

## AUT INTERNATIONAL HOUSE CONDITIONS – COURSE

A 'course' means the total duration and time you book, pay and have visa coverage for.

### COURSE CHANGES

AUT International House reserves the right to change or cancel courses, starting dates and fees without prior notice.

### COURSE CANCELLATION

- **Cancellation before arrival in New Zealand:** If you cancel your course at least 7 days before your course is due to begin, or if you are not granted a visa to travel to New Zealand, a refund of all fees is made except for the registration fee. In the case of Cambridge examination courses, AUT International House will also withhold repayment of any examination fees that cannot be recovered from the Cambridge Local Examinations Board. Applications for a refund must be accompanied by all original documents issued by AUT International House. If you cancel your course after this time, AUT International House will retain NZ \$500 or 10% of your tuition fees, whichever is the lesser amount. The registration fee is not refundable.
- **Cancellation after arrival in New Zealand:** If you withdraw from school within 7 days after commencing your course, AUT International House will retain NZ \$500 or 10% of your tuition fees, whichever is the lesser amount. The registration fee is not refundable. Tuition fees are not refundable for cancellation later than 7 days after course commencement.
- **Refunds:** If you are entitled to a refund, you must claim the refund within 12 months of the date of cancellation.

### COURSE TERMINATION

AUT International House reserves the right to expel students for serious misconduct or for poor attendance.

A minimum of 80% attendance is required. No refunds are given if a student is expelled.

### TRANSFER OF FEES

Your fees cannot be transferred to any other student or school other than AUT University.

### FEE PROTECTION GUARANTEE

In the event of the non-delivery of any part of a programme of study, or any service that a student has paid for, AUT University undertakes to refund any tuition fees or non-tuition fees received from international students in relation to the relevant part of that programme of study or service provided.

### LIABILITY

AUT International House cannot be held responsible for any damage, loss or injury incurred within the school, on a school activity or excursion. Under the Code of Practice for the Pastoral Care of International Students all students travelling to New Zealand must have appropriate and current Medical and Travel insurance.

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### Code of Practice for the Pastoral Care of International Students

AUT International House has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz>

**Immigration:** Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at <http://www.immigration.govt.nz>

**Eligibility for Health Services:** Most international students are not entitled to publicly-funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health, and can be viewed on their website at <http://www.moh.govt.nz>

**Accident Insurance:** The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://www.acc.co.nz>

**Medical and Travel Insurance:** International students must have appropriate and current medical and travel insurance while studying in New Zealand.

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### ADDRESS

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