

INTERNATIONAL STUDENT WITHDRAWAL AND REFUND ENTITLEMENT



COURSES DURATION	BEFORE START OF COURSE	AFTER START OF COURSE		
<p>13 WEEKS OR MORE</p> <ol style="list-style-type: none"> 1. NZCEL LEVEL 3 2. NZCEL LEVEL 4 3. IELTS PREPARATION 4. TRAINING SCHEME 	<p>Institute will retain 10% of course fees or \$500 (whichever is the lesser amount).</p> <p>Actual expenses incurred at pre enrolment stage:</p> <ul style="list-style-type: none"> -Application assessment -Admission process -Administration processing -Public Trust account -Withdrawal/refund process -reporting to immigration NZ -English placement test (NZCEL) 	<p>Student withdrawal before the end of the 10th working day from the commencement of the course.</p> <p>The institute will retain up to 25% (20% if withdrawal before 5th working days and 25% between 5th to 10th working days) course fee.</p> <p>Actual expenses incurred at enrolment stage and attended study:</p> <ul style="list-style-type: none"> -Enrolpro -Generation of NSN -INZ liaison -Orientation -Generating progress and attendance -Length of study -Enrolment process -insurance purchase 	<p>Student withdrawal after the 10th working day. There will be no refund.</p>	<p>After the 10th working day.</p> <p>Student has been refused a student visa by INZ and has commenced study on an interim or other visa, the student is entitled to receive a full refund of all remaining fees held in the student's public trust account less a deduction of 25% for actual expenses incurred during pre-enrolment, enrolment and attended study time</p>
<p>Less than 3 months but more than 5 weeks</p>	<p>Institute will retain 10% of course fees or \$500 (whichever is the lesser amount).</p> <p>Actual expenses incurred at pre enrolment stage:</p> <ul style="list-style-type: none"> -Application assessment -Admission process -Administration processing -Public Trust account -Withdrawal/refund process -Reporting to immigration NZ -English Placement test (NZCEL) 	<p>Student withdrawal before the end of the 5th working day from the commencement of the course.</p> <p>The Institute will retain 25% of course fee based on Actual expenses incurred at enrolment stage and attended study:</p> <ul style="list-style-type: none"> -Enrolpro -Generation of NSN -INZ liaison -Orientation -Generating progress and attendance -Length of study -Enrolment process -insurance purchase 	<p>Student withdrawal after the 5th working day. There will be no refund.</p>	<p>After the 5th working day.</p> <p>Student has been refused a student visa by INZ and has commenced study on an interim or other visa, the student is entitled to receive a full refund of all remaining fees held in the student's public trust account less a deduction of 25% for actual expenses incurred during pre-enrolment, enrolment and attended study time.</p>

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COURSES DURATION	BEFORE START OF COURSE	AFTER START OF COURSE	
<p style="text-align: center;">Less than 5 weeks</p>	<p>Institute will retain 10% of course fees or \$500 (whichever is the lesser amount).</p> <p>Actual expenses incurred at pre enrolment stage:</p> <ul style="list-style-type: none"> -Application assessment -Admission process -Administration processing -Public Trust account -Withdrawal/refund process -reporting to immigration NZ -English placement test (NZCEL) 	<p>Student withdrawal before the end of the 2th working day from the commencement of the course.</p> <p>The institute will retain 50% of course fee based on actual expenses incurred at enrolment stage and attended study:</p> <ul style="list-style-type: none"> -Enrolpro -Generation of NSN -INZ liaison -Orientation -Generating progress and attendance -Length of study -Enrolment process -insurance purchase 	<p>Student withdrawal after the 2nd working day. There will be no refund.</p>

- Refer to TIA refund Operational Manual for exceptions.