

## INTERNATIONAL STUDENT FEE REFUND POLICY

### 1. PURPOSE

The purpose of this policy is to ensure there is a consistent understanding of the process of making refunds of fees paid by international students.

### 2. POLICY

1. In addition to tuition fees the Vice-Chancellor may impose charges for administration services, such as processing of enrolment applications where no tuition fees are charged, or have been fully refunded, or for changes in programmes of study. These charges are not refundable.
2. Any student who withdraws from any paper or programme more than 7 days before the paper or programme commences shall be entitled to a full refund of tuition fees – less any administration charges.
3. Any student who withdraws from any paper or programme 7 days or less before the paper or programme commences or before 10% of the paper or programme is completed shall be entitled to a refund of 90% of tuition fees – less any administration charges.
4. Any student who withdraws from any paper or programme when 10% or more of the paper or programme duration is completed, but before 75% of the paper or programme duration is completed shall not be entitled to any refund of tuition fees.
5. Any student who withdraws from any paper or programme after 75% of the paper or programme duration is completed shall not be entitled to a refund of tuition fees.
6. An international student who obtains permanent residency before commencing study in the paper or programme will be subject to the domestic student fee.
7. An international student who obtains permanent residency after commencing study in the paper or programme but before the refund period described in clauses 5.2, 5.3 or 5.4 has passed will be subject to the domestic student fee.
8. An international student who obtains permanent residency after commencing study in the paper or programme and after the refund period described in clauses 5.2, 5.3 or 5.4 has passed will be subject to the international student fee.
9. The Vice-Chancellor may, in individual circumstances decide that a refund of part of the fee should be given after deduction of any administration service charges.
10. No liability will be accepted for the payment of interest or other consideration in respect to monies held.

### 3. DEFINITIONS

**Domestic student**, at any time, means a person who is then

- a) A New Zealand citizen; or
- b) The holder of a residence permit under the Immigration Act 2009 who satisfies the criteria (if any) prescribed by regulations made under subsection (4); or
- c) A person of a class or description of persons required by the Minister, by notice in the Gazette, to be treated as if they are not international students.

**International student**

An international student, at any time, means a person who is not then a domestic student.

### 4. SCOPE

The policy applies to all international students.

### 5. RELEVANT LEGISLATION

Education Act 1989

Immigration Act 2009

### 6. LEGAL COMPLIANCE

The legislation listed above sets out the University's obligations for legal compliance.

### 7. RELATED PROCEDURES/DOCUMENTS

General Academic Regulations: General rules regarding fees for International students. See current AUT Calendar.

[Protocol for Payment and Refund of Fees](#)

**Note:** [Policies and Procedures](#) can be found on Tuia.

### 8. RESPONSIBILITY

### 9. DOCUMENT MANAGEMENT AND CONTROL

Date of Issue: 15 December 2014

Date for Review: 1 January 2020

This Policy is the property of AUT University.