



International Fee Protection Policy

Purpose

This fees protection policy makes clear the 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 Tertiary and International Learners) Code of Practice 2021 (the Code).

Fees Protection

Rutherford College will ensure that its fee protection mechanisms and accounting procedures provide the following safeguards:

1. Rutherford College 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. Rutherford College will ensure that generally accepted accounting procedures are applied to international student fees paid in advance
3. Rutherford College will ensure that only those staff with appropriate authority will have access to international student funds paid in advance
4. Rutherford College 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. Rutherford College will transfer fees paid in advance to revenues at appropriate intervals during the period of enrolment for each student
6. Rutherford College will ensure that it has sufficient funds available to meet any remaining international student fees paid in advance liability at any time.
7. Rutherford College will ensure that the operation of this fee protection policy is audited as part of the school's audit procedures.

Monitoring Compliance

Rutherford College will review procedures relating to this policy as part the annual self-review. The school will collect and record appropriate evidence of the review. The International Director will report to the principal and/or the board any operational matters relating to this policy.

Approved at the board meeting dated 23 May 2023

Signed by:

Mr Nathan Lee, Presiding Member of the School Board