



Fees Protection for International Students Policy

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1. POLICY PURPOSE

The Code of Practice for the Pastoral Care of International Students requires that signatory institutions have a formal fee protection policy for international students. This policy is designed to meet those needs.

In adopting the measures outlined the Council of Unitec Institute of Technology firmly believes that adequate financial controls are in place to protect the fees of international students.

2. POLICY STATEMENT(S)

- 1) All monies received from an International Student must be banked and recorded against the individual in the Student Administration system.
- 2) Monies for fees will be applied on full enrolment.
- 3) A separate refund policy for International Students is incorporated within Unitec's [Admissions, Enrolment and Fees Policy](#) for the relevant year.
- 4) The levels of International Students Fees in Advance and International Students Living Expenses will be monitored on a monthly basis and will be taken into account in the preparation of rolling 12-month cashflow forecasts.
- 5) The institution's cash liquidity is monitored on both a daily and monthly basis by management with six weekly reporting to the Finance Sub-Committee of Council and Council and quarterly reporting to TEC (Tertiary Education Commission) of the Ministry of Education.
- 6) Financial systems and internal controls will be audited on an annual basis by Audit New Zealand. The ongoing financial viability of the institute is also covered in this audit process.

REFERENCE DOCUMENTS

- [1] [Code of Practice for the Pastoral Care of International Students](#)
[2] [Admissions, Enrolment and Fees Policy](#)

DOCUMENT DETAILS

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AMENDMENT HISTORY

Version	Issue Date	Created/Changed by	Reason for Revision
1	03/2004	Director, Finance	First edition of document
1.1	07/11/2011	Director, Finance	Minor update – change of name to quarterly reporting body mentioned in policy