



PNBHS INTERNATIONAL DEPARTMENT

REFUND POLICY

1. In order to be eligible for any refund the parent or legal guardian must apply in writing to the Board setting out the special circumstances of the claim.
2. If the withdrawal is prior to the student coming to New Zealand the fees paid will be refunded in full minus a \$150 administration fee. If the student wishes to withdraw after arriving in New Zealand and commencing the subject, course or programme, no refund will be made except where the student returns home due to serious illness of the student or because of a death or serious illness of a close family member. In that event the refund will be calculated in accordance with paragraph 3.
3. Where the student withdraws from a subject, course or programme at the school and is eligible to receive a refund, the Board may refund to the person who paid the fees in respect of the subject, course or programme any amount of the fees it thinks appropriate but any such amount will not exceed the sum of the following amounts.
 - a) The Board's best estimate of the cost of the school of providing tuition in the subject, course or programme for one student up to that time.
 - b) An amount that in the Board's opinion reflects the use made by one student in the subject, course or programme of the school's capital facilities.
 - c) The appropriate proportion of the amounts paid by the Board in respect of foreign students; and
 - d) All other fees prescribed by the Board.

Please note no refunds will be made:

- Where students are asked to leave the school because of misbehaviour, poor attendance or violation of the school rules, including those regarding motor vehicles.
- Where students wish to transfer to another school for whatever reason.
- Where students return home for any reason other than the student's serious illness or the serious illness or death of a close member of the family.
- Where a student's visa/permit status changes after having enrolled at Palmerston North Boys' High School.