



## **GENERAL TERMS**

### **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 College's refund policy. This policy should be read in conjunction with the Education (Pastoral Care of International Students) Code of Practice 2016 clause 29.

### **FEES PROTECTION:**

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

1. The College 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 College will ensure that generally accepted accounting procedures are applied to the management and accountability of International Student fees paid in advance, using appropriate accounting software.
3. The College will ensure that receipt of international fees paid in advance be issued for visa purposes.
4. The College will ensure that designated staff with appropriate authority will have access to international student funds paid in advance.
5. The College will ensure that all international fees paid in advance shall be paid into the College's designated bank account authorized by approved signatories.
6. The College will transfer fees paid in advance to revenues monthly during the period of enrolment for each student.
7. The College will ensure that it has sufficient funds available to meet any remaining international student fees paid in advance liability at any time.
8. The College will ensure that the operation of this fee protection policy is audited as part of the College's audit procedures.

**REVIEW:**

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

**REPORTING:**

The Director of International Students will report directly to the College Principal on the operation of the College's fees protection policy.

**Review schedule:** Annually

	<b>New/Reviewed</b>	<b>Next Review Date</b>
Initial table of document	February 2017	October 2017
Annually thereafter	October 2017	June 2018

Chairperson Signature	
Date	25 June 2018