

INTERNATIONAL STUDENT FEES PROTECTION



SCOPING

Funds from international students must be accounted for separately and in such a way that individual student contributions can be monitored to ensure that Carmel College does get payment in full for those services provided.

International students' payment may be drawn down in accord with the Refund Procedures.

PROCEDURES/SUPPORTING DOCUMENTATION

1. Accounting procedures are in place to ensure that monies are available for release.
2. International student fees shall be paid into the school's Board of Trustees Account, under a separate code 'International Student Fees', and drawn down at monthly intervals throughout the academic year.
3. These monies will be audited along with all school accounts on an annual basis.
4. These monies will be available for approved refunds resulting from withdrawal from Carmel College or in the event of the school not being able to provide tuition.

MONITORING

1. Accounting records in monthly reporting to Finance Committee and Board of Trustees.
2. Carmel College Board of Trustees Account

POLICY REFERENCE

04 Financial Planning Policy

Date reviewed:	April 2019	Next Review:	June 2020
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