



# Dunstan High School

SEEK WISDOM AS GOLD

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

Effective for enrolments commencing between 1 July 2021 and 30 June 2022

<b>Tuition Costs</b>	<b>NZD</b>
Full Year	\$15,500.00
Three Terms	\$12,400.00
Two Terms	\$9,300.00
Single Term	\$6,200.00
Weekly \$ 620.00 per week (less than one term)	
<b>Note:</b> The tuition fee includes tuition fees, administration fees and uniform loan (not included: socks/tights and shoes). <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>	
<b>Accommodation Costs</b>	
<b>Hostel</b>	
Per Annum (4 x 10 week term) includes \$ 20.00/ week pastoral care	\$14,000.00
Holidays: The hostel is only open for the school term. During term holidays and long weekends, homestay accommodation is arranged for the student at a weekly rate of \$280.00 /week.	\$2,660.00
Students enrolled for a full year will initially be charged 9.5 weeks homestay, however unused homestay fees will be refunded.	
<b>Total per annum</b>	\$16,660
<b>Homestay</b>	
Per week (includes \$20.00 /week pastoral care)	\$280.00
<b>Total per annum</b> (48 weeks). This includes one week before school starts at the beginning of the year and one week after school finishes at the end of the year. Unused homestay fees will be refunded.	
<b>Note:</b> The pastoral care fee covers the cost of administering quality accommodation and complying with Code of Practice for International Students.	\$13,440.00
<b>Meet &amp; Greet</b>	
Pick-up or drop-off (Alexandra – Queenstown)	\$105.00
Pick-up or drop-off (Alexandra – Dunedin)	\$158.00
<b>Note:</b> Additional meet & greet requirements during the year will be charged at the same rates. The meet & greet service is provided by a member of staff/host parent. The fee is charged on a cost recovery basis only to cover motor vehicle wear & tear, fuel and airport parking expenses.	
<b>Activity Fees – Per Term</b> (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 student's activity account to cover these costs. Hostel Activity Fees also come out of this fund for students staying at the hostel.	
	\$450.00
NZQA Exam Fees (for International Students seeking NZQA qualifications)	\$383.30
NZQA Exam Fees Scholarship (for Students seeking NZQA scholarship qualifications)	TBA
IELTS Preparation Course Fee (ESOL is taught in school hours)	TBA
IELTS Exam Fee (optional for International Students enrolling for the IELTS Exam)	\$340.00
<b>Insurance</b>	
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. Southern Cross Healthcare approx NZ\$50-\$70 per month and UNICARE, please see their websites).	
<b>Pocket Money (optional)</b>	
Guideline - \$40.00 per week	48 weeks -
If parents wish, we will control pocket money by making weekly payments into the student's bank account. Unused pocket money will be refunded.	\$1920.00

Effective as at 1 May 2020.

This list replaces all previously published lists.

## Refund Policy

to costs that have been incurred or committed by the School and may vary.

### Request for a refund of international student fees

1. The School will consider all requests for a refund of international student fees. Requests should be made in writing to the School as soon as possible after the circumstances leading to a request.
2. A request for a refund should provide the following information to the School:
  - a) The name of the student
  - b) The circumstances of the request
  - c) The amount of refund requested
  - d) The name of the person requesting the refund
  - e) The name of the person who paid the fees
  - f) The bank account details to receive any eligible refund
  - g) Any relevant supporting documentation such as receipts or invoice.

### Non-refundable fees

3. The School is unable to refund some fees. The following fees relate to expenses that the School may have paid or will incur as a result of receiving an application for enrolment and cannot be refunded:
  - a) **Administration Fee:** An Administration fee of NZD\$1,000 is charged to meet the cost of processing an international student application. Administration fees exist whether an application is accepted or not or whether a student remains enrolled after an application is accepted.
  - b) **Insurance:** Once insurance is purchased, the school is unable to refund insurance premiums paid on behalf of the Student. Students and families may apply directly to an insurance company for a refund of premiums paid.
  - c) **Homestay Placement Fee:** Homestay placement fees meet the cost of processing a request for homestay accommodation by the Student. Costs incurred for arranging homestay accommodation for the Student prior to the refund request, cannot be refunded.
  - d) **Used Homestay Fees:** Homestay fees paid for time the Student has already spent in a homestay cannot be refunded. Used homestay fees may also include a notice period of two weeks.
  - e) **Portion of Unused Tuition Fees:** The School may retain a portion of unused tuition fees. Amounts retained will relate

### Request for a refund for failure to obtain a study visa

4. If the Student fails to obtain an appropriate study visa, a refund of international student tuition fees will be provided less any Administration Fee that has been paid.

### Requests for a refund for voluntary withdrawal from enrolment - Withdrawal prior to enrolment

5. If the Student voluntarily withdraws prior to the start date of their enrolment, a refund of international student fees will be provided less any relevant non-refundable fees set out in this policy.

### Requests for a refund for voluntary withdrawal from enrolment - Withdrawal after enrolment

6. If the Student withdraws on or after the start date of their enrolment, reasonable written notice of withdrawal is required by the school. Unless otherwise agreed by the School, a refund will be provided less a minimum of ten weeks tuition fee and any other relevant non-refundable fees as outlined in this policy.

### Requests for a refund where the School fails to provide a course, ceases as a signatory or ceases to be a provider

7. If the School fails to provide the agreed course of education or is no longer a signatory to the Code or no longer operates as an international education provider, the School will negotiate with the Student or their family to either:
  - a) Refund the unused portion of international student tuition fees or other fees paid for services not delivered or
  - b) Transfer the amount of any eligible refund to another provider or
  - c) Make other arrangements agreed to by the student or their family and the school.

### Where the Student's enrolment is ended by the School

8. In the event the Student's enrolment is ended by the School for a breach of the Contract of Enrolment, the School will consider a request for a refund less:

- a) Any non-refundable fees set out in this policy
- b) Ten weeks tuition fee
- c) Any other reasonable costs that the school has incurred in ending the student's enrolment

**Where the Student changes to a domestic student during the period of enrolment**

9. If the Student changes to a domestic student after the start date of their enrolment, reasonable written notice of the change is required by the School. Unless otherwise agreed by the School, a refund will be provided less a minimum of ten weeks tuition fee and any other relevant non-refundable fees as outlined in this policy.

**Where the Student voluntarily requests to transfer to another signatory**

10. If the Student requests to transfer to another signatory after the start date of their enrolment, reasonable written notice of the transfer is required by the School. Unless otherwise agreed by the School, a refund will be provided less a minimum of ten weeks tuition fee and any other relevant non-refundable fees as outlined in this policy.

**Request for a refund of homestay fees**

11. If for any reason, the Student withdraws after the start date of their enrolment, any unused homestay fees will be refunded, less any relevant non-refundable fees set out in this policy.
12. Where a student moves from a school homestay and requests a refund of any unused homestay fees, these will be refunded less any non-refundable fees set out in this policy.

**Requests for a refund of fees unused at the end of enrolment**

13. Except by written request from parents, prepaid fees unused at the end of enrolment amounting to less than NZD\$500.00 will be refunded to the Student in cash. Sums of NZD\$500.00 or greater will be refunded into a nominated bank account.

**Outstanding activity fees or other fees**

14. Any activity or other fees incurred by the Student during enrolment and owed to the School at the time of withdrawal, will be deducted from any eligible refund.

**Refunds to be made to the country of receipt**

15. Unless otherwise agreed in writing, all eligible refunds of fees of NZD\$1,000.00 or more received from outside of New Zealand will be refunded to a nominated bank account in the source country.

**Rights of families after a decision regarding a refund has been made by the School**

16. A decision by the School relating to a request for a refund of international student fees will be provided to the Student or Parents in writing and will set out the following information:
- a) Factors considered when making the refund decision
  - b) The total amount to be refunded
  - c) Details of non-refundable fees
17. The Student and their family has the right to take a grievance to the Code Administrator or Disputes Resolution Scheme in the event they are dissatisfied with a refund decision made by the School.