



Outstanding Debt Policy

239 Pearcedale Road Cranbourne South VIC 3977 Tel: 9782 2999

Email: cranbourne.south.ps@edumail.vic.gov.au Website: http://www.cranbournesouth.vic.edu.au/

Policy Name	Outstanding Debt	Approved	13 th Sept 2017
Responsibility	Principal/Business Manager	Review Date	Feb/March 2018

Rationale

School 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

1. School Council will consider the costs associated with parent supported materials and services, and parent's capacity to pay before deciding upon activities to be offered.
2. School 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.
3. School Council will provide opportunities for all parents experiencing financial difficulties to enter into alternative and confidential payment arrangements with the Principal or Business Manager
4. School Council will allocate funds annually to be used at the discretion of the principal to assist families experiencing financial hardship.
5. Unpaid voluntary financial contributions do not constitute outstanding debts.
6. Outstanding debts occur when parents agree to pay for parent supported materials and services which their children have used and then don't pay.

Reference: <http://www.education.vic.gov.au/school/parents/financial/Pages/parentpayments.aspx>

7. The Principal or Business Manager will be responsible for managing all outstanding debts.
8. Outstanding debts in excess of 30 days will result in a reminder letter from School Council which shall have attached a copy of this policy.
9. Outstanding debts in excess of 60 days will result in a telephone call from the principal.
10. Parents with outstanding debts in excess of 90 days, or parents who have agreed to alternative payment arrangements with the Principal or Business Manager but have then reneged upon the arrangement, will be required to pay for all future activities in advance.
11. Outstanding debts will carry over from one year to another.
12. Unpaid voluntary contribution do not constitute outstanding debts
13. Students will not be denied access to programs, materials or services for which they have paid or which form part of the standard curriculum, simply because payment has not been received for other charges
14. Debt collectors will not be used.

Evaluation

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

CERTIFICATION

This policy was ratified at the School Council Meeting held at Cranbourne South Primary School, on ... 13th Sept 2017

Signed.....
School Council President

Signed.....
Principal