



**Outstanding
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Principles: Student fee debt management (Receivables)

Purpose

To inform staff of the policy principles of minimising outstanding Student Fees and Incidental Charges debts owed to the School and to outline actions adopted for minimising outstanding Student Fees and Incidental Charges debts owed to the School.

Scope

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

Policy Principles

1. In order to manage its resources effectively and efficiently the School will ensure that all monies owed to the School are collected within a reasonable timeframe.
2. Effective debt management requires early and sustained action on debts at risk of becoming non-recoverable. Debt management is undertaken by the Finance Office.
3. The Student Fee Debt Management (Receivables) Policy and this Principles document will apply to all overdue accounts, whether paying in advance for the year or Term or by Direct Debit Request. The Policy will also apply regardless of the amount outstanding. The Policy applies equally to all School parents/carers. Please note that parents/carers past fee payment history or long standing commitment to the School does not negate the requirement to comply with this Policy, nor the application of the stages of management of overdue fees and charges as outlined in the relevant Procedure.
4. 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 and/or the Split Billing Agreement forms.
5. When, under a Split Billing Agreement, either party's account has fallen into arrears or is in default, copies of all outstanding invoices and account transaction details may be forwarded to the other party/ies for the purposes of the School undertaking discussions in regard to the overall outstanding fee situation and the ongoing enrolment position of the student/s named in the respective Enrolment form or Split Billing Agreement form.

6. The School may refuse enrolment of subsequent children/siblings to the School where School Fees and Incidental Charges are overdue for children/siblings of current students where there is commonality in the parents/carers who would otherwise be responsible for the School Fees and Incidental Charges of the subsequent child/ren.
7. The following definitions apply to this Policy:
 - a. School Fees are Tuition Fee, Curriculum Levy, Maintenance Levy, and Camps and other such Fees and Levies defined as School Fee by the Board from time to time.
 - b. Incidental Charges are defined as excursion fees, extra-curricular activity charges and other incidental charges made to accounts during the Term.
8. Standard School Student Fee and Incidental Charges payment terms are:
 - a. School Fees paid 'up-front' on, or before, the close of business on Friday of Week 2 of Term 1 and subsequent Incidental Charges are due and payable by close of business on the Friday of Week 2 of the Term following the Term in which the charge was levied except for Incidental Charges levied in Term 4 in which case the amount becomes due and payable before close of business on 20 December of that year; or
 - b. School Fees paid on a Term basis – the School Fees are due and payable before close of business on the Friday of Week 2 of each Term. Incidental Charges are due and payable by close of business on the Friday of Week 2 of the Term following the Term in which the charge was levied except for Incidental Charges levied in Term 4 in which case the amount becomes due and payable before close of business on 20 December of that year.
 - c. School Fees paid by Direct Debit Request (DDR) arrangements – School Fees should be paid by calculation of the annual amount divided by the number of Direct Debits runs to be processed during the year i.e. Monthly = 10 runs and Fortnightly = 22 runs. Where a DDR is returned or declined the amount returned or declined becomes due and payable immediately. Incidental Charges should be estimated for the year (\$200 is a reasonable amount to provide for) and included in the DDR payment amount. All School Fees and Incidental Charges incurred for the year are due and payable in total by close of business on 20 December of the year in which the charges were recognised on your account.
9. Accounts are deemed overdue where payment of the amount due has not occurred before the due date as identified above.
10. Overdue accounts may be subject to a Late Payment Fee.
11. Only delegated officers may:
 - a. Approve the extension of time for payment of overdue accounts;
 - b. Enter into a payment arrangement with the debtor for the payment of the outstanding debt; or
 - c. Refer outstanding debt to the School's engaged debt recovery agency/legal representative.
12. If a fee payment extension or a payment arrangement identified above has been agreed to by the School, the conditions of that individual payment agreement must be strictly adhered to. Failure to comply with the agreement will, at the discretion of the relevant Delegate, cause the account to be placed with the School's debt collection agency/legal representative. Note that an individual payment arrangement is always considered to be a temporary 'one off' option and will not apply on a continuing basis.

13. Where parents/carers have consistently not complied with the School's Fee and Incidental Charges Policies and Procedures, the School reserves the right (without further notice) to refer overdue accounts to the School's debt collection agency/legal representative. The School also reserves the right to advise such parents/carers that they are at risk of disenrollment of their child/children.
14. Overdue accounts referred to the School's debt collection agency/legal representative will incur additional costs and charges – all costs and charges associated with transfer of the debt to the debt collection agency/legal representative and their subsequent debt management costs will be charged back to the person/s responsible for the payment of the fees and charges.
15. Only delegated officers may approve the non-recovery of a debt and then only under the following conditions:
 - a. The non-recovery has been authorised by an Act; or
 - b. The delegate is satisfied that the debt is not legally recoverable; or
 - c. The delegate considers that it is not economical to pursue recovery of the debt.
16. The School reserves the right to pursue all outstanding School Fees and Incidental Charges in accordance with the Agreement for Enrolment and the various School Fees and Incidental Charges Policies and the outstanding School Fees and Incidental Charges must be paid in full whether or not a student or students remain enrolled at the School.

Related Documents

Policy – Student Fee Debt Management (Receivable)

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 Principle
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