

The St Michael Steiner School

PROCEDURE FOR RECOVERY OF OUTSTANDING SCHOOL FEES

At the beginning of the year families are asked to choose between three different payment plans:

- 1) full fees in one payment made by 10th September at the start of the school year,
- 2) three payments made by the 10th day of each term, or
- 3) 10 monthly payments to be made by the 10th of each month from September to June.

If payments are not made, the following steps will be taken:

I. Issue: Payment of school fees overdue

1. 7 days overdue: Email reminder detailing amount that is now overdue.
2. 14 days overdue: 2nd email reminder detailing amount that is now overdue.
3. 21 days overdue: 3rd email reminder with warning of 5% charge and deadline after which 5% invoice will be issued
4. 28 days overdue: Arrange a meeting with the family to discuss the way forward and identify ways in which the family can meet its school fees.
5. No family will be allowed to accumulate more than 50% of their annual fees in debt. If no other solution can be found the family will be given notice for the end of the school year.
6. Exceptions to point 5. can only be made in very specific circumstances and will require endorsement by the trustees.

II. Issue: Family has advised the school that they are unable to pay full school fees due to sudden financial hardship (e.g., lost job)

1. Arrange a meeting with the family to agree a temporary reduction in monthly payments (for no longer than one year) to allow the family to find alternative ways of funding their school fees (e.g., application for a scholarship).
2. The temporary reduction in monthly payments must not lead to the family getting into arrears of more than six months of school fees.
3. When alternative sources of funding have been found agree and sign a repayment schedule for the arrears.
4. If the agreed repayment schedule is not followed, the Finance Team should bring a proposal to the College of Teachers regarding the family in question.
5. If after the temporary reduction in fees the family has not been able to secure alternative funding their child/ren will need to leave the school and a repayment schedule will be agreed and signed for the outstanding fees to be settled.

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6. If the outstanding fees are not settled the Finance Team will ask the College of Teachers to approve legal action.

III. Issue: Left without notice — overdue school fees & charge in lieu of notice

1. Follow steps 1-3 under point I.
2. 28 days overdue: Arrange a meeting with the family to agree and sign a repayment schedule
3. If parents refuse to attend a meeting or if the agreed repayment schedule is not adhered to ask the College of Teachers to approve legal action, as per the Parents' Handbook (p. 25).
4. Once legal action has been agreed:
 - Write to the family in question giving 7 days' notice.
 - If payment is not made within 7 days, take legal action.