



International Students: Fee Protection Policy

Rationale:

The purpose of this policy is to provide information and guidance to all to ensure factors 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. This policy should be read in conjunction with The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code).

Guidelines:

- Fees received in advance will be used by the school as the fees are earned during the course. A portion of advanced fees will be transferred to the school's main bank account in instalments.
- In the unlikely event of the school not being able to deliver its normal teaching programme, the Board guarantees it will refund all unspent fees to International Students

Approved: 28 March 2022

Date of next review: Biennially (March 2024)

Signed: _____

Dr Adrian Paterson
BOT Chair

Signed: _____

Kathy Paterson
Principal