

SCHOOL FEES COLLECTION POLICY

ST MARYS PRIMARY SCHOOL IPSWICH

Updated February 2012

Introduction

All families who are financially able should pay fees as set and advised annually by the school. It is expected that school fees charged will be paid by the due date.

Procedure

Issuing of Accounts

1. Accounts for fees and levies will be forwarded to parents within the first two weeks of each term. Fees and levies will be separately identified on the account.
2. The fee account will show a due date for payment of the fees. The due date will be 14 days from date of issue.

Reminder Notices

If payment is not received by the due date, a reminder notice will be sent. If a suitable response is not received within 7-10 days of issue of this reminder, the Finance Secretary is to contact the family. The object of the phone call is:

- (a) To collect fees in full or in satisfactory instalments, or
- (b) To establish beyond doubt the capacity to pay, or
- (c) To establish beyond doubt the inability of the family to pay fees and hence offer a concession application.

If there are no obvious extenuating circumstances, the Principal or Finance Secretary may warn the family that the collection process will begin.

Collection Agency

If, after two weeks of sending the Final Reminder notice, no satisfactory arrangements have been reached and there appears to be no other workable solution, then the account may be sent to a collection agency.

Although families should pay the school, some will pay the collection agency, who will then remit the amount to the school.

If parents object to the process, the Principal may refer them to the Area Supervisor.

Court Action

It must be accepted that by initiating these procedures, on rare occasions it may be necessary for the school to proceed to further action. Such occasions occur when there is clear evidence of ability to pay and also a total disregard by the parents of their responsibility to pay for their children's education.

To proceed to court action, there must be clear evidence of the following:

- (a) The parents do have the capacity to pay for their child's education
- (b) There is a good and reasonable chance of successful recovery of most if not all of the outstanding debt
- (c) All other avenues to recover the debt have been exhausted

Costs incurred in recovering the debt will be added to the outstanding amount, to be paid by the debtor.

Additional points

The Principal or designated person must document all communications with families – phone calls, interviews, correspondence.

The Principal may place a copy of the School Fees Collection Policy in the school newsletter at an appropriate time.

When parents apply for enrolment of children for whom they have not paid school fees at a previous systemic school, the enrolment may not be confirmed until the debt is paid or waived on the previous Principal's advice. Arrangements for payment of future fees must then be put in place before proceeding with the enrolment.