

Conditions of Enrolment

STUDENT VISAS

International students requiring student visas are required to study a minimum of 20 hours per week. We will issue you with a letter for New Zealand Immigration once your full fee has been paid. There are no refunds once a letter for New Zealand Immigration has been issued unless you bring us written evidence that your application has been rejected. If your application is rejected we will refund your fees less an administration charge.

ATTENDANCE

Students studying on a student visa or student permit must comply with New Zealand Immigration regulations which require students to attend a minimum of 80% of classes. Where attendance is below 80%, students will be contacted immediately and asked to improve attendance. Failure to do so will result in the school notifying New Zealand Immigration. A student who fails to attend 20% of classes scheduled for their course, without notifying the school, will be deemed to have withdrawn from their course and will not be entitled to any refund.

TRANSFERS

Transfers between classes can only be authorised by our ESOL Director of Studies. These are only possible under special circumstances and a fee of \$10 is payable per class transfer.

INSURANCE

It is compulsory for international students to have medical and travel insurance for the duration of their course of study. We will need to see proof of your insurance policy at the time of enrolment. If you do not have an insurance policy. We can help you to arrange one.

REFUND POLICY

Withdrawal before course commencement

In the event of withdrawal from the course after fees have been paid but before the commencement of the course, all tuition fees less 10% or \$500, whichever is the lesser, will be refunded.

1. Withdrawal from course less than three months

- * For courses lasting less than 5 weeks (34 days):

If a student withdraws within the first two days after and including the scheduled start date of their course, 50% of the tuition fees will be refunded.

2. Withdrawal from course of 13 weeks or more

- * Withdrawal within the first ten days after and including the course start date: if a student withdraws within ten days after and including the scheduled start date of their course, all tuition fees less 10% or \$500, whichever is the lesser, will be refunded.

- * Withdrawal on day eleven or later of the course: If a student withdraws from their course of study before the completion date, they would only be eligible for a refund of tuition fees in exceptional circumstances. This will be at the discretion of the Board of Trustees. All documentation to support any such application for a refund, must be made within one month of the last day of attendance.

3. No refunds if

- * A student has been expelled
- * A student wishes to transfer to another school