



ST STITHIANS COLLEGE

POLICY: DEBTORS

1. To standardise the procedure for the collection of outstanding accounts.
 2. Details for the payment of fees are available from the Bursar's department. The methods of payment are:
 - 2.1. Annually by the last working day of January
 - 2.2. Monthly debit order for 10 months (January to October), by the latest, 7th of every month for fees. Extras must be paid by the end of each term i.e. April; August; November and December.
- NB: The monthly debit order facility is not a credit facility but rather a phased plan of debt retirement
3. No cash payments will be accepted at the College. Cash payments can be done at any branch of First National Bank.
 4. Interest on overdue fees is charged monthly on all outstanding tuition fees. The rate has been set at prime plus 5% to discourage late payment of accounts.
 5. Registration: Parents are obliged to complete the "Acceptance of Terms and Conditions" and the "Standard Terms and Conditions of Admission and Enrolment" documents upon enrolment of learners to the College.
 6. Annual Registration: Learners are required to be registered at the College on an annual basis. Learners may not attend school and their names will be removed from class lists unless a "Learner / Family Registration Form" has been received by the College before the tenth school day of the year. Any outstanding fees from the previous year must be settled before registering at the start of the year. In the event that a parent is not able to comply, they must make an acceptable arrangement indicating when fees will be paid. Should they fail to meet that promise, they will be deemed to be in breach of the contract, and the learner will not be able to register for the new academic year.
 7. Procedures for collection:
 - 7.1. Parents will be invoiced for fees monthly and statements will be sent on a monthly basis.
 - 7.2. If the account is outstanding for 30 days, a first warning letter will be sent. The letter will warn parents that they are in breach of the contract, and that the learner may be excluded from the start of half-term or at the end of the next term as a consequence of the breach of contract. The parents will be given ten working days to settle the account.
 - 7.3. Should the account remain unpaid after the window period stated above, parents will receive a second letter advising them that the contract will be terminated at the start of half-term or at the end of the term, whichever comes first, and that alternative arrangements should be made for the education of the learner in question. Parents may be required to sign a new contract with the College, once a 2nd letter has been issued. In the event of exams taking place immediately after half-term, learners will be allowed to write the exams, however, their results will be withheld until such time their fees have been paid in full. The College may withhold reports once a second letter has been issued. The report will be released on receipt of the full outstanding fee amount. Once a 2nd letter has been issued learners will not be allowed to go on trips or tours whether local or international until the fee account has been settled in full.
 - 7.4 Once the contract has been terminated:
 1. Learners cannot be guaranteed of a place at the College and parents may have to reapply for a position for the learner. (No registration fee, application fee or non-refundable entrance fee will be required).

2. Parents will have to complete a new contract for enrolment at the College i.e. Terms & Conditions, Acceptance of Terms & Conditions and Registration process to be completed).
 3. The outstanding account will be handed over to either a debt collection agency or the College's attorneys for collection.
 4. In the event that a learner is re-accepted to the College the decision to hand an account over will rest with the Bursar.
 5. On re-acceptance of the learner, who was previously excluded, a deposit, equivalent to 3 months fees, may be requested.
- 7.5. Grade 12 learners will not be excluded during the year if their account is in arrears. However, learners will not be allowed to attend any Matric farewell events or represent the College in any academic, cultural, or sporting events once a 2nd letter has been issued.
8. All procedures and communications concerning the collection of fees will be conducted by the Bursar's department. The heads of the schools will not be involved in the process.
 9. General:
 - 9.1. All communication with parents will be recorded on a data collection system. The College reserves the right to record any conversations with any parents.
 - 9.2. All communications concerning arrangements for the payment of outstanding accounts will be confirmed in writing by the College.
 - 9.3. Collections will be allocated against the account in the following order:
 - 9.3.1. Legal fees
 - 9.3.2. Interest
 - 9.3.3. Extras (books; trips; insurance premiums; etc.)
 - 9.3.4. Tuition fees
 - 9.4 Credit balances on the account of a learner who has left the College will be refunded to the person(s) responsible for the account two months after the learner has left the College.

Amended: 23 Feb 2009

APPROVED & AMENDED BY THE COLLEGE EXECUTIVE ON 25 January 2010