



## REFUND POLICY

New Zealand education providers have an important responsibility for student's welfare. This responsibility is supported by the "Code of Practice for the Pastoral Care of International Students" administered by New Zealand Qualifications Authority. To read more about the Code of Practice please visit: <http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/>

All currently offered courses at the College are longer than three months in length. The period of grace in which a student may withdraw and be eligible for a refund is until ten working days from the date of commencement. If a student wishes to withdraw, the student must advise the College in writing within that period.

<b>Scenario 1</b> Student applies for a student visa from overseas. A student visa is approved. Tuition Fees has been paid. Student does not travel to NZ.	ICNZ will be entitled to retain up to 25% of the tuition fees.
<b>Scenario 2</b> Student has travelled from overseas to NZ on a student visa. Withdraws prior to the course commencement.	ICNZ will be entitled to retain up to 25% of the tuition fees.
<b>Scenario 3</b> Within the first ten working days of course commencement.	ICNZ will be entitled to retain up to 25% of the tuition fees.
<b>Scenario 4</b> Student has paid fee and received an interim visa. Student studies while on interim visa and then the visa is declined.	ICNZ will be entitled to retain the tuition amount received from PTNZ for the time period during which the student was on interim visa and attending the classes. The remaining tuition fees will be refunded.
<b>Scenario 5</b> Tuition Fees paid. However, Student visa has been declined.	Full refund, less 10% of the tuition fees or \$500 (whichever is lesser)
<b>Scenario 6</b> After ten working days of course commencement	No fees paid will be credited to later courses or refunded to students after this time. Unless at the Director's discretion.
<b>Scenario 7</b> Termination of enrolment by ICNZ	NO Refund
<b>Scenario 8</b> In the unlikely event: a) A courses ceases to be offered b) Code signatory is removed c) Provider registration is removed	ICNZ will work with NZQA to determine if/what refund will be transferred to another institute for completion off a programme or to the student