



## St Peter's College

### School Policy

#### International Student Refund Policy

##### **Rationale:**

The Board of Trustees has developed a refund policy for International students to ensure that all parties will receive the appropriate fees if an international student withdraws from tuition at St Peter's College prior to the offer of place being fulfilled.

##### **Guidelines:**

- If a student is accepted for enrolment and fees are received, all money, less the school's actual expenses, will be refunded if the student withdraws, in writing, at least two weeks BEFORE arriving at the school.
- If the student changes status during the year, there is no refund.
- If the student withdraws from the school in the first half year, half the fees will be refunded, less any actual expenses that the school has incurred because it has committed funding to the second half year.
- If a student withdraws from the school in the second half year a refund is not usually given. If there are special circumstances, the student is able to apply for a refund.
- If a student is expelled from the school because of behaviour that does not comply with the school rules and expectations, a refund is not usually given. If there are special circumstances, the student is able to apply for a refund.
- If a student wishes to apply for a refund, they must make their case to the school Board of Trustees.
- It is the policy of St Peter's College, not to commit international student fees already paid, in a manner which would make a full refund impossible at any stage, for all or any of our international students.

**Review:** This policy will be reviewed according to the Board of Trustees triennial programme of self-review.

**Reviewed:** 27 June 2018

##### Related Policies and Procedures:

International Student Refunds Policy

##### Related Documentation:

St Peter's College International Student Enrolment Form