Cape Byron Rudolf Steiner School

DEBT COLLECTION POLICY AND PROCEDURE

Policy

Cape Byron Rudolf Steiner School (CBRSS) relies on timely payment of fees and charges for financial stability and viability. The school is committed to keeping its fees as low as possible commensurate with the high quality of education provided.

Where possible and appropriate, the school will be flexible and take into account that occasionally parents may experience difficult financial circumstances with regard to the payment of fees.

However the school cannot educate students whose fees are unpaid except where special arrangements for payment have been made in writing and are maintained.

Procedure

1. CBRSS will email an annual statement for the year’s fees and charges in January of each year. The statement will specify the applicable fees per term.

2. Fees and charges must be paid by the end of week 4 each term unless a prior written agreement is made to vary the payment terms.

3. Payments are considered outstanding if they are not made by week 4 each term or the date otherwise agreed in writing.

4. Fees can be paid for the full year in advance by the end of week 4 in term 1 and will receive a 5% discount on the tuition fees only. The discount does not apply to other charges.

5. Where a payment is overdue the Finance Administrator will notify the person responsible for the debt that their fees are overdue and provide a reasonable period of 14 days for the account to be paid.

6. If a person is unable to comply with Point 5 they must enter into a suitable alternative arrangement approved in writing by the Finance Administrator.

7. Failure to comply with Point 6 or any alternative approved arrangements may result in a written demand for immediate payment of the outstanding fees.

8. Any debt that is outstanding for 60 days or more will be referred to the Principal for further action. This may include a meeting to discuss a further alternative payment arrangement or termination of the student/s enrolment.

9. If a debt is 90 days or more overdue without an alternative payment plan in place which is being upheld, the child’s enrolment will be terminated.

10. If a debt is still outstanding after a student has left the school and after all reasonable attempts to receive payment have been attempted and have failed, the debt will either be forward to the school’s collection agency, or legal proceedings will commence.
Cape Byron Rudolf Steiner School

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Related Documents:
CBRSS Policy – School Fees and Charges

“The School’s policies which are made from time to time are made pursuant to the requirements set out in section 47 of the Education Act and of the Board of Studies for registration of the school.”

Document Control

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<td>Author:</td>
<td>Nerrida Johnson</td>
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Version History

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