

International Students Fee Protection

6.1

Rationale

1. To meet the requirements of the Code of Practice (revised 2010)
2. International Student fees must be handled in a way that ensures that those funds are accessed in a way that is consistent with normal accounting practice. This means that those funds are secure from misappropriation and are only made available to the school in accord with the Refunds policy.

Objective

3. To ensure that funds from international students are accounted for separately and in such a way that individual student contributions can be monitored.
4. To ensure that Waiuku College does get payment in full for those services provided.
5. To ensure that international students' payments may be drawn down in accord with the Refunds policy.

Requirements

1. The Board of Trustees guarantees that accounting procedures are in place to ensure that monies are available for release
2. International Students' fees shall be paid into the school's general account
3. These monies will be available for approved refunds that are in accordance with the provisions in the Refund Policy
4. Accounting records
5. General School Account

Adopted by Board of Trustees: June 2017