

# ESTIMATED COSTS AND REFUNDS POLICY

Sacred Heart College, Auckland, New Zealand

Website [www.sacredheart.school.nz](http://www.sacredheart.school.nz)



**Please note:** These costs are current for 2010 and maybe subject to change for 2011

<b>COURSE FEES</b>	\$ 15,000	per year
<b>ACCOMMODATION FEES</b>		
Board in the College Hostel	\$ 9,264	per year
OR		
Homestay fees @ \$220 - \$245 per week for 46 weeks	\$ 10,120 – \$ 11,270	per year
Homestay placement fee	\$ 200 - \$ 400	one off payment per homestay
OR		
Homestay compliance/monitoring fee for private or agent arranged homestays	\$ 300	per year
Room holding fee (for holidays away from the homestay)	\$ 50	per week
<b>GUARDIANSHIP FEE</b>		
(If required) Please note that this is the fee charged if the college arranges a professional guardian at the request of the parents/caregivers. There is no fee if the family arranges their own guardian, subject to the College's approval.	\$ 3,000	for 46 weeks or as agreed with guardian
<b>ADDITIONAL COSTS</b>		
Administration Fee	\$ 500	per year
Insurance (compulsory)	\$ 495	per year
School uniform	\$ 650	approximately
Stationery and workbooks	\$ 150	approximately
Exam fees for years 11, 12 and 13 only	\$ 375	
Pocket money @ \$35 per week for 46 weeks. Entirely at parents' discretion.	\$ 1,600	

Please note: The Director of International Students will assist, if requested, with the setting up of an appropriate insurance policy from New Zealand before the student arrives.

Tuition fees must be paid prior to the student starting at the college.

Boarding fees must be paid one year in advance

Homestay fees must be paid one year in advance.

Please turn over for information on Refunds Policy →

*Sacred Heart College: "Large enough to succeed, small enough to care"*

All tuition fees are to be paid prior to commencement of study at Sacred Heart College. Payment of fees is confirmation and acceptance of a contract with the College.

If a student withdraws from the College prior to completion of their course a refund of school fees may be made under the following rules:

1. Any application for a refund of fees must be made in writing to the Principal outlining the reasons for the claim.
2. Refunds will only be made in exceptional circumstances.
3. Circumstances deemed to be exceptional are the death or serious illness of a parent or the student concerned or a specific family hardship.
4. If an application is made before the commencement of the course fees will be refunded in full less a \$500 administration fee.
5. If an application is made before the commencement of the second half of the course a refund of half the fees less:
  - An administration charge of \$500
  - Levies already paid by the school
  - Components of the fee already committed for the duration of the course, including salaries for staff involved in the International programme
6. No refunds will be made:
  - After the commencement of the second half of the course
  - If a student transfers to another school part way through their course
  - If a student acquires residency after the commencement of their course
  - If a student's enrolment is terminated by the college on the grounds of truancy or unacceptable behaviour
7. All refunds will be made to the person who paid the fees. i.e. the parent, guardian or parental representative.

## **Fees protection Policy**

### **Rationale**

The school is required to ensure that all students' fees are protected in the event that the school is unable to continue to offer tuition to International students or in the event that a student is required to return home.

### **Guidelines**

The Board of Trustees of Sacred Heart College confirms that the Tuition Fees of Overseas Students will not be spent by the college prior to the tuition being provided

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