

## Child Side School Debtor Management Procedure

Outstanding fees will be pursued as a matter of fairness to all parents.

1. Annual fee schedule given out to parents identifies fee levels for the year, payment options available and stipulates that if parents are having trouble paying their fees at any given time they need to meet with the School Administrator to discuss available options.
2. At the commencement of each term families are notified via newsletter and or parent whiteboard that the term fees are due to be paid.
3. If at the end of a school term fees have still not been paid and a meeting has not been requested with the School Administrator a fee statement will be sent out requesting payment as soon as possible. A follow-up phone call will be made if payment has not been received within 7 days.
4. If a meeting is requested by a parent, the School Administrator determines circumstances of the situation with the involved parent. If the financial issue is a short term problem the Administrator may grant the parent more time in which to pay their due fees. If the financial issue is more serious and more of a long term problem the School Administrator will inform the Child Side School Governing Council at the next scheduled meeting.
5. A new term can not be commenced before fees are paid from the previous term without an arrangement for payment being made with the Child Side School Governing Council via the School Administrator. This information is conveyed to parents in the Annual Fee Schedule.
6. In situations referred to the Child Side School Governing Council, consideration of the parents' ability to pay and such factors as sociological and psychological effects on all concerned needs to be weighed up before action is taken. The Child Side School Governing Council will determine if a creative solution can be found before considering writing off the debt.

VERSION	DATE REVIEWED	DATE RATIFIED	CHANGES MADE	AUTHOR OF CHANGES
1	June 2011	22/6/2011	Policy formulated	KM
2	March 2013	20/3/2013	No changes made	KM
3.	May 2016	29/6/2016	Minor change - notification via whiteboard	KM