



If parents wish to withdraw a boy from Huntley School they must write to the Headmaster, Mr Bradden Gay, advising him of when they wish the boy to leave. Once received the Headmaster will reply acknowledging the notification.

If the withdrawal appears to be because of some dissatisfaction with Huntley or the inability of the boy to settle in his new school the Headmaster may suggest possible solutions. If the parents still wish to proceed with the withdrawal the Headmaster will confirm arrangements for the boy's departure. That letter will also indicate if there are any financial penalties for early withdrawal.

The New Zealand Immigration Service will be notified once the boy has left Huntley School. All relevant ENROL documents will be updated at this time.

Refund of Student Fees

A full term's notice in writing is required for withdrawal of a boy. The school is entitled to impose a penalty of one term's boarding and tuition fees if this procedure is not followed.

Where a full term's notice in writing is given the only penalty will be a NZ \$500 administration charge. This means all fees paid for the balance of the year less the NZ \$500 will be refunded.

For example if the fees had been paid and a boy was enrolled to commence at Huntley School in Term One and it was decided in January that the boy would not be attending Huntley then the fees for Term One would be forfeited. To leave at the end of Term Three, for example, with only a NZ \$500 penalty, notice in writing would need to be given before the start of Term Three.

No refund will be made for any boy who is asked to leave because of a serious breach of the rules and regulations concerning behaviour and discipline.

Insurance

All International Students enrolled at Huntley School are required to purchase a "Student Safe" personal insurance policy from Heath Lambert New Zealand Limited if they do not already have a policy that offers similar protection. This policy provides extensive medical and hospital insurance, travel insurance and personal liability insurance. The cost of this policy is approximately NZ \$600 per annum. A copy of this policy will be posted to all applicants.

Fees Protection

The Huntley School Board of Trustees guarantees to keep sufficient funds in reserve to ensure a refund of the unused portion of fees should the school be unable to continue to offer tuition or if a boy withdraws and a refund has been approved.

This is done in the following manner:

International fees will be paid into the school's separately coded account for "International Fees", and drawn down at intervals of one term in arrears throughout the academic year.

These monies will be audited on an annual basis.

These monies will be available for the aforementioned approved refunds resulting from withdrawal from Huntley School or in the event of the school not being able to provide tuition.