

BHBI School	Procedure manual
Int Students Refund	NAG 6

All applications for a refund must be in writing to the Principal.

If the student has enrolled but has not yet started the course:

- The Tuition Fees may then be refunded in full less a \$1000.00 administration and associated costs charge.
- Withdrawing or transferring to another school without notification, may incur an additional penalty.

If the student has started the course and is still in the first half of the course:

The Tuition Fee may be refunded less the following charges:

- An Administration Fee of \$1000.00
- The cost of the course up to the time of withdrawal

If the student has started the course and is in the second half of that course:

The Tuition Fees may only be refunded if there are special reasons for the student leaving such as becoming seriously ill or serious illness in the student's family or some other special reason.

If a refund is to be claimed the student must:

- Have a letter from the student's family or agent explaining the reasons, or
- Supply a medical certificate

The Principal will make the decision about giving a refund in these circumstances.

There are **NO** refunds if the student has been asked to leave the school because of bad behaviour, poor attendance or because the student has broken the school's rules.

Reviewed 18th September 2018