



Sancta Maria College is an integrated Co-educational Catholic College and its practices, beliefs and values are Catholic and guide the work of the College.

Rationale

Sancta Maria College Board of Trustees undertakes to comply with the Managing withdrawal and closure provisions set out in the Education (Pastoral Care of International Students) Code of Practice 2016 (The Code) Clause 29 ensuring that the fees paid by international students are secure and protected in the event of student withdrawal or the ending of educational instruction or the closure of a signatory.

Purpose

This 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 school's refund policy. This policy should be read in conjunction with the Education (Pastoral Care of International Students) Code of Practice 2016.

Guidelines

Fees Protection

The 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 authorized 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:

The school will review procedures relating to this policy as part 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 fees protection policy.



Policy: Fees Protection Policy for International Students Paid in Advance

NAG 6

Adopted: Oct 2005 Michael Stride, Chairperson

Reviewed: Jun 2013 Brendan Ryan, Chairperson
May 2018 Warren Brabant
May 2021 Warren Brabant

Next Review August 2024

A handwritten signature in blue ink, which appears to be "W Brabant", is written over a dotted line.

Warren Brabant, Chairperson

A handwritten date "3/15/21" in blue ink is written over a dotted line.

Date