

Student Fee Protection Policy

1. Overview

- 1.1 UC International College (UCIC) has developed its student fee protection procedures in accordance with Outcome 8 of the Education (Pastoral Care of International Students) Code of Practice 2016.
- 1.2 UCIC's student fee protection procedures are designed to ensure that international student fees are handled consistently and in accordance with approved accounting practices. This ensures that student fees are secure from misappropriation and are only made available to UCIC in accordance with the New Zealand Qualification Authority's Student Fee Protection Rules 2013 (and amendments), UCIC's Refund Policy and NZQA approved Trust Deed regulations.

2. Scope

This policy applies to all students, agents, sponsoring parties and staff of UC International College.

3. Definitions

Term or Acronym	Definition
NZQA	New Zealand Qualifications Authority. An independent body. One mandate of NZQA is to ensure that non-university tertiary education organisations comply with government regulations relating to the enrolment of international students.
Student Fee Protection Rules 2013	Rules developed by NZQA to ensure that international student fees are protected in the event of a course closure and that institutions manage funds in accordance with prescribed mechanisms.
Trust account	Account into which students' fees are paid. Monies held in this trust account are transferred into UCIC's operational account in accordance with the student fee protection mechanism.
Trust Deed	Contractual agreement between UCIC and Public Trust. This agreement outlines student fee protection procedures in accordance with NZQA's Student Fee Protection Rules.
Course closure	This is a situation, whereby an institution is closed and / or unable offer a programme of study.

4. Assurance Statement

- 4.1 In the event that UCIC is unable to continue to provide tuition, the unspent portion of the fees will be available to be returned to the student in accordance with the NZQA Fee Protection Rules 2013 (and related amendments).

- 4.2 International students' fees are accounted for separately from other UCIC accounts and in such a way that individual student contributions can be protected and monitored.
- 4.3 Comprehensive accounting procedures are in place at UCIC to ensure that monies are available for release where appropriate; according to the NZQA Fee Protection Rules 2013 and related amendments.
- 4.4 International fees shall be paid into UCIC's Public Trust account, and drawn down at appropriate intervals throughout the academic year as set out in the Trust Deed regulations.
- 4.5 These monies will be audited separately on an annual basis.
- 4.6 Appropriate reporting will be undertaken to meet the Public Trust's requirements.
- 4.7 These monies will be available for approved refunds in accordance with UCIC's Refund Policy.

5. Receiving and Processing Payments

- 5.1 Tuition fee payments and accommodation payments received by UCIC must be processed in accordance with the UCIC's Fee Protection procedures.
- 5.2 All agent agreements will include appropriate references to ensure agents comply with processes set down under the NZQA Fee Protection Rules.
- 5.3 Annual agent reviews will include a review of compliance with the NZQA Fee Protection Rules.
- 5.4 If at any time a staff member becomes aware of an issue of non-compliance or potential non-compliance with the NZQA Fee Protection Rules, that staff member must report this to the College Director and Principal immediately.

6. Evaluation and Review

The Director of Finance Shared Services Australasia shall submit a report to the UCIC Executive Committee and the Navitas University Programs Division CEO (who holds delegated authority from the Navitas Board of Directors), annually in respect to the compliance of UCIC's Student Fee Protection procedures

Policy Title	Student Fee Protection Policy	
Policy Owners	College Director and Principal	
Contact Persons	College Director and Principal	
Key Stakeholders	All students of UCIC, UCIC staff, agents, sponsoring parties	
Approval Authority	UCIC Executive Committee	Meeting date approved 16/4/2018
Relevant Legislation	The Education (Pastoral Care of International Students) Code of Practice, 2016, the Private Training Establishment Registration Rules 2013 under section 253 of the Education Act 1989 and NZQA's Student Fee Protection Rules 2013 (and amendments).	
Related Policies	UCIC Refund Policy; UCIC Trust Deed	
Related Guidelines	Public Trust Fee Protect Manual	
File information	File number N/A	Version number V2.1
Date Effective	16/4/2018	Next Review Date May 2020