



**PROCEDURE FOR COLLECTION OF OVERDUE SCHOOL FEES**

1. At the beginning of each year parents must specify:
  - Method of payment – usually Direct Debit
  - Who will pay
  - Frequency of payments
  - and give signatures of all participants to that effect
2. If payments are dishonoured:
  - Bursar, or delegated administrator, is to make immediate contact – within 1 week – to ascertain circumstances
  - Bursar, or delegated administrator, is to arrange payment
3. Regular Auto-payment or Direct Debit not paid:
  - Bursar, or delegated administrator, is to contact to ascertain circumstances
  - Bursar, or delegated administrator, is to take steps with the debtor to action payment
4. Term's fees not paid by Week 3:
  - Bursar, or delegated administrator, is to contact by Week 4 to ascertain circumstances
  - Bursar, or delegated administrator, is to arrange payment
  - Arrangements to pay must be in writing and signed, and either regular weekly or fortnightly by Auto-payment or Direct Debit
5. For all payment methods if no payment is made:
  - Bursar, or delegated administrator, contacts again by Week 5
  - Bursar, or delegated administrator, asks parents to ring back with a payment plan
  - Bursar, or delegated administrator, reports nature of the plan to Board and Principal
6. If no satisfactory action by Week 6:
  - Principal contacts parents to arrange interview to discuss payment plan acceptable to all parties
  - Plan is set in motion
7. If no satisfactory action by Week 8:
  - A formal letter is issued by the Board, outlining repercussions of non-payment of fees.
  - Further action is taken by the Board as required.