



WESLEY COLLEGE BOARD OF TRUSTEES

SCHOOL FEES PROTECTION POLICY FOR INTERNATIONAL STUDENTS

RATIONALE

- Wesley College has a fees protection policy for international students to meet the requirements of 7.2.4 of the Ministry of Education Code of Practice for the Pastoral Care of International Students.
- The Board wishes to ensure that international student fees are handled according to normal accounting practices.
 - This means that those funds are secure from misappropriation and are only made available to the School in accordance with the School's Refund Policy or in the event that the School is not able to continue tuition.

AIMS

1. To ensure that in the event that the school is unable to provide tuition the unspent proportion is returned to the payee. This may be the students parents, a charitable trust or the Wesley College Trust Board, dependent upon the source of the International Student Tuition Fee
2. To ensure that funds received for international students are accounted for separately from other School accounts and in such a way that individual student contributions are protected and monitored.
3. To ensure that international students' payments may be drawn down in accordance with the School's Refund Policy.

GUIDELINES

1. Accounting procedures are in place to ensure that monies are available for release.
2. International Students Tuition Fees are placed into a separate coded account for International Student Tuition Fees, and drawn down at intervals of one term in arrears throughout the academic year.
3. These monies will be audited separately on an annual basis.
4. These monies will be available for approved refunds resulting from withdrawal from the School or in the event of the School not being able to provide tuition.

The Board of Trustees at the February 2008 meeting approved this policy.
This policy will be reviewed on / before the February meeting 2010.

Signed: *N.L. Johnston*
Chairperson

Date: 14 February 2008