

OUTSTANDING DEBTS POLICY

RATIONALE:

- College Council has a responsibility to manage the finances of the college, and in doing so, must ensure that a fair and reasonable process for managing outstanding debts is developed and implemented.

GOALS:

- To minimise outstanding debts, and to provide an effective process for managing outstanding debts should they occur.

GUIDELINES:

- Unpaid voluntary financial contributions **do not** constitute outstanding debts.
- College Council will consider the costs associated with parent-funded materials and services, and the parent's capacity to pay before deciding upon activities to be offered.
- College Council will ensure the costs associated with parent funded materials and services and due dates for payment are provided to parents at least 6 weeks in advance so as to allow parents appropriate times to prepare for future expenses.
- College Council will provide opportunities for all parents experiencing financial difficulties to enter into alternative and confidential payment arrangements with the principal or nominee.
- College Council will allocate funds annually to be used at the discretion of the Principal to assist families experiencing genuine financial hardship.
- Outstanding debts generally relate to parents who have agreed to pay for optional goods or services, but then don't pay, or when payments for the hire of college facilities etc are not made by users according to College Council agreements and payment schedules.
- Outstanding debts are generally avoided by pre-payment of optional goods.
- However, parents who have agreed to alternative payment arrangements with the Principal for optional goods and services but have then reneged upon the arrangement after the event will be required to pay all future optional expenses in advance.
- The Principal will be responsible for managing all outstanding debts sensitively and confidentially.
- 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 or form part of the standard curriculum program, simply because payment has not been received for other charges.

- Community groups that hire college facilities and in doing so create outstanding debts, will have access to the college facilities suspended until all debts are paid.
- Debt collectors will not be used to collect debts.
- The principal will ensure that all staff are aware of this policy and adhere to it.

EVALUATION:

- This policy to be reviewed as part of the college's two year review cycle, individually, in teams and with the community in 2016