



PURPOSE

- This Fee Protection Procedure outlines how Bethlehem College (the College) will manage international student tuition, personal and homestay fees ("International Fees").

PRINCIPLES

- To ensure International Fees are handled in a way that is consistent with prudent accounting practice. This means that those funds are kept secure from misappropriation and are only made available to the College in accordance with the terms of the Enrolment Contract, Fee Schedule and Fee Refunds Procedure (3.19.3)

GUIDELINES

1. International Fees must be accounted for separately and in such a way that individual student contributions can be protected and monitored.
2. International Fees may be drawn down in accordance with the terms of the Enrolment Contract, Fee Schedule and Fee Refunds Procedure (3.19.3)
3. Ensure prudent accounting practices are in place so that International Fees are available as required for:
 - a) payment of tuition, personal and homestay fees
 - b) refunds in accordance with the Fee Refunds Procedure (3.19.3).
4. The tuition portion of International Fees will be paid into the College's INVESTMENT ACCOUNT FOR FOREIGN FEES and drawn down each term, in advance throughout the academic year.
5. Students not living with a parent, may be asked to pay towards personal funds as part of their international fees. These funds are transferred to a Holding Account (with a 97 suffix) set up for the student with the Bank of New Zealand (BNZ), to pay for pocket money, medical expenses, music/sport/extra academic tuition, and various school expenses such as camps, textbooks and uniform. The student is the account owner and the International Director or the Homestay Manager are additional signatories. A second Pocket Money Account (with an 83 suffix) is set up to accept regular payments from the Holding Account and which the student can access for personal spending money. The student is the sole signatory to the Pocket Money account, and will be issued with a bank card connected solely to this account. At the end of the student's enrolment, any remaining personal funds are transferred back to the student's parents' bank account.
6. The homestay portion of International Fees will be paid into the International Homestay Account (suffix of 29) at the beginning of a student's arrival at the College. Homestay fees are then paid fortnightly directly to the homestay provider's bank account throughout the student's stay at Bethlehem College. If a student's stay extends longer than the designated term dates, they will be asked to financially top up their homestay fees to cover the extra nights/weeks they are staying. At the end of the year, any unused homestay fees are refunded back to students, either directly to their Holding Account (as mentioned above) or directly to their parents if they don't have a personal funds account with the school.
7. These monies will be audited separately on an annual basis.

Date Reviewed:	Aug 2023	Next Review due:	Aug 2024
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REVIEW AND REPORTING

- The College will review this procedure as part of its annual self-review under the Code. The College will collect and record appropriate evidence of the review.
- The International Director will report directly to the school Principal on the operation of the College’s Fee Protection Procedure (3.19.4).

Date Approved:	Aug 2023	Next Review due:	Aug 2024
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