



# Cedarwood School

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College Switchboard: 011 467 4889  
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[www.cedarwoodschool.co.za](http://www.cedarwoodschool.co.za)

## **CEDARWOOD SCHOOL SCHOOL FEE DEBTORS POLICY**

This policy must be read in conjunction with the POPIA Manual

### **Purpose of this Policy:**

As a non-profit school, Cedarwood School is completely dependent on the income from school fees to keep operating.

To help prevent school fee accounts falling into arrears for the College and the Preparatory School, the following procedures will be followed when managing school fee accounts that fall into arrears.

### **ANNUAL PAYMENT PLAN**

If payment of the annual fee is not received by the 20<sup>th</sup> of January of that year the school fee account will automatically revert to a monthly account. The annual fee discount will be forfeited.

### **MONTHLY PAYMENT PLAN**

Monthly fees are due and payable, in advance, on the 1<sup>st</sup> day of the month. (January to November)

Interest will be charged at the prime rate (compounded monthly) published by the school's bankers on any unpaid amount 30 days after it is due.

Any charges incurred by the School for international or foreign deposits will be charged to your school fee account.

The following notice should be given when fees are unpaid, though the failure to give such notices does not prevent the school from proceeding to recover the amounts owed:

- If fees are outstanding for a period of 10 days a first payment request letter/email will be issued giving 10 days to settle the account.
- If the amount is not paid after 30 days, a letter of demand will be issued explaining that in terms of the signed enrolment agreement, the parents/payers/guardians are in breach of contract, that interest will be charged, and that the student will be suspended from the school if the school fee account is not settled within 30 days. A suspension date will be recorded in the letter.
- Should no payment be received, or a payment arrangement made, recorded and signed by an acknowledgment of debt, within the abovementioned 30 days and unless in the opinion of the Heads, in consultation with the Board, there are exceptional circumstances, a letter of suspension should be issued. If suspended, the student may only return to school once the school fee account has been settled in full including the following months' school fees.
- Should a matter remain unresolved, the school may terminate the contract at the end of any term. This termination must be communicated, and 30 days written notice must be provided to the parents.

Unpaid accounts after following the above process will be handed over to the school's approved debt collection service for collection.

### **RECORD OF CHANGES**

<b><u>Date</u></b>	<b><u>Page no, heading, brief description of changes</u></b>	<b><u>Entered by</u></b>
13 Sept '17	None	M. Ellis
26 Sept '18	None	M. Ellis
30 Sept '19	None	M. Ellis
11/09/20	POPIA	Management
11/09/21	20 changed to 30 days	Management
31/10/2022	None	M.Ellis
09/11/23	Addition of contract termination	M. Ellis

