

# FEES CONTRACT FOR INTERNATIONAL FEE-PAYING STUDENT'S FULL YEAR



**BETWEEN:**

**SACRED HEART GIRLS' COLLEGE (hereby called "the College")**

**AND: .....FOR.....**  
Parent / Guardian Student

The following is the requirement of Sacred Heart Girls' College. No negotiations will be entered into once the conditions have been accepted and the **Application to Enrol** has been signed by the student and/or the parent/guardian.

1. The full year's fee is to be paid before the school year commences.
2. Fees paid from within New Zealand are to be paid directly to the school so that a receipt can be provided. If payment is being made by telegraphic transfer from outside New Zealand the fees may be deposited directly into the College's bank account ANZ Hamilton 01 0315 0329900 00.
3. In the case of withdrawal from an offered place prior to the student commencing the course a NZD \$600 registration and handling fee is retained and all other fees are refunded as appropriate.
4. When a student withdraws from a course in her first year of study, there will be no refund of fees unless there are exceptional circumstances, as deemed by Sacred Heart Girls' College
5. If a student withdraws from being an International student during a course of study, other than her first year, **a complete term's notification must be given of her intention to leave**, effective from the end of the term in which notification is given. The school will refund fees for the remaining complete term(s).
6. **Failure to give a term's notification of withdrawal means that the next term's fees will be forfeited.** The right to waive this requirement is at the sole discretion of Sacred Heart Girls' College. Any refund of fees will exclude the cost of items provided and the fees already paid on behalf of the student.
7. If there is a change of immigration status of the student, a complete term's notification must be given of her intention to leave, effective from the end of the term in which notification is given. The school will refund fees for the remaining complete term(s).
8. On the completion of the year in which permanent residence is gained the student, **if not a Catholic, must reapply for a place. A student who ceases to be an International student (due to permanent residency, business visa etc) has no extraordinary rights for readmission.**
9. If the College terminates a student's tuition then the next term's fees will be retained and any remaining amount refunded excluding the cost of items provided and already paid on behalf of the student.
10. Any request for a refund must be made in writing, by the parent / guardian.
11. Students will have their **Offer of Place** reviewed at the end of each year. Students offered a place for the following year will be asked to confirm their place by payment of the following year's tuition fees. This is to be paid by mid-November on receipt of an invoice. If a student, after receiving an Offer of Place, wishes to postpone her arrival but requires the position be held for her, a retainer fee of 50% of the tuition fee will be charged per term (with a minimum of one term retainer fee). The right to waive this requirement is at the sole discretion of Sacred Heart Girls' College.

The fee for a student enrolling at the College is NZD \$14,000.00.

This includes:- Tuition Fees, Postage of reports and newsletters, College Attendance Dues, ESOL classes within school hours, Activity Fee, School Magazine, Special Character Levy, Student Handbook, Curriculum Resource Levy, School and Emergency ID Cards.

Stationery, exam fees, sports fees, field trip fees and specific costs for subjects are included in the \$500 contingency fee to be paid at time of enrolment. Compulsory travel/medical insurance must also be sort and paid. Uniform is not included in the fees. The fees do not include commission payments of any type. It is the responsibility of the parent/guardian to ensure that the information in this document is fully understood.

**I accept the conditions and fees as set by the Board of Trustees of Sacred Heart Girls' College.**

**Signed:**  
(Principal)

**Date:**

**Signed:**  
(Parent/Guardian)

**Date:**