

REFUND POLICY



Refunds of tuition fees will only be made in accordance with the following policy:

- By accepting a place in a programme at Wellington Institute of Technology, a student enters a contract with WelTec for the period of one academic year (or the length of the programme if less than one year). This contract means there is an obligation to pay the fee for the year (or the length of the shorter programme).
- There is no automatic right to a refund of fees if a student changes his/her mind about studying at WelTec.
- Students who have paid fees for a programme that WelTec subsequently cancels will receive a full refund.
- If a formal withdrawal from the enrolment is received no later than 2 weeks prior to commencement of the programme of study, 90% of the fees will be refunded.
- If a formal withdrawal from the enrolment is received less than 2 weeks prior to commencement of the programme of study, 50% of the fees will be refunded.
- **If a formal withdrawal is received after the programme commences, the student is not entitled to a refund of fees.**
- Where exceptional circumstances necessitate withdrawal from a programme of study, WelTec may, after consideration of the exceptional circumstances relevant to the case, approve an appropriate refund, less a \$600 administration fee and agent commission where applicable. Information to support the claim for exceptional circumstances needs to be supplied in writing.
- If a student wishes to transfer to another institute and the International Office receives notice at least 2 weeks prior to the commencement of the programme of study, 75% of the fees will be refunded. An offer of a place from the other institution must support the application.
- A student who has paid fees for a programme and is subsequently refused an initial visa by the Immigration New Zealand (INZ) will be paid a full refund less \$600 for administration purposes.
- A student who has paid fees for a programme and is subsequently refused an extension to an existing visa by the INZ on the basis of poor attendance will receive no refund.
- If a student's visa extension is refused by INZ on the basis of poor performance, the student will receive a refund of only that portion of the fee which corresponds to the part of the programme for which no visa is issued. An administration fee of \$600 will be retained by the Institute.
- An international student who gains Permanent Residency is entitled to be treated as a domestic student. He/she will not receive a refund of fees for the trimester (for trimesterised programmes) during which the Permanent Residency is granted. However, the student will be entitled to pay domestic fees for subsequent trimesters, and will be refunded international fees for those trimesters. For non-trimesterised programmes, international fees are payable for the full year. If Permanent Residency is granted during the year, no part of the international fee for that year is refundable.
- All applications for refunds must be on the Application for Refund Form (obtainable from the Information Centre). Supporting information must be submitted together with the form to the International Office.
- WelTec will not pay refunds directly to international students or their agents in New Zealand. Refunds are either sent to the institution to which the student is transferring, or to the student's account in their country of origin, after the student visa has been cancelled.