

FEES PROTECTION POLICY – International Students

Reviewed March 2011

Rationale

Owairaka District School has developed a fee protection policy to ensure International Student fees are handled consistently with normal accounting practice. This means that those funds are secure from misappropriation and are made available in accordance with the Refunds Policy.

Purpose

1. To ensure that if in the event that the school is unable to continue to run a course or programme that the unspent portion of the fees are available to be returned to the student.
2. To ensure that funds from international students are accounted for separately and in such a way that individual student contributions can be protected and monitored.
3. To ensure that international students' payment may be drawn down in accord with the Refund Policy.

Guidelines

1. Accounting procedures are in place to ensure that monies are available for release.
2. International fees shall be paid into the school's bank account but coded separately from other school funds and drawn down at intervals of one term in arrears throughout the academic year.
3. These monies will be audited separately on an annual basis.
4. These monies will be available for approved refunds resulting from withdrawal from Owairaka District School or in the event of the School not being able to provide tuition.

Evidence

1. Accounting records
2. General School Account

Evaluation

The Administration Manager shall report to the Treasurer of the Board annually with reference to the effectiveness of the policy.

Signed: _____ Date: _____
Principal