

**SCHOOL FEES PROTECTION FOR INTERNATIONAL SCHOOL LEARNERS POLICY and PROCEDURES****Our why (Rationale)**

The board are signatories to Education (Pastoral Care of tertiary and international learners) Code of Practice 2021 (the Code) and are committed to ensure that students are well informed, safe and properly cared whilst under the care of Wesley College. The board delegates to the principal the responsibility to enact these policy and procedures. The Wesley College fees protection policy for International School Learners is written to meet requirements.

The Board will ensure that International School Learner fees are handled according to normal accounting practices and that those funds are secure from misappropriation and are only made available to the School in accordance with the School's Refund Policy or in the event that the School is not able to continue tuition.

Our how (Implementation actions)

1. Accounting procedures are in place to ensure that monies are available for release.
2. In the event that the school is unable to provide tuition the unspent proportion is returned to the payee. This may be the student's parents, a charitable trust or the Wesley College Trust Board, dependent upon the source of the International School Learner Tuition Fee.
3. International School Learners Tuition Fees are placed into a separate coded account for International School Learner Tuition Fees and drawn down at intervals of one term in arrears throughout the academic year.
4. Funds received for International School Learners are accounted for separately from other School accounts and in such a way that individual student contributions are protected and monitored. These monies will be audited separately on an annual basis.
5. These monies will be available for approved refunds resulting from withdrawal from the School or in the event of the School not being able to provide tuition.

The Wesley College School Board approved this policy September 2023.
This policy will be reviewed on / before the September meeting 2026.


PRESIDING MEMBER

21 September 2023
DATE