



RATIONALE:

- St. Michael's Church School is a Christian School in the Anglican tradition reflecting the intentions of the St. Michael's Church School Statute.
- The School Board aims to keep the fees at the lowest possible level, although fees may change from year to year.

PURPOSES:

- The School very much appreciates the cooperation of the vast majority of parents and account holders who pay school fees and disbursements promptly, and this policy is designed to be fair to them and to all children at the school.
- The prompt payment of fees is necessary to allow the school to meet its financial obligations to provide the desired educational environment for the children of the school.

GUIDELINES:

- Fees and any other accounts are payable by the due date as advised on the invoice.
- Reasonable notice will be given of fees and other disbursements.
- If the account is not paid by the due date, interest will be charged on the outstanding balance at the current overdraft rates of the School's bank.
- Parents are encouraged to contact the School immediately there is a problem.
- If the account is not paid within 60 days after that due date and no arrangement to pay has been made with the School, then the School will pass that debt on to an external collection agency to manage or take legal proceedings. Any and all collection costs will be recovered from the debtor.
- The use of a collection agency, or taking legal proceedings, is a last resort for the school.
- Where an arrangement for the payment of an overdue account is entered into directly with the School, the School reserves the right to continue to charge interest on the overdue account.
- A pupil will not be permitted to attend the School if an account becomes more than one term (three months) overdue.
- All accounts are to be cleared in full before the start of a new school year.
- The signature/s of the person/s responsible for the payment of fees is/are required on the enrolment form.
- Account payers will be required to sign an agreement for fees for each year.

CONCLUSION:

In general Fees:

- are payable by Direct Debit/Credit
- are due for payment on the due date as advised on the invoice
- are subject to penalties for late or dishonoured payments.

In general Disbursements:

- are charges for items or activities that are not covered by tuition fees, and will be billed separately
- if fees are in arrears any disbursements greater than \$100 will be put toward the payment of fees first
- are subject to the same rules as fees.

Refer: 4:7 Overdue Fees Collection Procedures