

2017 OSHC and Vacation Care Debt Collection Policy

Outstanding Debts

Parents with overdue fees will be encouraged to discuss any difficulties they may have in meeting payments with the OSHC Director or school Finance Officer and make suitable arrangements to pay. If this is not done, or the agreed arrangements are not kept the following procedures will apply:

1. After a two week period overdue an urgent sticker will be applied to the invoice.
2. After a three week period overdue a phone call will be made to the Parent/Carer advising them that their child's place may be cancelled if the account becomes four weeks overdue. An administration fee of \$6.00 will be charged.
3. After a four week period of non-payment and no arrangements to pay have been made, or if made and not kept, the place will be cancelled and the outstanding balance passed on to our debt collection agency. All fees incurred from the debt collection agency will be the responsibility of the Parent/Carer.

Instalment Plan

1. The OSHC Director can negotiate with the family and sign a formal Instalment Agreement. The Agreement must detail the amount and due date for each instalment.
2. If the family does not follow the instalment payment plan or fails to notify the school of any financial difficulty the school will, without further notice, cancel this agreement and legally pursue the debt.