

LET'S ASK THE QUESTIONS

1. What is important to you?
2. How do you want parents to pay fees?
3. When should fees be paid?
4. What are the consequences for default?
5. Who is responsible for paying fees?
6. What documentations are needed – from your end and that of the parent?
7. What happens to the students?
8. When can you withdraw your child?
9. Do you have any concession or instalment plan? What is the process?
10. Who is responsible for communication?
11. What is the channel for information dissemination?

School Fees Procedure Worksheet - New School Term

Steps	School Administration	Parent/Care giver/ Guardian
1	When will the account of full fees and levies will be issued?	State when payment is due: E.g. 14 days from issue.
2.	State when reminder notices will be sent to parents/carers with an outstanding account after review	What must parents do when they receive this notice?
3.	Are there any arrangement made for vary payments? Who is responsible for approving that?	What should be the expected response from parents?
4	What do you do parents who still refuse to settle outstanding balance?	What should parents response be?
5	Send a strong communication to parent/carer to advise the consequence for the continual refusal to pay outstanding fees	What must parent/guardian do?
6.	If no response within 7 days, follow through with your action	What parent/guardian must do?

*Where a parent/carer finds themselves in financial difficulty due to changed financial circumstances, an Application for Fee Concession can be made under the School's Fee Concession Procedure.

Parent sign:

Date:

Administrator/Principal Sign:

Date: