



# James Nash State High School

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## Debt Management Policy

### INTRODUCTION

James Nash State High School welcomes you to our school and will endeavour to provide you with high customer service provision in the teaching and administration side of our organisation. We are a non-profit organisation and would request that all fees are paid in a timely manner. This will assist us with budgeting for operational aspects of this school and therefore payment of fees is critical to our cash flow to ensure we supply the best possible resources and facilities.

### PURPOSE

1. Fee Invoices will be issued for the Student Resource Hire Scheme in the first 3 weeks of Term 1.
2. Fee Invoices for Subject Fees i.e. INTAD, Home Economics, Physical Education will be issued once subject choices and classes have been allocated.
3. Full payment of fees, as invoiced, is due by 23rd February 2018 unless prior arrangements have been agreed with the Principal or Business Services Manager. Prompt payment of fees by each parent honours and respects the commitment that other parents have made in paying their fees on time. Account rendered statements will be sent two weeks following the due date for accounts that remain outstanding.
4. Parents who cannot pay their fees on time due to sudden or unexpected financial hardship, are required to speak with the Principal or Business Services Manager before the payment becomes due, to establish a mutually acceptable payment method to reduce their account in the shortest possible time.
5. Parents who enter into an agreement for payment of fees and develop a history of late payment and or non-payment of fees will need to supply their student/students text resources - a list of these resources will be available on request. Students will also be denied access to the internet as well as non-participation in non-curricular activities. For the list of these activities please refer to the SRHS Booklet.

### CONSEQUENCES

1. Parents who fail to meet their obligations as per this policy will be advised in writing that payment of fees is not being met as per the returned signed Participation Agreement.
2. Failure to meet required payments or establish a payment agreement, or after repeated failure to meet negotiated payments as per payment agreement fees will need to supply their student/students text resources. Students will also be denied access to resources as well as non-participation in non-curricular activities.



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The following chart details procedures to be undertaken with overdue / non-payment of fees.

