



## Outstanding Debts

### 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 the occurrence of, and to provide a process for managing outstanding debts.

### Implementation:

- Kambrya College Council will consider the costs associated with Essential Educational Items and parent's capacity to pay before deciding upon activities to be offered.
- Kambrya College Council will ensure the costs associated with Essential Educational Items 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 access items under the Essential Education Items criteria/camps or excursions which their children have used or participated in and then don't pay for or when payments for the hire of College facilities are not made according to College council agreements.
- Unpaid or non-payment of Essential Educational Items 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.
- 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.
- Outstanding debts will carry over from one year to another.
- Debt collectors will not be used.

### References:

<http://www.education.vic.gov.au/school/principals/spag/management/Pages/parentpayments.aspx>

### Evaluation:

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

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