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## **Policy: Student fee debt management (Receivables)**

### **Policy Statement**

The School will operate effective billing and debt collection processes including the efficient management of accounts receivable and related credit management.

The person/s whose signature/s appear on the Agreement of Enrolment form and/or the Split Billing Agreement form are both joint and severally responsible for the payment of all Fees and Charges for the student named on the Agreement of Enrolment form or the Split Billing Agreement form.

The granting of credit and recovery of debts outstanding will be controlled from the timely raising of invoices and subsequent monitoring and collection of debt.

Debt is managed in accordance with this policy and where applicable the Student Fee Debt Management (Receivables) Principles, Student Fee Debt Management (Receivables) Procedures and other related Policy, Principle, and Procedure documentation as relevant.

### **Scope**

This policy applies across the School and to parents/carers responsible for the payment of School Fees and Incidental Charges.

### **Related Documents**

Principle – Student Fee Debt Management (Receivables)

Procedure – Student Fees and Charges Invoicing

Procedure – Student Fees and Charges Collection

Procedure – Student Fees and Charges Overdue Accounts Debt Management

### **Document information**

Title	Student Fee Debt Management (Receivables)
Document Type	Policy
Purpose	To inform staff of the policy of minimising outstanding student fee debts owed to the School
Audience	Staff and parents/carers
Effective Date	19 June 2017
Review Date	19 June 2019
Responsible Officer	Finance Manager
Approved By	School Board
Approved Date	19 June 2017
Contact Area	Finance Office
Printed On	18/08/2017