



Christchurch Boys' High School

Fees Refund Policy for International Students

1. An application for refund of fees must be made in writing. The parents/guardians must apply in writing to the International Director explaining why the student has withdrawn from the course and the reasons for seeking a refund.
2. If the application is made before the start of the course, fees will be refunded in full less an administration charge of \$500.00 to cover costs incurred by the school.
3. If the application is made after the start of the course, but before the second half of the course, fees will be refunded less:
 - a) An administration charge of \$500.00.
 - b) Costs to the school already incurred for tuition.
 - c) Components of the fee already committed for the duration of the course, including appropriate proportions of salaries of teachers and support staff (if applicable).
 - d) Costs already incurred for the use of facilities and resources.
 - e) The proportion of the Government Levy the school is required to pay.
 - f) Cost of Education Agency Commissions
 - g) Any other costs already incurred.
4. If the application is made after the second half of the course, there will be no refund except in exceptional circumstances to be determined by the Board of Trustees.
5. No refund will be made to a student enrolled at the school prior to the 1st of March who becomes a Permanent Resident or whose parents gain a Work Permit or Long Term Business Visa after the 1st of March (in any year).
6. The Board of Trustees will make no refund:
 - a) Where a student is asked to leave the school because of misbehaviour, poor attendance or violation of school rules.
 - b) Where a student wishes to transfer to another school for whatever reason.
 - c) Where a student returns home for any reason other than the student's serious illness or serious illness or death of a close family member.
 - d) If the enrolment application is found to be inaccurate in any way and the contract is terminated.



Christchurch Boys' High School

Accommodation Policy for International Students

Rationale

International students are enrolled at the school only if appropriate accommodation is available to them, either through the school homestay programme, a homestay agency or with an approved designated caregiver.

Objective

1. To provide a suitable living environment conducive to study and to a safe and supportive home life.
2. To involve a host family in the welfare of a student away from the student's family and home country.
3. To assist the student to successfully integrate into the New Zealand lifestyle.
4. To work towards the overseas parents' peace of mind knowing that the student is well cared for and happy in New Zealand.
5. To assist students who do not have an appropriate alternative.

Guidelines

1. Students must either be in a homestay provided by the school or its agent, and monitored by the school or its agent, or in an approved homestay designated by the student's parents.
2. If parents have designated a homestay outside the school's homestay programme, the parents must sign the designated caregiver's agreement.
3. For students in the school homestay programme, homestay payments are made to Christchurch Boys' High School or the homestay agent in advance at the beginning of each term or year.
4. Students are not permitted to own or rent a flat/room/house/apartment or live on their own.
5. If there are problems in a particular homestay, the student must first discuss the situation with the homestay agent or Director of International Students.
6. Should the problems persist, the homestay agent may arrange for a change of homestay.
7. Students must not make their own private homestay arrangements without the approval of the Director of International Students.
8. Students are required to exhibit appropriate behaviour.
9. All homestay families in the school's homestay programme shall comply with the NZQA's mandatory Code of Practice for the Pastoral Care of International Students.
10. Special care shall be taken with all students under the age of eighteen years in accordance with the Ministry of Education's mandatory requirements.

11. Where a student's behaviour or demands are such that homestay hosts cannot reasonably be expected to have the student continue in their care, homestay service may be discontinued.
12. Where the homestay student wishes to withdraw from the programme, at least two weeks' notice must be given in writing to the International Director.

Evaluation

The Director of International Students shall include a statement about the effectiveness of the accommodation programme in the annual report.

Evidence

- Log of communication between all stakeholders.
- Recorded monitoring of host families.
- Recorded student survey report