



## **Fee Protection Policy**

The company is a signatory to the Education (Pastoral Care of International Students) Code of Practice 2016 - Tertiary.

Clause 13.4 of The Code states:

"Signatories must have a fee protection policy to safeguard fees paid by international students."

### **Policy**

To ensure tuition fees are not spent until they are earned by the company, with fees only to be released for spending on a pro rata basis as respective courses progress.

### **Guidelines**

In order to comply with the policy, the company is to:

- Record all fees received in advance in balance sheet accounts.
- Reconcile these balance sheet accounts every month.
- Ensure that it has funds invested in interest bearing accounts that are sufficient to repay at short notice all tuition fees received in advance.

### **Definitions**

Fees in advance are defined as:

- Tuition Fees in Advance - fees received from students to cover the cost of teaching and which have not been "earned" by the company. Fees are earned on a pro rata basis as the relevant course(s) progress.
- Other Fees in Advance - monies received from students for any other purpose and which have not been expended providing the relevant services to the student. These monies include accommodation fees in advance, insurance premiums, and personal funds held by the company on behalf of the student.