



Devon Intermediate School  
*Te Kura Takawaenga o Ngāmotu*

## **FEES PROTECTION POLICY FOR INTERNATIONAL STUDENTS**

**No 609**

### **Rationale**

Devon Intermediate School has developed a fees protection policy to be provided to international students in accordance with 7.2.4 of the Code, to ensure that international student fees are handled consistently with 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.

### **Purpose**

- To ensure in the event that the school is unable to continue to provide tuition, that the unspent portion of the fees is available to be returned to the student.
- To ensure that funds from international students are accounted for separately from other School accounts and in such a way that individual student contributions can be protected and monitored.
- To ensure that international students' payment may be drawn down in accordance with the School's Refund Policy.

### **Guidelines**

Accounting procedures are in place to ensure that monies are available for release.

International fees shall be paid into the school's **separate coded account** for 'Foreign Fees' and drawn down at intervals of one term in arrears throughout the academic year.

These monies will be audited separately on an annual basis.

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.

### **Evidence**

Accounting records  
General School Account

### **Evaluation**

The Principal shall report to the Board annually with reference to the effectiveness of the policy when necessary.

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Ratified by Board: 7 August 2023

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Next Review: August 2024

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