

Liston College Board of Trustees

Withdrawals and Refund of Fees Policy

All refunds of tuition fees to students withdrawing from Liston College are at the discretion of the Board of Trustees. Application for refund must be made in writing to the Board of Trustees setting out the special circumstances of the claim.

Refund of Tuition fees

If a student decides against coming to Liston College, tuition fees will be refunded minus a NZ\$1,000 administration fee.

Once a student has arrived in New Zealand refunds, less a NZ\$1000 administration fee, will be made only in the most exceptional circumstances (i.e. return home because of serious illness or death of a close family member) and then only partial refund may be made as the school will have incurred costs on the student's behalf for the whole year.

The refund policy of the Liston College Board of Trustees is set out below *is based on Section 4B(7) of the New Zealand Education Amendment (No.4) Act 1991*. In arriving at their decision, the Board of Trustees will take into consideration the special circumstances of the withdrawing student and;

- costs already incurred by the Board
- the salaries of the teachers and support staff and any other components of the fee committed for the duration of the course
- an amount which covers the use of facilities and resources to the date of the withdrawal
- the proportion of the Government or the Catholic School Levies the school is required to pay
- any other costs already incurred

Please note:

- No refund will be made to a student who is excluded from the school by the Board of Trustees¹.
- Students who gain permanent residence or parents who gain work visas after the course has commenced will not be eligible for a refund.

¹ Where a student is excluded from Liston College, the costs associated with the return journey home will be the responsibility of the parent or guardian, not Liston College.

Homestay Fees

Outstanding homestay fees will be refunded if the contract for tuition at Liston College or its contracted homestay agency, is terminated. Two weeks written notice, or payment of two weeks fees in lieu of notice, must be given to the Director of International Students. The placement fee is not refundable.

How to apply for Refunds

All refunds of tuition fees to withdrawing students are at the discretion of the Liston College Board of Trustees.

Applications for a refund must be made in writing to the Board of Trustees, setting out the special circumstances of the claim, such as return home because of serious illness or death of a close family member. This application should include any supporting documents (eg. medical certificates, tickets for return journey etc.)

To apply for a Refund, please email your request to: international@liston.school.nz