



**THE DIOCESAN SCHOOL  
FOR GIRLS**

## **DEBTORS POLICY**

Dates of Approval by the Relevant Committee Structures: - Council	July 2011
Implementation Date	January 2012
Revision History	Upgraded: January 2016
Review Cycles	At least every five years – next one 2022
Policy Applicability	<p>a) All staff (permanent and contract staff) who have children at the DSG and/or who are a debtor of the DSG at any point in time.</p> <p>b) Parents/Guardians and Caregivers of pupils at the DSG (hereinafter referred to as 'parents')</p>
Policy Owner	Financial Manager

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## 1 Policy Declaration

The stakeholders of the DSG – staff, parents and pupils– want what is best for the pupils both in the short-term and in the long-term. We are aware that often parents will go to extraordinary lengths and make many sacrifices to ensure that their children receive the best quality education possible. On our part, we strive to meet the expectations of staff, parents and pupils. To do this, we need to ensure that the DSG is adequately funded so that standards remain high and expectations are met. The DSG is committed to good governance with regards to school funds; funds should be spent responsibly and with due care. In their turn, parents need to commit to settling their school accounts timeously.

## 2 The Objectives of the Policy

To outline the terms and conditions with regard to payment of accounts and to standardise the procedure for the collection of outstanding accounts.

## 3 Applicability

The Debtors policy is applicable to the following stakeholders:

- a) All staff (permanent and contract staff) who have children at the DSG and/or who are a debtor of the DSG at any point in time.
- b) Parents/Guardians and caregivers of pupils at the DSG (hereinafter referred to as 'parents')

## 4 The Policy and Procedures

### 4.1 Tuition and Boarding Fees

The fees and details hereof can be found in the Fees Schedule which accompanies all registration forms and all year- end reports.

The methods of payment are: -

- 1) The entire year's fees paid **in advance** before the end of Term 3 each year; **or**
- 2) The entire year's fees paid **in advance** before the start of Term 1 each year; **or**
- 3) Each term's fees paid **in advance** before the first day of each term; **or**
- 4) A monthly debit order for 10 months (January to October)

Cash payments are acceptable provided the cash is directly deposited at any branch of Standard Bank.

Interest on overdue fees is charged monthly on all outstanding fees. The rate is set at prime plus 5%.

Upon registration, parents are required to sign the 'Conditions of Enrolment' form and to complete the 'Payment Option' form, the latter to be updated annually.

Pupils will be excluded from the school and from boarding if these forms have not been completed. The pupil's name will be removed from the class lists.

Any outstanding fees and/or school accounts/extras must be settled before registration at the start of the year. In the event that parents are not able to comply with this, they are required to make arrangements acceptable to the Financial Manager which must incorporate a firm commitment as to when the fees will be paid. Should this undertaking not be met, it will be construed as a breach of contract and the pupil will not be able to register.

## **4.2 School Accounts and Extras**

Over and above the tuition fees, each pupil has a school account that covers 'extras'. This forms part of the overall school account and must be settled on a monthly basis. If a pupil's tuition fees are in arrears, no further extras will be permitted. This may mean that the pupil will be excluded from certain school activities/extras; for example, purchasing House tops, photographs, etc. The pupil will also be excluded from any tours; those that are billed directly to the school account and those that are billed directly by a tour company, for example, cultural tours overseas etc.

## **4.3 Procedures for Collection**

- 1) Parents will be invoiced monthly for extras and will receive a monthly statement. All accounts are to be settled within 30 days.
- 2) If parents have selected payment **Option 3** and fees are not paid by the first day of each term, a letter will be sent, advising parents that they are in breach of contract. The parents will be given seven working days to settle the account (First warning letter).
- 3) Should the parents fail to settle the account within seven working days, a second letter will be issued informing the parents that the contract will be terminated and the pupil may be excluded from half-term or the end of the school term (whichever is applicable). The parents will be informed that they will need to make alternative arrangements for the pupil concerned.
- 4) Should the parents select **Option 4** and the debit order is rejected once, the parents will be given seven working days to settle the account (First warning letter) and receive a letter informing them that should another debit order be rejected it will lead to exclusion. Should a second debit order be rejected, a final letter will be issued informing parents that the contract will be terminated and the pupil may be excluded from half-term or the end of the school term (whichever is applicable).
- 5) A Grade 12 pupil whose account is in arrears may be precluded from attending the matric dance, matric farewell celebrations, Prize-Giving or writing her examinations as a candidate of the DSG. In this case, her parents will have to enter her as a private candidate and she will have to write her examinations at an alternative venue.
- 6) Once the contract has been cancelled, the pupil shall be excluded from the school and the account will be handed over to the DSG's attorneys for collection.
- 7) All procedures with regards to the collection of fees and communication in this respect will be handled by the Financial Manager. The Head will not be involved in the collection process.
- 8) All communications in respect of the collection of fees will be in writing and a record thereof maintained by the DSG.

- 9) All communications in respect of payment arrangements for outstanding amounts will be confirmed in writing by the DSG in order to be effective.
- 10) Collections and payments against the pupil's account will be allocated in the following order: -
  - a. Legal fees
  - b. Extras
  - c. Tuition and Boarding Fees
  - d. Interest
- 11) Any credit balances will be refunded to the person responsible for the account within two months of the pupil having left the DSG.

## **5 Governance**

The Financial Manager shall maintain all documentation pertaining to the collection of accounts.

## **6 Review**

This Code may only be reviewed and amended by Council and will be reviewed as and when necessary. The Code will be reviewed as a matter of course every five years.

Approved and adopted by Council on 16 July 2011

**APPENDIX 1**  
**ENROLMENT APPLICATION FORM**

Form that both parents sign, for new enrolments.

**APPENDIX 2**

**PAYMENT OPTION FORM / UNDERTAKING TO PAY SCHOOL FEES**

Form that both parents sign, annually.