



## **Fee Protection Policy**

### **1. Introduction**

The Board of Trustees has a responsibility to ensure the responsible management of fees paid by international students attending Whangarei Primary School.

### **2. Purpose**

- To ensure that sufficient funds are available for the delivery of the foreign fee paying programme.
- To ensure that the school is able to meet any financial commitments arising from the operation of this programme.
- To ensure that expenditure on the foreign fee paying programme is consistent with the objectives of this programme and with the school's broader strategic objectives.

### **3. Guidelines**

1. All fees paid by international students shall be deposited in the school account.
2. The parents of fee paying students will be invoiced at the end of each term for the term which follows.
3. All expenditure relating to the programme shall be approved by the principal and included in the school's monthly financial report. This report will be reviewed monthly by a full meeting of the Board of Trustees.
4. Income and expenditure relating to the programme shall be channelled through separate ledgers set up for this purpose. These ledger totals shall be made available to the monthly meeting of the Board where cashflow will be routinely monitored.
5. The board, through the principal, shall ensure that the proportion of funds spent at any time is consistent with the proportion of the year expired and that sufficient funds are kept in reserve to meet any commitments arising from the foreign fee paying programme.