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GUIDELINES FOR FEES REFUND CONDITIONS FOR INTERNATIONAL STUDENTS

School Fees

1. If you withdraw from your prepaid period of study before the 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 You must write to the Board of Trustees explaining why you have withdrawn from the course and your reasons for seeking a refund. Changing schools does not constitute grounds for a refund of fees under normal conditions.
3. If your application is made before the start of your period of study here, your fees will be refunded in full less an administration charge of \$500 to cover costs already incurred by the school.
4. If your application is made after the start of your period of study, but before the second half of your course, your fees will be refunded less:
 - An administration charge of \$1000
 - Costs of completed tuition plus any part term
 - Components of the fee already committed for the duration of the course, including salaries of teachers and support staff (if applicable)
 - Costs already incurred for the use of facilities and resources
 - The Government Levy the school is required to pay
 - Any other costs already incurred
5. No refund of fees will be made after the end of semester one (two terms). Application for a refund of fees for the second semester, must be made prior to the end of the first semester.
6. No refund will be made to a student who is expelled from the school by the Board of Trustees, or who does not notify the school of his/her departure.
7. If it is found that a student no longer holds a valid student visa, or if a student terminates his/her study period ahead of schedule, the New Zealand Immigration Service guidelines will be followed.
8. Refunds will not be given if it is found that the parent or guardian has misled the school on enrolment, or where any irregularities arise with visa or entry requirements, or where the school terminates tuition in accordance with the Chelsea School International Students Terms and Conditions.