



OUTSTANDING DEBTS POLICY

Rationale:

Kambrya College Council has a responsibility to manage the finances of Kambrya College, 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:

- Kambrya College Council will consider the costs associated with parent-funded materials and services, and parent's capacity to pay before deciding upon activities to be offered
- Kambrya College 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
- Kambrya College Council will provide opportunities for all parents/guardians experiencing financial difficulties to enter into alternative and confidential payment arrangements with the Principal.
- Kambrya College Council will allocate funds annually to be used at the discretion of the Principal to assist families experiencing financial hardship
- Outstanding debts occur when parents/guardians agree to pay for parent funded materials and services (see Exec Memo 029/99) which their children have used and then don't pay, or when payments for the hire of College facilities are not made according to College council agreements
- Unpaid or non-payment of parent-funded materials and services by parents/guardians who have made alternative arrangements with the Principal, **do not** constitute outstanding debts
- The Principal will be responsible for managing all outstanding debts
- Outstanding debts in excess of 30 days will result in a reminder letter from Kambrya College Council
- Outstanding debts in excess of 60 days will result in a telephone call a member of Kambrya College Council
- Parents/Guardians with outstanding debts in excess of 90 days, or parents/guardians who have agreed to alternative payment arrangements with the Principal but have then reneged upon the arrangement, will be required to pay for all future activities in advance
- Outstanding debts will carry over from one year to another
- Students will not be denied access to programs, materials or services for which they have paid, simply because payment has not been received for parent-funded materials and services
- Students will not be allowed to participate in extra curricula activities which have fees, such as but not limited to the Presentation Ball, camps, if their Parent Funded Materials and Services fees have not been paid.
- Community groups which hire College facilities and in doing so create outstanding debts, will have access to Kambrya Colleges facilities suspended until all debts are paid
- Debt collectors will not be used

Evaluation:

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

This policy was last ratified by College Council in **October 2007**