



School

Dunedin Rudolf Steiner

Learning with head, heart and hands

International Fee Protection Policy

Rationale:

International School Learners' 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 Educational (Pastoral Care of Tertiary and International Learners) Code of Practice (2021). 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 School Learners are accounted for in such a way that individual student contributions can be monitored and protected.
2. To ensure in the event that the School is unable to continue to run a course or programme 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.

Guidelines

1. Funds from International School Learners fees will be separately coded and accounted for.
2. There will always be access to funds 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 monthly, in arrears. Where funds are held by the school on behalf of other parties 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.

Signed: _____

Name: _____

Date: ____/____/____

Review Date: ____/____/____