



Fee Protection Policy for International Students

Rationale:

International Student Fees must be processed in a manner that is consistent with normal accounting practice. Funds need to be secure from misappropriation, and be available to the student in accordance with the Refund Policy and in accordance with the Education Act should the school not be able to continue to provide tuition. Funds should only be made available to the school once the income associated with those funds has been earned.

Purpose

1. To ensure that funds from international students are accounted for in such a way that individual student contributions can be monitored and protected.
2. To ensure that if in the event that the school is unable to continue to run a course or programme that the unspent portion of the fees is available to be returned to the student.
3. To ensure that refunds of fees can be made to the student in accordance with the Refund Policy.
4. To ensure that funds are released to the school in a timely manner once the revenue associated with those funds has been earned.

Policy Statement

1. Funds from international student fees will be separately coded and accounted for.
2. The Board of Trustees will ensure that there are always sufficient cash reserves available to refund unspent international fees throughout the year.
3. Accounting and administration procedures are in place to record and identify funds held on behalf of each individual student.
4. Funds shall be released to the school for course costs not more often than fortnightly, in arrears. Where funds are held by the school on behalf of other parties (e.g. homestay payments) then funds shall be released for payment as required.
5. Accounting records and bank accounts will be audited on an annual basis.
6. Details of this Fee Protection Policy will be provided to parents in written form upon enrolment.

Evidence

1. Specific transaction records from International Student Administration System.
2. School accounting records.
3. International prospectus or brochure.

Evaluation

The Principal and Business Manager will report to the Board of Trustees annually with reference to the effectiveness of the policy.

Annual Review Date: November



Refund Policy for International Students

This policy is based on Section 4B(7) of the New Zealand Education Amendment Act 1991.

Policy Statement

Marist College has established the following policy for tuition and homestay refunds of International student fees.

- 1.1 Either party may terminate the Agreement at any time by giving the other party one month written notice.
- 1.2 **On termination by the school:**

The student is entitled to a refund of a portion of the tuition fee paid. This portion shall be calculated on the basis of the proportion that the number of School days remaining in the contracted tuition period, counting from the day after the student last attends the College, less twenty School days, bears to the total number of days in the contracted tuition period.
- 1.3 **On termination by the student:**
 - a) Where the tuition period is for six months or longer - If your application is made after the start of your course, but before the second half of your course, your fees may be refunded less:
 - An administration charge of \$1500.00.
 - Costs to the school already incurred for tuition.
 - Components of the fee already committed for the duration of the course, including appropriate proportions of salaries of teachers and support staff (if applicable).
 - Costs already incurred for the use of facilities and resources.
 - The proportion of the Levy the school is required to pay to the proprietor.
 - Any other costs already incurred.
 - (i) In the first two months of the tuition period the student is entitled to a refund of 50% of the tuition fee paid;
 - (ii) If your application is made during the second half of your course, you will not receive a refund except in exceptional circumstances. The first day of Term 3 is the start of the second half of a full year course.
 - b) Where the tuition period is for less than six months, no refund of tuition fee shall be made.
- 1.4 In addition to the amounts calculated under 1.2 or 1.3 above, the student shall be entitled to a refund of any unused portion of any homestay fees paid.
- 1.5 Notwithstanding the conditions of clauses 1.3 and 1.4 above, in exceptional circumstances (such as a serious illness to the enrolled student or a member of the student's immediate family resident overseas) the school may decide to grant a refund greater than the amount to which a student may otherwise be entitled.
- 1.6 In the event that a student fails to secure a student visa or due to New Zealand border restrictions an administration fee of \$400 will be deducted from the refunded administration charge.

Refund Procedures

Marist College has established the following procedures with regard to tuition refunds.

1. A copy of the refund policy will be given to parents prior to enrolment.
2. An application for tuition refund must be made in writing by the student's parents to the Principal explaining the reason/s for why a refund is requested, including any special circumstances.
3. The criteria for refund as detailed in the Refund Procedures will be applied by the International Student Manager of Marist College. The decision on the application for refund will be in writing.
4. If there is a dispute in the decision on the refund, then the process outlined in the Grievance Procedures must be followed.

Evaluation

The Principal and Business Manager will report to the Board of Trustees annually with reference to the effectiveness of the policy.