



INTERNATIONAL EDUCATION

Fees Protection for International Students

Rationale

The school is required to ensure that all students' fees are protected in the event that the school is unable to continue to offer tuition to international students or in the event that a student is required to return home or is transferred to another institution.

Guidelines

1. Funds received from international students are deposited into the main school account upon receipt. The GST will be paid upon receipt of fees.
2. Tuition Fees will be transferred from the International Student's balance sheet ledger code four times yearly, at the start of each term.
3. 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
4. The school will ensure that there is always enough money in the main account to cover its International Student liability.
5. The school will ensure that generally accepted accounting procedures are applied to international student fees paid in advance.
6. The school will ensure that only those staff with appropriate authority will have access to international student funds paid in advance.
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 will review procedures relating to this policy as part of its annual self-review.

Signed

Print

Parent / Caregiver

Name

Date