



BHBI School	Procedure
Int Students Fee Protection	NAG 6

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 Policy.

Purpose:

1. To ensure that funds from international students are accounted for separately and in such a way that individual student contributions can be monitored.
2. To ensure that Blockhouse Bay Intermediate School does get payment in full for those services provided.

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 general account, under a separate code '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.
4. These monies will be available for approved refunds resulting from withdrawal from Blockhouse Bay Intermediate School or in the event of the school not being able to provide tuition.

Evidence

1. Accounting records
2. General School Account

Reviewed 18th September 2018