



# International Student Fee Protection Policy

**Rationale:** To provide a clear guideline for the treatment of international fees to ensure that fees are protected until tuition has been delivered.

**Purpose:**

- To ensure that fees from international students are kept separate from school income and can be accessed for refunds, if required.

**Guidelines:**

- Churton Park School acknowledges that protection of international student fees is in line with the requirements of the Consumer Guarantees Act 1993.
- Churton Park School will ensure that the fees paid by international students are secure and protected in the event that the school closes, or the educational instruction is unable to be provided to an international student.
- Churton Park School acknowledges that the fees received in advance will only be used by the school as the fees are earned during the course of tuition. Fees will be reserved in a term deposit until the term of tuition is complete.
- Once the tuition has been fully delivered, fees will be transferred into the Churton Park School Account
- The Principal will report to the Board of Trustees on income earned from, and income held for, international student fees once a term.
- Where an international student withdraws from Churton Park School before the end of their enrolment period, Churton Park School will refund fees, per the guidelines in the International Student Fee Refund Policy.