



Sacred Heart Girls' College

REFUND POLICY FOR INTERNATIONAL STUDENTS

SCHOOL FEES

1. If the student withdraws from her course of study before the course completion date, she may be eligible for a refund or partial refund of school fees as set out below.
2. An application for refund of fees must be made in writing. The student must write to the Board of Trustees explaining why she has withdrawn from the course and her reason for seeking a refund.
3. The Board of Trustees will make no refund to a student who:
 - Is expelled or excluded from the school
 - Wishes to transfer to another school—except in exceptional circumstances
 - Has been granted Permanent Residence but did not notify the school in writing when she applied for Permanent Residence
 - Returns home for any reason other than the student's verified serious illness or death or the verified serious illness of a close member of the family—except in exceptional circumstances
4. If the student's application for refund is made before the start of her course, her fees will be refunded in full less an administration charge to cover costs incurred by the school.
5. If the student's application for refund is made after the start of her course, but before the second half of her course, her fees will be refunded less:
 - The administration fees
 - Costs to the school already incurred for tuition
 - Components of the fees already committed for the duration of the course, including appropriate proportions of salaries of teachers and support staff
 - Costs already incurred for the use of facilities and resources
 - The proportion of the Government and Proprietor levy the school is required to pay
 - Any other costs already incurred
6. If the student's application is made after the second half of her course, she will not receive a refund except in exceptional circumstances.
7. If the student has been granted permanent residence and notified the school as above, the Board of Trustees will refund her tuition fees for any term she has not started minus the Administration fee. ESOL tuition will not necessarily be provided to the same level as before.
8. Applications for refunds must be made within 30 days of the student's last day at school.