



FEE PROTECTION POLICY FOR INTERNATIONAL STUDENTS

NAG 6

Purpose:

The St Heliers School Board of Trustees will establish a Fee Protection Fund, to ensure the fees paid by international students are protected in the event of student withdrawal, the closure of the school or the closure of a course of educational instruction by St Heliers School as a signatory of the Education (Pastoral Care of International Students) Code of Practice 2016.

Guidelines:

1. Capital generated from international student fees will be protected by maintaining a fee protection fund for international students in a separate ANZ bank account.
2. Throughout the school year, 25% of net capital generated from international student fees will be held in this account.
3. Refunds will be given in accordance with the St Heliers School Refund Policy and the contract the school has with the international student.
4. The St Heliers School Board of Trustees will act in accordance with the Consumer Guarantees Act 1993, as it applies to educational services supplied to international students.
5. The St Heliers School Board of Trustees will act in accordance with The Fair Trading Act 1986, as it applies to educational services provided to international students.
6. Fee protection processes will be reviewed annually.