



MANNING INTERMEDIATE

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SCHOOL FEES PROTECTION FOR INTERNATIONAL STUDENTS

Fees Protection Procedure

Purpose

To ensure in the event that the school is unable to continue to provide tuition, that the unspent portion of the fees is available to be returned to the student.

To ensure that funds from international students are accounted for separately from other School accounts and in such a way that individual student contributions can be protected and monitored.

To ensure that international students' payment may be drawn down in accordance with the School's Refund Policy.

Guidelines

Accounting procedures are in place to ensure that monies are available for release.

International fees shall be paid into the school's *separate coded account* for 'Foreign Fees'

These monies will be audited on an annual basis.

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.

Evidence

Accounting records

General School Account