

Debtors Policy

1. Purpose

- 1.1 The purpose of this Debtors Policy, together with the Debtors Procedures, is to outline the terms and conditions regarding the payment of accounts and to standardise the principles to apply in engagement of debtors who fall into arrears on their payments. The procedures followed in such engagements are described in the Debtors Procedures.

2. Legal Compliance

- 2.1 The Debtors Policy and Debtors Procedures followed in the engagement of debtors is in line with relevant legislation and regulations, including but not restricted to the National Schools Act and the Provincial Regulations relevant to the registration of Independent Schools.

3. Policy Statement

- 3.1 School tuition and boarding fees are determined annually by the School Governing Body.
- 3.2 Parents need to commit to settling their school accounts timeously, as the school needs to ensure that it is adequately funded so that standards remain high and expectations are met to deliver the best quality education possible.

4. Scope of the Policy

- 4.1 This policy deals with all charges to school accounts and the collection of outstanding accounts at St Mary's DSG (hereinafter referred to as 'the school')
- 4.2 This policy applies to:
- 4.2.1 the parents or guardians of learners at St Mary's DSG and signatories of the contract (hereinafter referred to as 'parents'), and
 - 4.2.2 all staff (permanent and contract staff) who have children at St Mary's DSG and/or who are a debtor of the school at any point in time.
- 4.3 This policy should be read together with the Financial Policy.

5. Contractual Rights and Obligations

- 5.1 Upon registration, parents are required to sign the 'Application for Enrolment' form. The 'Application for Enrolment' form represents a contractual agreement between the school and the signatories, in which the signatories agree to:
- 5.1.1 be jointly and severally liable for the payment of all fees, costs and disbursements arising from the contractual agreement;
 - 5.1.2 punctually pay all fees and amounts owed to the school;
 - 5.1.3 accept the school's enrolment terms and conditions, which protect the school's right to implement legal proceedings against them should all amounts due not

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be paid in accordance with the terms and which may result in the termination of the contract.

- 5.2 The school reserves the right to restrict any learner in respect of whom monies due to the school are outstanding from attending classes or participating in any school activities. Refer to the Debtors Procedures.
- 5.3 The school reserves the right to charge administrative fees in respect of the following:
- 5.3.1 Returned debit orders;
 - 5.3.2 Final demand letters issued;
 - 5.3.3 Direct bank charges on cash deposits or foreign receipts.

6. Payment Options

- 6.1 Parents are required to complete the 'Payment Option' form annually. The 'Payment Option' form is updated annually to reflect the preferred payment option chosen by parents (i.e. annually, termly or monthly).
- 6.2 Attached to the 'Payment Option' form is an annually required debit order instruction form that must be re-submitted every year if the monthly payment option is selected.

7. Debt Collection

- 7.1 When collecting outstanding debt, the school will escalate the process as follows:
- 7.1.1 Communicate the outstanding debt to the parents (friendly reminder);
 - 7.1.2 Attempt to make a payment arrangement with the parents (payment plan and acknowledgement of debt);
 - 7.1.3 Send letter for amount still in arrears (final demand);
 - 7.1.4 Take the necessary steps to terminate the contract (termination notice and advice on affordable alternative schooling);
 - 7.1.5 Hand over account in arrears to attorneys for further legal action.
- 7.2 When escalating the debt collection process as described above, the school will do so in accordance with its Debtors Procedures.

8. General

- 8.1 This policy must be reviewed within 5 years of the approval date displayed on page 1 of this policy, or sooner if required.