

Rangiora High School Board of Trustees



Procedural Policy: Fee Protection– International Students

Rationale

Purpose

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 generally accepted accounting practice. The purpose is to ensure that those funds are secure 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 International Students) Code of Practice 2016.

Guidelines

1. The school will ensure that international student fees paid in advance are protected so that the unused portion of any fees are available for refund at any time.
2. 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.
3. The school will ensure that generally accepted accounting procedures are applied to international student fees paid in advance.
4. The school will ensure that only those staff with appropriate authority will have access to international student funds paid in advance.
5. The school will ensure that all International fees paid in advance shall be paid into the school's operating account or other account authorized by the Board of Trustees.
6. The school will ensure that fees paid in advance are treated as a liability to the school and only recorded as revenue as the fees are earned over time.
7. The school will transfer fees paid in advance to revenues at appropriate intervals during the period of enrolment for each student.
8. The school will ensure that it has sufficient funds available to meet the international student fees paid in advance liability at any time.
9. The school will ensure that the operation of this fee protection policy is audited as part of the school's audit procedures.

Related Policies

- Grievance and Complaints Policy
- Agents Policy – International Students
- Refunds and Cancellations – International Students
- Managing Supervised Group Policy – International Students
- Accommodation Policy – International Students
- International Students Policy
- Travel and Medical Insurance Policy – International Students

Relevant Documentation and Legislation

- Invoice, Receipt and Offer of Place
- The Education (Pastoral Care of International Students) Code of Practice 2016
<http://www.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html>
- Education (Pastoral Care of International Students) Code of Practice 2016 Guidelines
<https://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/school-guidelines-code-of-practice.pdf>
- International Students Dispute Resolution Scheme 2016
<http://legislation.govt.nz/regulation/public/2016/0042/latest/whole.html#DLM6748772>
- International Student Wellbeing Strategy, Ministry of Education
- <https://www.education.govt.nz/assets/Documents/Ministry/Strategies-and-policies/internationalStudentWellbeingStrategyJune2017.pdf>
- Education Act 1989
<http://www.legislation.govt.nz/act/public/1989/0080/latest/whole.html#DLM175959>

Date of Review	2018
Date of Next Review	2021
Signed by the Board Chair	