

Debt Collection Policy

This policy is based on the school's values of Respect, Quality, Commitment and Diversity

First developed: 2009	Reviewed and amended: 2012, 2016, 2018, 2019, 2020	Next review: 2021
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This policy provides guidance for the recovery of all debts due to the School Council; and is to be applied within Department for Education administrative and legal requirements.

Liability for debt

Our school's subject charges are legally recoverable, as a commitment to pay has been entered into by parents/caregivers or schools through signing the enrolment form.

Full Fee-Paying Overseas Students (FFPOS) who are paying their own subject charge must pay on enrolment, otherwise their enrolment will not be accepted.

Summary of Debt Collection Process for all students (with the exception of FFPOS students).

1. Subject charges are invoiced
2. Friendly Reminder Statements issued
3. Overdue Notices issued with statement
4. Final Notices issued with statement
5. Debtors submitted to debt collector.

Refer to the Debt Collection Procedure for more detailed information about the timeline and record keeping.

The Business Manager will document all steps undertaken by the school to recover the debt. This includes:

- the dates that invoices and statements are distributed
- phone calls and letters that have been sent to debtors
- communications with the independent debt collection agency.

Special requests

Requests for payment by instalment can be negotiated with the Business Manager, for amounts of \$150 or more.

For payment by instalment:

- The School and the debtor must negotiate and sign an instalment agreement. The agreement must detail the amount and due date for each instalment.
- If the debtor defaults on an instalment payment and fails to notify the school prior to this payment of any financial difficulty, the school without further notice, may cancel the agreement and legally pursue the debt.
- The amount that has been agreed upon is the legally recoverable amount. The School must have a copy of the agreement as signed by the debtor.

Requests for reduction to waive subject charges due to special circumstances may be made in writing to the Principal. The Principal has the discretion to waive or reduce the charge. Any waiving or reduction of the charge is to be dealt with confidentially.

Writing Off Debts

A debt may be written off by resolution of the School Council on the recommendation of the Principal.

A recommendation to write off a debt can be made when all reasonable avenues to recover the debt have been exhausted, and where it is not cost effective to pursue the debt through legal action.