



# Ponsonby Intermediate School

50 Clarence Street  
Ponsonby, Auckland  
Tel (09) 376-0096  
Fax (09) 376-1096  
Email: [office@ponsint.school.nz](mailto:office@ponsint.school.nz)  
Principal: Nick Wilson

## **PONSONBY INTERMEDIATE SCHOOL: REFUND POLICY FOR INTERNATIONAL STUDENTS**

1. No Refunds Will Be Made Where:
  - a. Students are asked to leave the School by the Board of Trustees (“the Board”) due to violation of School rules or breach of the conditions of the contracts signed for International fee paying students.
  - b. Students wish to transfer to another School.
  - c. Students return home for any reason other than the students serious illness or serious or the serious illness or death of a close member of the family.
  - d. Students acquire permanent residence after having enrolled at the School.
2. If the withdrawal is prior to the student attending the School, the fees paid will be refunded, less the administration costs incurred by the School.
3. 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.
4. The Board may refund to the person who paid (in respect of the student’s enrolment in the subject, course or programme) fees paid to the school (or the sum of any instalments paid in respect of those fees) any amount it thinks appropriate not exceeding the sum of the following amounts:
  - a. The Board’s best estimate of the cost to the Board (including the appropriate proportion of any initial or start-up costs of the subject, course or programme) for one student up to that time.
  - b. An amount that is in the Board’s opinion an appropriate reflection of the use made by one student receiving tuition in the subject, course or programme, of the Board’s capital facilities.
  - c. The appropriate proportion of the amount (if any) paid by the Board with respect to foreign students.
  - d. All other fees (if any) prescribed by the Board.

# Ponsonby Intermediate School

50 Clarence Street  
Ponsonby, Auckland  
Tel (09) 376-0096  
Fax (09) 376-1096  
Email: [office@ponsint.school.nz](mailto:office@ponsint.school.nz)  
Principal: Nick Wilson



5. In arriving at a decision the Principal will take into consideration the special circumstances of the withdrawing student and deduct an amount from the fees to cover:
  - a. Costs already incurred by the School.
  - b. The salaries of the teachers and support staff and any other components of the fee already committed for the duration of the course.
  - c. Amount that cover use of the facilities and resources to date.
  - d. Payment of the foreign student's levy to the Government.
  
6. The Board will ensure that the school always has sufficient funds to be able to return to students any fees, should the School for some reason be unable to provide or continue to provide a course or programme to an International Student.
  
7. All contracts will be subject to New Zealand Law. New Zealand Law will apply and the parties submit to the jurisdiction of the New Zealand Court. For further information:  
<https://www.education.govt.nz/our-work/legislation/regulations-to-support-international-students/#sh-code%20of%20practice%20international>

Principal

  
  
  
  
  
  
  
  
  
  

---

I have read and understand the Ponsonby Intermediate School Refund Policy for International Students.

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Student's Full Name: \_\_\_\_\_

Date: \_\_\_\_\_



# Ponsonby Intermediate School

50 Clarence Street  
Ponsonby, Auckland  
Tel (09) 376-0096  
Fax (09) 376-1096  
Email: [office@ponsint.school.nz](mailto:office@ponsint.school.nz)  
Principal: Nick Wilson

## CONDITIONS OF ENROLMENT

I/we, the Parent(s), Guardian(s) accept as a condition of enrolment that:

1 The pupil named in this Contract will participate in the general school programme that gives Ponsonby Intermediate School its character.

2 That the student does not have special education or behavioural needs that would require additional educational provisions or special equipment or specialist services in New Zealand.

3 Non-disclosure of a student health issue may result in termination of that student's enrolment at Ponsonby Intermediate School.

4 I/we have sighted the provisions laid down in the student information booklets of the school and will abide by those rules.

5 I agree that the information collected at the time of enrolment be used in the general administration of the school.

6 I agree to inform the school of any change in my contact details and/or residential address.

Ponsonby Intermediate School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. Copies of the Code are available on request from the school or from the New Zealand Ministry of Education website:

[www.minedu.govt.nz/NZEducation/EducationPolicies/InternationalEducation/ForProvidersOfInternationalEducation/CodeofPracticeforInternationalStudents/CodeOfPractice.aspx](http://www.minedu.govt.nz/NZEducation/EducationPolicies/InternationalEducation/ForProvidersOfInternationalEducation/CodeofPracticeforInternationalStudents/CodeOfPractice.aspx)

All contractual and financial arrangements between signatories and/or recruitment agents and international students must be recorded in writing and international students and their parents must be given a copy of any agreement they are party to.

# Ponsonby Intermediate School

50 Clarence Street  
Ponsonby, Auckland  
Tel (09) 376-0096  
Fax (09) 376-1096  
Email: [office@ponsint.school.nz](mailto:office@ponsint.school.nz)  
Principal: Nick Wilson



**Signed:** \_\_\_\_\_  
**Parent/Guardian**

**Signed:** \_\_\_\_\_  
**Principal**

**Date:** \_\_\_\_\_