u>
Total for one year (NZD)	\$25,185/\$25,455

1. Includes stationery, curriculum related camps, school sports and cultural fees and other school activities.
2. Includes replacement visas, homestay placement, refund calculations etc.
3. This is a one-off charge in the 1st year of study. It applies to students who stay longer than one school term (10 weeks). No uniform for Year 13 students.
4. Compulsory but students may organise their own insurance prior to arrival. They must bring the insurance policy with them.
5. Only applies to years 11 – 13 students who sit NCEA Examinations.

Please note:

- *Curriculum Related Expenses¹ and Administration fees² and Uniform Costs³ are non refundable.
- Only one refund will be made in a calendar year. This will usually be in November.
- All refunds are ultimately at the discretion of the KVC Board of Trustees. The Director International Students will act as the agent of the Board of Trustees in establishing the circumstances and the level of the fees to be refunded.

Students who withdraw from school before their 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.

