

International Students 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, The Education (Pastoral Care of Tertiary and International Learners) 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 nominated bank 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.

Review Schedule

Annually

	NEW/REVIEWED
Initial table of document	February 2015
Annually thereafter	July 2016
	February 2017
	September 2020
	October 2021

Board Chair Name	Lauren Albrey
Date	26 October 2021