



# DEBTORS' POLICY



ST BENEDICT'S

1. The purpose of this policy is to standardise the procedure for the collection of outstanding accounts.
2. The St Benedict's School Fee Schedule is published annually during the course of Term 3. Details for the payment of fees are available from the school's Finance Department. The methods of payment available to parents are:
  - 2.1. Annual Tuition Fees paid in full by a specified date in November of the preceding year
  - 2.2. Annual Tuition Fees paid in full by a specified date in January
  - 2.3. 11 Monthly payments (start of January to start of November - i.e. in advance)
  - 2.4. Incidental extras (e.g. tours, excursions, books etc.) are payable at the end of the month in which they are debited

NOTE: The school's Capital Development Levy is payable by all parents.

3. No cash payments will be accepted at the College. Cash payments can be done at any branch of First National Bank.
4. Pupils are required to be registered at the College on an annual basis. Learners may not attend school and their names will be removed from class lists unless the appropriate Digital Registration Procedure is completed by the tenth school day of the year.
6. Any outstanding fees from the previous year must be settled before registering at the start of the next academic year.

#### PROCEDURES FOR COLLECTION

- 7.1. Parents will be invoiced for fees monthly and statements will be emailed to parents on a monthly basis. As part of due process, the Finance Office will make telephonic contact with parents who do not meet payment deadlines.
- 7.2. If an account is outstanding for 30 days, a first warning letter will be sent. The letter will warn parents that they are in breach of the contract, and that their son may be excluded from the start of half-term or at the end of the next term as a consequence of the breach of contract. The parents will be given ten working days to settle the account.
- 7.3. Should the account remain unpaid after ten working days, parents will receive a second letter advising them that the contract will be terminated at the start of half-term or at the end of the term, whichever comes first, and that alternative arrangements should be made for the education of the pupil in question. Parents may be required to sign a new contract with the College, once a 2nd letter has been issued.
- 7.4. Once the contract has been terminated:
  - (a) Pupils cannot be guaranteed of a place at the College and parents may have to reapply for a position for the pupil. (No registration fee, application fee or non-refundable entrance fee will be required).
  - (b) Parents will have to re-register for enrolment at the school.
  - (c) The outstanding account will be handed over to either a debt collection agency or the school's attorneys for collection.

- (d) In the event that a pupil is re-accepted to the College the decision to hand an account over will rest with the Bursar.
  - (e) On re-acceptance of the pupil, who was previously excluded, a deposit, equivalent to 3 months fees, may be requested.
8. All procedures and communications concerning the collection of fees will be conducted by the Bursar's department and the Executive Headmaster's office.

## **GENERAL**

- 9.1. All communication with parents will be recorded on a data collection system. The school reserves the right to record any conversations with any parents.
- 9.2. All communications concerning arrangements for the payment of outstanding accounts will be confirmed in writing by the School.
- 9.3. Collections will be allocated against the account in the following order:
  - 9.3.1. Legal fees
  - 9.3.2. Tuition fees
  - 9.3.4. Extras (books; trips; insurance premiums; etc.)
- 9.4. Pupils whose school fee account is not up to date will not be permitted to participate in school excursions and tours.
- 9.5. Credit balances on the account of a pupil who has left the College will be refunded to the person(s) responsible for the account two months after the pupil has left the College.

## **POLICY HISTORY**

- |                 |   |
|-----------------|---|
| 27 October 2015 | Policy reviewed and updated by Executive Headmaster |
| 05 July 2016    | Policy review by A C Oosthuysen                     |