



## International Student Fees 2022 and Refund Policy

**Please note:** All costs are GST inclusive. These costs are current for 2022 and maybe subject to change for 2023.

Course Fees	\$ NZD	
<b>Tuition fee</b> Please contact the International Office for short term fees	<b>\$ 18,500</b>	Per year
<b>Administration fee</b>	<b>\$ 2,250</b>	Per year
<b>Accommodation Fees</b>		
<b>Boarding in Sacred Heart College Hostel</b> The annual boarding fee covers up to 40 weeks. Holiday accommodation and transfer for term breaks and public holidays can be arranged either by guardians/caregivers/agents, or by the International Office of the College at the boarder's own expense.	Please contact Director of International Students	Per year
<b>Hostel placement fee</b>	<b>\$ 575</b>	New students only
<b>Boarding holiday homestay fee</b> Compulsory for Term 1, 2, 3 breaks, public holidays and school mid-term breaks when the Hostel is closed, unless accommodation is arranged by guardians or caregivers. Fees are an estimate only.	<b>\$ 3,375</b>	10.5 weeks approximately
<b>OR</b>		
<b>Homestay fees @ NZ\$315 weekly</b>	<b>\$ 14,490</b>	46 weeks
<b>Homestay administration and monitoring fee</b>	<b>\$ 380</b>	Per year
<b>Homestay multi-placement fee</b> Compulsory for boarders unless holiday accommodation arranged by guardian/caregivers, subject to the College's approval.	<b>\$ 460</b>	Up to 7 placements
<b>Homestay compliance/monitoring fee</b> Compulsory for private or agent-arranged homestays.	<b>\$ 170</b>	Per year
<b>Homestay holding fee</b> Required if student wants his room to be kept for the Christmas and New Year holidays.	<b>\$ 70</b>	Per week
<b>Guardianship Fee (for Boarders)</b> All International Students who are accepted into the Sacred Heart College Hostel, regardless of their age at the time of enrolment, MUST have a New Zealand Contact Person acting as their guardian (not a legal guardian). The guardianship fee is the fee charged only if the College arranges a professional guardian at the request of the parent(s) or caregivers. There is no fee if the parent(s) arranges their own guardian subject to the College's approval.	<b>\$ 3,300</b>	4 terms
<b>Airport Meet and Greet (see overleaf*)</b>	<b>\$ 70</b>	One way
<b>Additional Costs</b>		
Insurance (compulsory)	<b>\$ 620</b>	Per year
School uniform (allow extra for school shoes, laundry bag and bed sheets)	<b>\$ 800</b>	Basic requirements
Stationery and workbooks	<b>\$ 275</b>	Approximately
NCEA examination fees (for Years 11, 12 and 13 only)	<b>\$ 383.30</b>	Per year

**Please note:** School co-curricular activities i.e. camp fees, sport fees, music tuition, instrument hire and field trips are not included. Tuition fees must be paid prior to the student starting at Sacred Heart College. Boarding fees must be paid one year in advance; homestay fees must be paid in advance.



## Tuition Fees Refund Policy

All fees stated on the invoice accompanying the Offer of Place are to be paid prior to the commencement of the enrolled course at Sacred Heart College. Payment of fees is confirmation and acceptance of the Enrolment Agreement for International Students and adherence to the Policies and Guidelines stated in the International Student Handbook.

1. There is no refund of tuition fees, except in very exceptional circumstances (refer to clause 3).
2. No refunds will be made:
  - a. If a student voluntarily withdraws from the College.
  - b. If a student transfers to another school part-way through their course.
  - c. If a student acquires permanent residency status or his parents are granted work permits after having already enrolled at the College as an International Student.
  - d. If a student's enrolment is terminated by the College on the grounds of serious misconduct including but not limited to misbehaviour, unacceptable attendance, poor academic performance, violation of the School rules, criminal behaviour, or providing misleading or false information as part of the admission and enrolment process, and/or;
  - e. If a student returns home for any reason other than the exceptional circumstances approved by the Board of Trustee.
3. Exceptional circumstances which may be submitted for consideration are:
  - a. the death or serious illness of a parent or sibling, in which the Student is required to return home immediately.
  - b. the College ceasing to provide a course as contracted with the student.
  - c. the College ceasing to be a signatory of the Education Code of Practice.
  - d. the College ceasing to be an Education provider.
4. In order to be considered for any refund the Parent or Legal Guardian of an International Student must apply in writing to the Board of Trustee setting out the special circumstances of the claim and must include suitable and verifiable proof of evidence to support the claim. Application must be made at least 10 weeks in advance before it is considered and a decision is made.
5. If an accepted application for refund is made before the commencement of the course, fees will be refunded less a NZ\$2,250 administration fee.
6. If an accepted application for refund is made after the commencement of the course, fees will be refunded less:
  - a. an administration fee of NZ\$2,250.
  - b. MOE and Proprietor's levies already paid by the school.
  - c. The components of the fee already committed for the full duration of the course, including General Purpose and Attendance Due and the salaries for teachers, teacher aides, and staff involved in the International programme.
  - d. Commission already paid to agents if applicable.
  - e. SHC Hostel fees for the full current Term in which a student has withdrawn and those prior.
7. Any unused portion of fees paid to homestay, or fees for services not yet delivered or used, may be refunded. SHC Hostel fees for any completely unattended Terms may be refunded upon application to the Hostel Board.
8. All refunds will be made to the person who paid the fees i.e. the parent, guardian, or parental representative.

## Fees Protection Policy

### Rationale and Guidelines

The school is required to ensure that all students' fees are protected in the event that the College is unable to continue to offer tuition to International Students or in the event that a student is required to return home. The Board of Trustees of Sacred Heart College confirms that the Tuition Fees of International Students will not be spent by the College prior to the tuition being provided.

## Term Dates 2022

**Term 1:** Wednesday 2 February – Thursday 14 April

**Term 2:** Monday 2 May – Friday 8 July

**Term 3:** Monday 25 July – Friday 30 September

**Term 4:** Monday 17 October – Wednesday 7 December

## \*Airport Meet and Greet

This covers the initial reimbursement of travel costs for the host family to and from the airport. It is not a commercial service, therefore no liability is incurred. It is for new students only.