



FEES PROTECTION POLICY FOR INTERNATIONAL STUDENTS

Purpose:

This fees protection policy makes clear factors that will be considered to ensure that international student fees paid in advance are protected and can be made available in accordance with the school's refund policy. This policy should be read in conjunction with The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code).

Fee Protection:

The school will ensure that its fee protection mechanisms and accounting procedures provide the following safeguards:

1. The school will ensure that funds from international students paid in advance are accounted for in such a way that individual student balances are clearly identified and monitored.
2. The school will ensure that generally accepted accounting procedures are applied to international student fees paid in advance.
3. The school will ensure that only those staff with appropriate authority will have access to international students' funds paid in advance.
4. The school will ensure that all international fees paid in advance shall be paid into the school's operating account.
5. The school will transfer fees paid in advance to revenues at appropriate intervals during the period of enrolment for each student.
6. The school will ensure that it has sufficient funds available to meet any remaining international student fees paid in advance liability at any time.
7. The school will ensure that the operation of this fee protection policy is audited as part of the school's audit procedures.
8. The school holds Business Interruption insurance which covers international student fees paid in advance in the event that the international programme cannot continue due to a natural disaster.

REVIEW:

The school will review procedures relating to this policy as part the annual self-review. The school will collect and record appropriate evidence of the review.

REPORTING:

The staff member in charge of international education will report directly to the school Principal on the operation of the school's fees protection policy.

This policy has been approved by the Board of Trustees

Approval

Date:

4/8/2022

This policy has been reviewed on:

Review Date: 4/8/2022