

Scottsdale High School

Levy Debt Management Policy



Ratified by School Association
October 2015

Levy Debt Management at Scottsdale High School

Rationale

Recovery of debts can be a complex issue, particularly in small rural communities and levies form a part of the school's overall budget to ensure that adequate financial resourcing is available to support the daily teaching and learning. This policy outlines the school's expectations and provides an agreed process for debt management and recovery.

Aim

To provide direction and advice regarding the management of debts owed to the school.

Implementation

Debts in relation to school fees and incidental charges shall be attributed to the person who signed the enrolment form as parent/carer/contact number 1.

The school shall make available a range of facilities for payment of fees such as EFTPOS, Cash, Cheque, Direct Debit (from credit cards only) and the option to pay by instalment on the understanding that such facilities are intended only to assist parents in paying their accounts as they fall due and do not reduce the obligation to pay.

The school requires the Principal and school staff involved in the recovery of debts to be sensitive to the personal financial circumstances of families in the school community and to follow Department of Education guidelines around levy and debt management.

The Principal or School Business Manager may negotiate terms for payment where it is considered in the interests of both parties.

Review

This policy should be reviewed by the school leadership team and ratified by the School Association at least every 3 years but sooner if the need arises.

Procedure

1. At the beginning of each school year, all students with the exception of those eligible for STAS will be invoiced for levies
2. Those parents who wish to pay by instalment are able to visit the school office during levy payment day and fill out the 'payment by instalment form'. This form covers payment by instalment for levies only.
3. Levies invoiced at the start of the school year are required to be paid in full by the due date listed on the invoice unless a 'payment by instalment' form has been completed.
4. Invoices that remain outstanding and don't have a 'payment by instalment' form completed will be contacted by telephone by the School Business Manager (or their delegate) during week 3 of the new school year to make arrangements to pay.
5. Invoices that still remain outstanding without 'payment by instalment' form completed or those completed 'payment by instalment' forms that have not been fulfilled will receive a reminder letter at: 30, 60 and 90 days after the invoice due date.
6. Invoices that still remain outstanding after 60 days will be followed up with a phone call by the School Business Manager to the main contact.
7. Invoices that still remain outstanding after 90 days without 'payment by instalment' form completed or those completed 'payment by instalment' forms that have not been fulfilled will be followed up by a final letter advising of collection proceedings should the account remain outstanding in the next 7 days.
8. All debts still outstanding on 1st July without 'payment by instalment' form completed or those completed 'payment by instalment' forms that have not been fulfilled will be sent to central office for collection and the debt being lodged with a collection agency.
9. Invoices for other fees i.e. camps etc. will be subject to the same procedures and require a separate 'payment by instalment form' to be completed for each fee if payment by instalment is required.