

SCHOOL FEES BILLING PROCEDURE

1. An account of full fees and levies will be issued by the school in the first week of terms 2, 3 & 4. Term 1 accounts will be issued no later than the third week of the school year. Accounts are payable within 30 days of date of issue of the School Fee Account.
2. Any arrangement to vary the terms of payment must be made with the Finance Secretary prior to the due date of the School Fee Account.
3. Reminders of outstanding accounts will be processed within seven days of the due date.
4. Accounts which remain outstanding 14 days after the due date will be dealt with in one of the following ways:-
 - a. Letter from the school administration
 - b. Interview with Principal or his delegate.
5. Where accounts remain unpaid one month after the due date and no appropriate arrangements have been made to pay the agreed fee, the account will be placed in the hands of a debt collector.
6. Failure to respond to the debt collector will result in the initiation of legal action for the recovery of the debt. Termination of the enrolment of the child/children will be considered at this time.