

Conditions of Enrolment

Enrolments are subject to the following conditions:

Acceptance

1. WELS can accept or decline the enrolment of any student.
2. Any person suffering from any mental or physical disabilities, or illness should record the details on the WELS student enrolment form (or separate sheet, if necessary). Failure to give this information may lead to cancellation.

Student visas

1. Full payment of course fees is needed before a Student Visa can be issued.
2. Student Visa students enrol for a minimum of 10 weeks. For every 10 weeks of study a student is entitled to 2 weeks holiday. There is no charge for the holiday.

Cancellation, Withdraws and Refunds

NOTE: WELS is closed for two weeks over Christmas / New Year break. There is no refund for public holidays.

The policy of Wilkinson's English Language School fulfils the requirements of the New Zealand Qualifications Authority and the Code of Practice for the Pastoral Care of International Students.

A course of 13 weeks or longer:

Wilkinson's English Language School will refund tuition fees if a student notifies the Principal of their intention to withdraw from their course and leaves Wilkinson's English Language School within 8 working/teaching days of their commencement at Wilkinson's English Language School. The refund will be subject to a deduction of 10% of tuition fees or \$500.00, whichever is the lesser amount.

Further, should a student voluntarily withdraw at any time prior to the expiry of the enrolment period WELS will:

- Seek reasons for withdrawal and if necessary review policies, which may have lead to student's early voluntary withdrawal.
- Send a written notification of withdrawal to New Zealand Immigration Service if the student is on a Student or Limited Purpose visa.

Normally no refund will be made after 8 days. Any refund after 8 days will be at the discretion of the Principal.

A course of 5 to 12 weeks:

Wilkinson's English Language School will refund tuition fees if a student notifies the Principal of their intention to withdraw from their course and leaves Wilkinson's English Language School within 5 working/teaching days of their commencement at Wilkinson's English Language School. The refund will be subject to a deduction of 25% of tuition fees. Normally no refund will be made after 5 days. Any refund after 5 days will be at the discretion of the Principal.

A course of up to 5 weeks:

Wilkinson's English Language School will refund tuition fees if a student notifies the Principal of their intention to withdraw from their course and leaves Wilkinson's English Language School within 2 working/teaching days of their commencement at Wilkinson's English Language School. The refund will be subject to a deduction of 50% of tuition fees. If tuition fees have been paid for 2 days only there will be no refund. Normally no refund will be made after 2 days. Any refund after 2 days will be at the discretion of the Principal.