

Rangiora High School Board



Fee Protection – International Students

Rationale

Rangiora High School has developed a fees protection policy to ensure that international student fees paid in advance are handled in a manner consistent with accepted accounting practice.

This policy should be read in conjunction with the Education (Pastoral Care of International Students) Code of Practice 2016 and the international students Refunds and Cancellations Policy.

Purpose

The 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 refund policy for Rangiora High School.

Guidelines

Rangiora High 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 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.

Review

Rangiora High School will review procedures relating to this policy as part of the annual self-review. The school will collect and record appropriate evidence of the review.

Reporting

The Director of International Students will report directly to the school Principal on the operation of the school's fee protection policy.

Related Policies

- Refunds and Cancellations Policy – International Students
- Managing Contracted Recruitment Agencies Policy – International Students
- Managing Supervised Groups Policy – International Students
- Accommodation Policy – International Students
- International Students Policy
- Grievance Policy – International Students
- Refund of Fees: Group Study Tours – International Students

Relevant Documentation and Legislation

- [Education and Training Act 2020](#)
- [Education \(Pastoral Care of International Students\) Code of Practice 2016](#)
- [Guidelines for the Education \(Pastoral Care of International Students\) Code of Practice 2016](#)
- [International Student Contract Dispute Resolution Scheme Rules 2016](#)
- [The International Student Wellbeing Strategy](#)
- Secondary Student Application and Contract of Enrolment
- International Student Invoice, Receipt and Offer of Place

Date of Review	November 2021
Date of Next Review	November 2024
Date Adopted by the Board	December 2021
Date Amended by the Board	