



INTERNATIONAL FEE PAYING STUDENT FEES PROTECTION POLICY

Rationale:

The school is required to ensure that all students are protected in the event that the school is unable to continue to offer tuition to international students or in the event the student is required to return home or is transferred to another educational institution.

Purpose:

To ensure that international students are not financially disadvantaged by events over which they have no control

Guidelines:

- All students take out insurance which guarantees cover for students in the event of the failure of the institute
- The schools recommends and arranges the Unicare Protector Plan which guarantees under Section B Additional Expenses, Section 4 1 (d) cover for all students *due to unforeseen insolvency, regulatory closure or withdrawal of accreditation of any education provider*
- Students who arrange their own insurance and for whom there are unusual circumstances are covered by a Board of Trustees agreement to refund tuition fees
- Tuition fees are retained a current liabilities in the school accounts and only used as income in the term that they are due
- All monies that the school is holding for a student for home stay and pocket money is refunded on written application to the Principal.
- An administration fee may be charged

Date Approved	Signed by	Review Date
12 July 2002		August 2005
November 2005		2008