

GARDEN CITY ENGLISH SCHOOL (GCES)

CONDITIONS OF ENROLMENT

1. ENROLMENT

- a. Enrolment is subject to the following conditions, which are legally binding.
- b. Enrolment is made only when GCES receives and accepts full payment of fees.

2. FEES

- a) All fees must be paid 14 days before the course begins, or when the invoice is received.
- b) Course fees are worked out in complete weeks, including weeks with public holidays. Three or more days count as one week.
- c) All tuition fees include 12.5% NZ Goods and Services Tax (GST).

3. REFUNDS AND TUITION CREDITS

- Any refund or tuition credit request must be made in writing.
- A tuition credit means unused study time, which can be added to the end of a student's course.
- Cancellations, made in writing, 14 days or more before the course start date will result in a full refund.

A. School refunds

- Cancellations, made in writing, less than 14 days before the course start date will result in a full refund, LESS 10% or NZ\$ 500 whichever is the lesser.
- For students who have enrolled for 13 weeks or more, and cancel their enrolment within the first seven days of course commencement a full refund will be given, LESS 10% or NZ\$ 500 whichever is the lesser.
- For students who have enrolled for 12 weeks or less, and cancel their enrolment after course commencement, no refund will be given.
- If a student is expelled from this school no refund or tuition credit will be given in relation to unused tuition fees.
- Refund may only be given on compassionate grounds at the sole discretion of the Directors. A 10% administration fee may be deducted from unused tuition fees.

B. Homestay Cancellation or Early Withdrawal

- Cancellation of homestay made before the homestay commences will result in a full refund.
- If a student decides to withdraw early from their homestay, they will receive a full refund, if they have given 2 week's notice, in writing. Failure to give 2 week's notice will result in a refund less 2 week's homestay fees.

C. Holiday requests

- No refunds are given for any holidays taken during a course.
- Students are only entitled to take a holiday during their course and receive a tuition credit, if they are studying for 15 weeks or longer. Students must refer to the school's Holidays Entitlement information, which is available upon request and displayed on school notice board.

4. Homestay accommodation

- a) Homestay Accommodation is full board, which includes breakfast, lunch (packed Monday to Friday) and evening meals 7 days a week.
- b) Cancellations and early withdrawals – refer to Number 3B above.
- c) Students must not pay Homestay Families directly.
- d) If a student decides to take a holiday in excess of 14 nights a weekly NZ\$ 50 is required to secure the homestay.
- e) GCES homestay is arranged for the period the student is enrolled at the school. Students must leave the homestay at the end of their course of study. Any other arrangements must be made in consultation with GCES.
- f) GCES is not responsible for any accident or illness or a student, or loss or damage to their personal possessions during their stay with a host family. Students must obtain insurance to cover these risks.

5. School rules

- a) Students must obey the school rules (displayed on school notice boards) and the laws of New Zealand.
- b) Any student who breaks the school rules, misbehaves badly or is convicted of an offence in New Zealand may be expelled with no refund of fees. New Zealand Immigration is informed if a student is on a Student Visa/Permit.

6. Travel and medical insurance

Students must take out insurance before coming to New Zealand. GCES can arrange this, if requested.

7. Liability

- a) GCES is not liable for any damage, loss or injury to students or their property. Students must obtain personal insurance to cover risks while they are in New Zealand.
- b) GCES is not liable to any student if contracted services cannot be provided for any reason beyond the school's control.
- c) GCES reserves the right to alter and/or improve a course without prior notice and at no extra cost.

8. Validity

- a) These conditions are valid from 1st July 2001 and remain in force until replaced.
- b) If these conditions are translated into another language, the English translation is the correct version.