



## 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.

<p><b><u>Scenario 1</u></b></p> <p>Student applies for a student visa from overseas. A student visa is approved. Tuition Fees has been paid. Student does not travel to NZ.</p>	<p>ICNZ will be entitled to retain up to 25% of the tuition fees.</p>
<p><b><u>Scenario 2</u></b></p> <p>Student has travelled from overseas to NZ on a student visa. Withdraws prior to the course commencement.</p>	<p>ICNZ will be entitled to retain up to 25% of the tuition fees.</p>
<p><b><u>Scenario 3</u></b></p> <p>Student withdraws within the first ten working days of course commencement.</p>	<p>ICNZ will be entitled to retain up to 25% of the tuition fees.</p>
<p><b><u>Scenario 4</u></b></p> <p>Student has paid first installment of fee. However, Student visa has been declined.</p>	<p>Full refund, less 10% of the tuition fees or \$500 (whichever is lesser)</p>
<p><b><u>Scenario 5</u></b></p> <p>Student has paid second installment of the fee. However, Student visa has been declined.</p>	<p>No Refund</p>
<p><b><u>Scenario 7</u></b></p> <p>Student withdraws after ten working days of course commencement</p>	<p>No Refund.</p>
<p><b><u>Scenario 8</u></b></p> <p>Termination of enrolment by ICNZ</p>	<p>No Refund</p>
<p><b><u>Scenario 9</u></b></p> <p>In the unlikely event:</p> <ul style="list-style-type: none"> <li>a) A courses ceases to be offered</li> <li>b) Code signatory is removed</li> <li>c) Provider registration is removed</li> </ul>	<p>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.</p>