

POLICY 16.1 FEES PROTECTION


The daily life of the College will be permeated with the values of Jesus Christ and the teachings of the Catholic Church. Special links will be maintained with the Sisters of Our Lady of the Missions as the College Founders and their special charism reinforced in the College.

1.0 Guidelines

- 1.1 This policy ensures that international student fees paid in advance are protected and can be made in accordance with the College's Refund Policy. This policy shall be read in conjunction with the Education (Pastoral Care of International Students) Code of Practice 2016 at www.education.govt.nz/ministry-of-education/legislation/regulations-to-support-international-students/.
- 1.2 The Principal shall ensure that the staff member in charge of international education reports on its fee protection policy directly to the Principal.
- 1.3 The Principal shall provide the following safeguards on its fee protection mechanisms and accounting procedures:
 - 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 the staff member in charge of international education will have access to 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 authorised 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.

Me aro koe ki te hā o Hineahuone
'Take heed the power and dignity of women'

Approved by the Board of Trustees at the meeting held on 24/05 2021



CHAIRPERSON