



## Schedule of Fees and Costs For International Fee Paying Students

Effective for enrolments commencing between 1 July 2011 and 1 July 2012

TUITION COSTS	NZD
Full Year	\$12,500.00
Three Terms	\$ 10,000.00
Two Terms	\$ 7,500.00
Single Term	\$ 5,000.00
Weekly \$460 per week (less than one term)	
<b>Note:</b> The tuition fee includes tuition fees, administration fees, and uniform loan ( <i>not included: socks/tights and shoes</i> ). -- <u>It does not cover accommodation costs, examinations, stationery, activities or outdoor education fees, insurances, or airport pick-up. Lost or damaged uniform items will be charged to the student.</u>	
ACCOMMODATION COSTS	
<b>Hostel</b>	
Per Term (10 week term) for any enrolment period less than one complete academic year (\$246.50/week, includes \$20/week pastoral care)	\$2,700.00
Per Annum (4 x 10 week term) (\$246.50/week, includes \$20/week pastoral care)	\$10,300.00
<b>Holidays:</b> The hostel is only open for the school term; during term holidays and long holiday weekends, homestay accommodation is arranged for the student at a weekly rate of \$220/week. Students enrolled for a full year will initially be charged 8 weeks homestay, however unused homestay fees will be refunded.	4wks=\$880.00 6wks=\$1,320.00 8wks=\$1,760.00
<b>Homestay</b>	
Per Week ( <i>Includes \$20/week pastoral care</i> )	\$220.00
Per Annum (48 Weeks). This includes 1 week before school starts at the beginning of the year and 1 week after school finishes at the end of the year. Unused homestay fees will be refunded.	\$10,560.00
<b>Note:</b> The pastoral care fee covers the cost of administering quality accommodation and complying with Code of Practice for International Students.	
AIRPORT TRANSFER	
Pick-up or drop-off fee (Alexandra - Queenstown)	\$80.00
Pick-up and drop-off fee (Alexandra - Dunedin)	\$120.00
<b>Note:</b> Additional pick-up or drop-off requirements during the year will be charged at the same rates.	
ADDITIONAL, EXAMINATION AND OPTIONAL FEES	
Activity Fees – Per Term (camps, ski trips, outdoor education, sporting and cultural activities. If students use this money to pay for stationery, uniform or other urgent items parents will be notified and sent an invoice if there is insufficient money in the students activity account to cover these costs.	\$400.00
NZQA Exam Fees (for International Students seeking NZQA qualifications)	\$375.00
NZQA Exam Fees Scholarship (for International Students seeking NZQA scholarship qualifications)	To be advised.
IELTS Preparation Course Fee (ESOL is taught in school hours, however an optional academic IELTS class taught Saturday mornings is also available.)	To be advised.
IELTS Exam Fee (optional for International Students enrolling for the IELTS Exam)	\$340.00
INSURANCE	
Travel Insurance - The Code of Practice makes appropriate insurance for medical expenses and personal belongings compulsory for International Students studying in NZ. Dunstan High School will recommend insurance providers who meet our obligations under this Code. (e.g. <i>Southern Cross Healthcare approx NZ\$50 per month and UNICARE, please see their websites</i> ).	
POCKET MONEY (Optional)	
Guideline - \$40.00 per week (48 weeks - \$1,920.00)	
If parents wish, we will control pocket money making weekly payments into student's bank account. Unused pocket money will be refunded.	

## REFUND CONDITIONS AND STUDENT FEES PROTECTION FOR INTERNATIONAL STUDENTS

### **REFUND CONDITIONS**

If a student withdraws from his/her course of study before the completion date, he/she may be eligible for a refund of tuition fees.

#### **(1) To be eligible for a refund.**

To be eligible for a refund parents must apply in writing to the Board of Trustees setting out the circumstances of the claim within one month of the last day of attendance. Parents must also complete the official leaving process and attach the leaving certificate.

#### **(2) If the application is made before the start of the enrolment.**

Fees will be refunded in full, less an Administration Fee of \$1,000. This also applies if a student is not granted a student visa to attend Dunstan High School.

#### **(3) If the application is made after the start of the enrolment but before 50% of the course for which fees have been paid has been completed.**

Fees will be refunded less:

- An Administration Fee of NZ \$1,000.
- Costs to the school already incurred for tuition as per our fees schedule.
- Components of the fee already committed for the duration of the course.
- Specialist fees (if applicable)
- Appropriate proportions of salaries for teachers and support staff (if applicable)
- Costs already incurred for the use of facilities and resources.
- Any other costs already incurred.

#### **(4) If the application is made after 50% of the course for which fees have been paid has been completed.**

- There will be no refund, except as per section 5 below.
- The clause shall not apply if the application is being made because the school is unable to continue to provide tuition in accordance with the tuition agreement.

#### **(5) Compassionate Refunds.**

In exceptional circumstances, refunds may be granted on compassionate grounds (e.g. death of a close family member, serious illness, accident). All such refunds will be at the discretion of the Principal and the Board of Trustees.

#### **(6) If an international fee-paying student gains NZ Residency during their course.**

No further fees are to be paid. No refund will be issued in relation to fees already paid except as outlined in section 5 above.

The new resident will then abide by the school's domestic student enrolment scheme. Documentation of NZ Residency must be provided within 14 days of Residency being granted.

#### **(7) The Board of Trustees will make no refund.**

- When a student is required to leave the school for a breach of the rules and conditions of enrolment at the school or has broken a New Zealand law.
- Where a student returns home for any reason other than serious illness, accident or death of a close family member.
- If the enrolment application is found to be inaccurate in any way and the contract is terminated.
- If a student wants to transfer to another school or educational institution.

#### **(8) Homestay Fees.**

If you move out of your homestay before the end of your Contract:

- A homestay administration fee of \$250 will not be refunded.
- All other unused homestay Fees will be refunded provided the homestay has been given two weeks' notice that the student is leaving.
- If the student does not give two weeks' notice, then two weeks' homestay fees will be deducted from any refund.

#### **(9) Payment of Refunds.**

All refunds will be paid to either the parents of the student or to an agent with written authority from the parents 6 weeks after the student leaves the school; this gives time for the school to discover any outstanding debts incurred by the student. No refunds will be given directly to the student.

#### **PROTECTION OF STUDENT FEES**

In accordance with The Code of Practice for the Pastoral Care of International Students; provision is made by the Dunstan High School Board of Trustees for the sufficient reservation of fees paid by students to meet our refund obligations outlined above; in the event that the school is unable to continue to provide tuition, the following accounting procedures are in place to ensure that monies are available for release if required under the refund provisions.

- International fees shall be paid into a coded account for International Student Fees', and drawn down at intervals of one month in arrears throughout the academic year.
- These monies will be audited on an annual basis.
- These monies will be available for approved refunds resulting from withdrawal from the School or in the event of the School not being able to provide tuition.