

OUTSTANDING DEBTS

Rationale:

- College Council has a responsibility to manage the finances of the school, and in doing so, must ensure that a fair and reasonable process for managing outstanding debts is developed and implemented.

Aims:

- To minimise outstanding debts, and to provide a process for managing outstanding debts should they occur.

Implementation:

- College council will consider the costs associated with parent-funded materials and services, and parent's capacity to pay before deciding upon activities to be offered.
- College council will ensure the costs associated with parent funded materials and services, and due dates for payment are provided to parents so as to allow maximum time to prepare for future expenses.
- College Council will provide opportunities for all parents experiencing financial difficulties to enter into alternative and confidential payment arrangements with the principal.
- College Council will allocate funds annually to be used at the discretion of the principal to assist families experiencing financial hardship.
- Outstanding debts occur when parents agree to pay for parent funded materials and services (see Exec Memo 029/99) which their children have used and then don't pay, or when payments for the hire of school facilities are not made according to College council agreements.
- Unpaid Voluntary Contributions, or non-payment of parent-funded materials and services by parents who have made alternative arrangements with the principal, do not constitute outstanding debts.
- The Principal will be responsible for managing all outstanding debts.
- Outstanding debts will result in a reminder letter.
- Outstanding debts in excess of 30 days will result in a telephone call from the Principal.
- Parents with outstanding debts in excess of 60 days, or parents who have agreed to alternative payment arrangements with the Principal but have then reneged upon the arrangement, will be required to pay for all future activities in advance.
- Outstanding debts will carry over from one year to another.
- Students will not be denied access to programs, materials or services for which they have paid, simply because payment has not been received for other charges or voluntary contributions.
- Community groups that hire school facilities and in doing so create outstanding debts, will have access to the schools facilities suspended until all debts are paid.
- Debt collectors will not be used to collect debts from parents, but College Council may consider using a debt collector to recover funds from organisations or individuals that hire facilities etc.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

RATIFIED BY COLLEGE COUNCIL

_____ Date: 15/07/2018
School Council President

Review Date July 2021

