



# **St. Peter's Catholic School**

## **INTERNATIONAL STUDENTS FEE PROTECTION POLICY**

### **RATIONALE:**

The Board of Trustees will ensure that payments from international students are used for the intended purpose and that the fees are protected in the event that the school is unable to continue to offer tuition to international students.

### **PURPOSE:**

To ensure that funds from international students are available for refund:

- (a) if the school is not able to continue to deliver a programme.
- (b) if the student qualifies for a refund under the refund policy.

### **GUIDELINES:**

- (a) Accounting procedures as detailed in the St Peter's Catholic School's Financial Procedures will be adhered to.
- (b) In reviewing cashflow etc, account must be taken of tuition monies received but not yet earned.
- (c) All homestay fees will be accounted for with St Peter's Catholic School.

### **GUARANTEE:**

Separate accounting will ensure that funds are available to be used for the correct purpose.

### **Approved by the Board of Trustees:**

**Reviewed: August 2017**

**Chairperson: Phil Deason**

**Review Date: August 2019**