**FAIRFIELD INTERMEDIATE SCHOOL**

**FEE PROTECTION FOR INTERNATIONAL STUDENTS**

**International Procedure No. 7**

**RATIONALE:**

International Student fees must be handled in a way that ensures those funds are accessed in a way that is consistent with normal accounting practice. This means that those funds are secure from misappropriation and are only made available to the school in accord with the Refunds Procedure or should the school not be able to continue tuition.

**PURPOSE:**

1. 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 are available to be returned to the student.
2. To ensure that funds from International Students are accounted for separately and in such a way that individual student contributions can be protected and monitored.
3. To ensure that International Students’ payment may be drawn down in accordance with the Refund Procedure.

 **GUIDELINES:**

1. Accounting procedures are in place to ensure that monies are available for release.
2. International fees shall be paid into the school’s ***separately coded account*** for ‘Foreign Fees’, and drawn down at intervals of one term in arrears throughout the academic year.
3. These monies will be audited separately on an annual basis.
	* These monies will be available for approved refunds resulting from withdrawal from Fairfield Intermediate School or in the event of Fairfield Intermediate School not being able to provide tuition.
4. The school will take out fee protection insurance

**EVIDENCE:**

1. Accounting records
2. General School Account

**EVALUATION:**

The International Student Director in conjunction with the Executive Officer shall report to the Board of Trustees annually with reference to the effectiveness of the procedure.

 **CONCLUSION:**

This procedure will provide protection for the International Students’ fees should there be a request for a refund or the school is unable to continue to offer a place of study for International Students through ensuring that fees are kept in a separate account until drawn down at the stated time.