



RANGIORA NEW LIFE SCHOOL

POLICY AND PROCEDURES MANUAL

Providing quality Christian education that equips and inspires all students to reach their life potential in order to serve God's purposes.

4.1	Finance & Property	Debt Collection Procedures	
Ratification		Principal	
Last Review	April 2009	Principal	

RATIONALE

It is necessary for the servicing of the Proprietors mortgages and for the smooth running of the school that the Proprietors finances are managed effectively. Therefore the Proprietors will endeavour to recover any unpaid attendance dues in a fair and reasonable manner.

AIMS

- To recover fully all debts owing to the Proprietor's Trust each year.
- To prevent parents of students accumulating an unmanageable debt.
- To show compassion and flexibility with debtors where incidences of genuine financial hardship exist.

GUIDELINES

1. Statements will be sent out at the beginning of each term indicating the amount owed.
2. Accounts not paid within the first month will have a reminder statement reissued before the end of the term.
3. Failing to make any payments off an account by the following term will result in a friendly reminder being attached to their next bill.
4. Failure to make any payments in the following term will result in a warning letter being sent. The warning letter will inform them that should they not pay their account in full by a set date that the proprietors will engage the services of a debt collection agency which will mean a further 20-30% will be added to their debt to cover the agencies commission.
5. If a negotiation has been entered into with a plan to repay the debt over a certain period of time with certain regular payments and that plan **is adhered to** no further action will be taken.
6. However if a negotiation has been entered into with a plan to repay the debt over a certain period of time with certain regular payments and that plan **is not adhered to** (and no explanation has been given) another warning letter will be issued informing them that if they do not adhere to the plan agreed to, or pay their debt in full by a certain date that the services of a debt collection agency will be employed which will result in a further 20-30% being added to their debt to cover the agencies commission.
7. Where regular payments of attendance dues are being made but they are inadequate to cover the debt for the year and they become behind in their payments by a whole term. A letter of inquiry will be sent and the above procedures will apply.
8. Parents/guardians who persist in not paying their accounts will have details of their debt forwarded to a collection agency. If their child/children are still enrolled continued failure to make payments will result in an enrolment warning letter being issued and if no progress is made their child/children will be excluded from the school.
9. All parents who pay the full attendance dues at the beginning of the year by the 31st March will be given a 5% discount (per pupil) on their dues for the year in appreciation of this support.