

## Full Fee Paying International Students Fee Protection Policy

### Statement of Intent

The Royal Oak Primary School Board of Trustees will ensure that;

- 1) International student fees are handled in a way that ensures those funds are accessed in a way that is consistent with normal accounting practice.
- 2) Should the school be unable to continue to run a course or programme a portion of the fees is available to be returned to the student.
- 3) Funds from International students are accounted for separately and in such a way that individual student contributions can be protected and monitored.
- 4) International student payments are drawn down at the completion of each term to enable refunds or partial refunds to be made in the event that a student withdraws prior to the completion of the term of enrolment stated in the letter of offer.

Ratified by the Board of Trustees: 04 November 2010

Reviewed : 06 December 2012, 07 December 2014, 05 November 2015, 10 November 2016, 02 November 2017,  
19 November 2018, 05 December 2019

Signed:



Principal: Megan Clotworthy



Board Chair: Owen Sinclair