

**ST FRANCIS COLLEGE
DEBTORS POLICY**

Purpose of the policy

1. This policy sets out the procedure for the collection of outstanding fees and charges.

Options of payment

2. The options of payment for school fees are:
 - i. Annually, within 7 days of the beginning of the first term;
 - ii. Termly, by the 1st day of each term;
 - iii. Monthly, over 12 months, by debit order or EFT on the 1st day of every month, from January to December.

For additional charges, e.g. uniforms, payment is required on delivery of the goods.

Interest on overdue accounts

3. Interest on overdue fees and extras is charged monthly on all outstanding fees. The interest rate has been set at prime plus 5% to encourage parents to pay the school account on time.

Procedure for collection

4. The procedure for collection is as follows:
 - i. Parents will be invoiced for fees as per the Payment Option Form as signed by the parents on enrolment with the school. Statements will be sent on a termly basis.
 - ii. If the account is outstanding for 15 days, a first warning email (Outstanding: 15 Days) will be sent to request the settlement of the account within 15 days to avoid further action being taken.
 - iii. Should the account remain unpaid after 30 days, a second warning letter (Outstanding: 30 Days) will be sent. This letter will notify parents that they are in breach of the contract and that should the situation not be rectified within 15 days, the school will be entitled to cancel the contract and the learner may be excluded from the start of half term or at the start of the next term, whichever comes first, as a consequence of the breach of contract. Reports may be withheld and will be released on receipt of the full outstanding amount.
 - iv. Should the account remain unpaid after 45 days, a third warning letter (Outstanding: 45 Days) will be sent requesting that parents make an appointment with the Head within 7 days to make a suitable arrangement to pay the fees for the term by the end of the term.
 - v. Should the account remain unpaid after 60 days, parents will receive a fourth letter (Final Demand), advising them that the contract will be terminated at the start of half term or at the start of term, whichever comes first, and that if full arrears payment is not made within the relevant period, alternative arrangements should be made for the education of the learner. No payment plan is allowed.

Bursaries will be irreversibly withdrawn at this stage. Learners will not be allowed to go on trips or tours, or represent the school in any sporting, academic or cultural events, until the fee account has been settled in full.

- vi. At the start of the half term or the start of term as mentioned in 4 (v) above, the contract will be terminated and the learner will not be permitted to attend classes. At this stage the account will be handed over to our attorneys for collection and all legal costs incurred will be for the account of the parent.

All letters referred to above will be sent by email, where possible.

Administration fees

- 5 The following administration fees are applicable:
 - Returned Debit Order / RD cheques R100.
 - Outstanding: 15 Days (first warning) R150.
 - Outstanding: 30 Days (second warning) R200.
 - Final Demand R250.

If the contract is terminated

- 6. Once the contract is terminated:
 - i. Learners cannot be guaranteed of a place at the school and parents will have to reapply for a position for the learner once they have settled their account.
 - ii. If the outstanding account is paid AFTER a letter of termination has been issued, parents will need to sign a new contract with the school.
 - iii. On re-acceptance of the learner, a refundable deposit equivalent to 3 (three) months fees may be required. The parent will be obliged to pay subsequent fees by monthly debit order. (No enrolment fee will be required as long as the learner returns within 12 (twelve) months).
 - iv. Parents will not be permitted to re-apply for a bursary.

Other information

- 7. All communication concerning arrangements for the payment of outstanding accounts will be confirmed in writing by the school.
- 8. Collections will be allocated against the account in the following order:
 - i. Legal and administration fees
 - ii. Interest charged
 - iii. Extra's (books, outings, etc,)
 - iv. School fees
- 9. A credit balance on the account of a learner who has left the school will be refunded to the person/s responsible for the account, no later than 3 months after the learner left the school.

Refunds will only be made via EFT into the bank account of the person/s responsible for the payment of the account, and not to any third party.