

INTERNATIONAL STUDENT DEPARTMENT: FEE PROTECTION POLICY

Rationale:

The College undertakes to comply with the managing withdrawal and closure outcome of the Code. This policy should be read in conjunction with the college's Refund Policy Education (Pastoral Care of International Students) Code of Practice 2021 and the Education Act 1989.

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.

Guidelines:

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 records of international student 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 or other account authorized by the Principal.
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.

Policy reviewed and tabled annually:	October
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Presiding Member Signature:	
Date:	28 October 2025