

REQUEST FOR REFUND OF INTERNATIONAL STUDENT TUITION FEES

Student's Family name:	
Student's First name:	
Teacher/Year Level	Classroom No/ Homeroom Class Code
Parent /Legal Guardian's Full Name:	
Parent/Legal Guardian's Email:	
Education Agency: (if relevant)	
Reason for Withdrawal and Request for Refund: (please explain)	
Is this refund request due to any of the following circumstances?	
- The student failed to obtain a study visa	Yes <input type="checkbox"/> No <input type="checkbox"/>
- The student has changed to become a domestic student during the period of enrolment	Yes <input type="checkbox"/> No <input type="checkbox"/>
- The student's enrolment was terminated by Mauku School	Yes <input type="checkbox"/> No <input type="checkbox"/>
- The student is voluntarily withdrawing to transfer to another school within (state town or city)	Yes <input type="checkbox"/> No <input type="checkbox"/>
- The student is voluntarily withdrawing due to parents/caregivers moving to another city in New Zealand	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date student started study at Mauku School	
Current enrolment fees paid until:	
(Intended) Last day at Mauku School	
Date School was notified in writing of intended withdrawal:	
Name of Person who paid the student's Tuition Fees:	
Bank Account Details	
Is the refund to be made to non-NZ bank?	Yes <input type="checkbox"/> No <input type="checkbox"/> Country of Bank:
Supporting Documentation eg. Medical evidence, banking information (attach to Request)	
Refund Calculation (to be completed by Mauku School)	
- Fees Paid	Fees Paid: \$
- Deductables	Deductions:
Amount of Refund:	\$

Signed (Parent/Legal Guardian):

Name: _____ **Signature:** _____ **Date of refund application:** _____

Mauku School Refund Policy

Fee refunds

As required by the Code, Part 7, Outcome 20, clause 81, our refund policy is reasonable and meets legal requirements, including an outline of the refund conditions for the following situations:

- *failure by a learner to obtain a study visa*
- *voluntary withdrawal by a learner*
- *the school ceasing to provide the agreed educational programme*
- *the school ceasing to be a signatory to the Code of Practice*
- *the school ceasing to be an education provider.*

If the school ceases to provide the agreed educational programme or ceases to be a signatory to the Code of Practice, Mauku School will deal with the fees paid for services not delivered or the unused portion of fees by:

- *refunding the amount in question to the learner (or the learner's parent or legal guardian)*
- *transferring the amount to another signatory as agreed with the learner (as specified in the Code).*

The school will always investigate requests for a refund and act fairly.

Fee protection and refund policy

Our fee protection and refund policy is provided in the application form, and on the website.

How to apply for a full or partial refund of fees

To apply for a full or partial refund of fees, a parent (legal guardian) must apply in writing to the principal within one month of the learner's last day at school (or within one month of the learner gaining permanent residency) explaining the special circumstances.