FEE PROTECTION POLICY FOR INTERNATIONAL STUDENTS

Rationale:

Auckland Point School has developed this policy in accordance with the Education (Pastoral Care of International Students) Code of Practice 2016.
to ensure that international student fees are handled consistently with normal accounting practices. This means that those funds are secure from misappropriation and are only made available to the school in accordance with the School's Refund Policy or in the event that the School is not able to continue tuition.

Purpose:

To ensure in the event that the school is unable to continue to provide tuition, that the unspent portion of the fees is available to be returned to the student.
To ensure that funds from international students are accounted for separately from other School accounts and in such a way that individual students are accounted for separately from other school accounts and in such a way that individual student contributions can be protected and monitored.

Guidelines:

1. Accounting procedures are in place to ensure that monies are available for release. International fees shall be paid into a separate coded account for 'Foreign Fees", and drawn down at intervals of one term in arrears throughout the academic year.
2. These monies will be available for approved refunds resulting from withdrawal from the School or in the event of the School not being able to provide tuition.
3. Capital generated from International student fees will be protected by establishing a fee protection fund within the yearly budget.
4. Auckland Point School Board of Trustees will act in accordance with the Consumer Guarantees Act as it applied to educational services supplied to international students.
5. Auckland Point School Board of Trustees will act in accordance with The Fair Trading Act as it applies to educational services provided to international students.
6. Fee protection processes will be reviewed annually.

Policy Reviewed May, 2016

Gabriel Hoeksema
Chairperson

Rachel Couling
Acting Principal