



## **Fees Refund Conditions for International Students**

**“The Marcellin College Board of Trustees guarantees a refund of International Student school fees if the application for refund complies with the following guidelines.”**

1. If you withdraw from your course of study before your originally advised course completion date you may be eligible for a refund of school fees.
2. An application for refund of fees must be made in writing. You must write to the Principal explaining why you have withdrawn from the course and provide valid reasons for seeking a refund.
3. If your application is made before the start of your course, your fees will be refunded in full less an administration charge of NZ \$400.
4. If your application is made after the start of your course, but before the second half of your course, the amount of refund will be the unexpired fees less:
  - The proportion of the NZCEO Levy payable by the school.
  - An administration charge of NZ\$400
  - Any other costs already incurred

Unexpired fees are one-twelfth of the annual fees payable multiplied by the whole number of the months remaining in the academic year, which is defined to end on 30 November.

5. If your application is made after the second half of your course, you will not receive a refund except in exceptional circumstances
6. No refund will be made to a student who is expelled from the school by the Board of Trustees.
7. Any refund will be made to the person who paid the fees in the country of origin, i.e. the parents/guardians/representative of the student.
8. No refund will be made to a student who wishes to transfer to another school during the school year, except in exceptional circumstances.
9. No refund will be made to a student who acquires permanent residence after having enrolled at Marcellin College.
10. Fees Protection Policy: all International Students' fees are in a protected and separately coded account.