



WOODRIDGE

COLLEGE AND PREPARATORY SCHOOL

Tel 041-9566200

P O THORNHILL 6375

More than a school ... an experience

DEBTORS POLICY

1. This policy standardizes the procedure for the collection of outstanding accounts.
2. Details for the payment of fees are available from the Accounts Department.
The methods of payment are:
 - 2.1. Annually, by the 1st day of the 1st term;
 - 2.2. Termly, by the 1st day of each term;
 - 2.3. Monthly, on the 1st day of every month, from February to November.
3. Grade 12 fees to be paid in full by 30 September.
4. No cash payments will be accepted on the school premises. Cash payments can be deposited into the school's bank account at any branch of Standard Bank.
5. Interest on overdue fees and extras is charged monthly on all outstanding fees. The interest rate has been set at 2 % per month to encourage parents to pay the school account on time.
6. Annual Registration:
 - 6.1. Learners are required to be registered at the school on an annual basis.
 - 6.2. Learners may not attend school and their names will be removed from class lists unless a Registration / Payment Option form is received by the school before the 10th school day of the year.
 - 6.3. Any outstanding fees from the previous year must be settled before registering at the start of the year. In the event that a parent is not able to comply, they must contact the Finance Department to make an acceptable arrangement. Only the Business Manager can accept a payment arrangement.
 - 6.4. Should parents fail to meet an agreed arrangement, they will be deemed to be in breach of contract.
7. Procedure for collection:
 - 7.1. Parents will be invoiced for fees as per the Payment Option Form and statements will be sent on a monthly basis.
 - 7.2. If the account is outstanding for 15 days, a first warning letter (Arrears Notice : 15 Days) will be sent to request the settlement of the account within 15 days to avoid further action being taken.
 - 7.3. Should the account remain unpaid after 30 days, a second warning letter (Arrears Notice : 30 Days) will notify parents that they are in breach of the contract and that, should the situation not be rectified within 20 business days, the school will be entitled to cancel the contract and exclude the learner from the school.
 - 7.4. Should the account remain unpaid after 60 days, parents will receive a third letter (Final Demand), advising them that the contract will be terminated and that alternative arrangements should be made for the education of the learner. Scholarships and bursaries will be irreversibly withdrawn at this stage.

- 7.5. In the event of exams taking place during this notice period, grade 1 to grade 11 learners will be allowed to write the exams, however, their results will be withheld until the account has been settled in full. Grade 12 learners will not be permitted to write the Prelim exams if the account is in arrears, nor will they be allowed to attend any matric farewell events or represent the school in any academic, cultural, or sporting events.
- 7.6. After 90 days, the contract will be terminated and the learner will not be permitted to attend classes. At this stage the account will be handed over to our attorneys for collection and all legal costs incurred will be for the account of the parent.
8. Once the contract is terminated:
 - 8.1. Learners cannot be guaranteed of a place at the school and parents will have to re-apply for a position for the learner.
 - 8.2. Parents will have to complete a new contract for enrolment at the school.
 - 8.3. If the outstanding account is paid AFTER a letter of termination has been issued, parents will need to sign a new contract with the school.
 - 8.4. On re-acceptance of the learner, a deposit will be requested.
 - 8.5. Parents will not be able to re-apply for a bursary / scholarship.
9. All procedures and communications concerning the collection of fees will be conducted by the Accounts Department. The Headmaster of the school will not be involved in the process.
10. General :
 - 10.1. All communication with the parents will be recorded on a data collection system. The school reserves the right to record any conversations with any parents.
 - 10.2. All communication concerning arrangements for the payment of outstanding accounts will be confirmed in writing by the school and be signed by the parent / fee payer.
 - 10.3. Collections will be allocated against the account in the following order:
 - 10.3.1. Legal Fees
 - 10.3.2. Interest charged
 - 10.3.3. Extra's (books, trips, insurance, etc,)
 - 10.3.4. Purchases from The School Shop and Sanatorium
 - 10.3.5. Tuition and Boarding Fees
 - 10.4. A credit balance on the account of a learner who has left the school will be refunded to the person/s responsible for the account, no later than 3 months after the learner left the school.
 - 10.4.1. Refunds will only be made via EFT.
 - 10.4.2. Refunds will only be made into the bank account of the person/s responsible for the payment of the account, and not to any third party.
 - 10.4.3. The EFT will only be processed once the banking details have been confirmed via a letter from the bank, cancelled cheque or copy of the bank statement.
 - 10.5. The following administration fees are applicable:

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| Returned Debit Order / RD cheques | R200.00 |
| Arrears Notice : 15 Days | R150.00 |
| Arrears Notice : 30 Days | R200.00 |
| Final Demand | R250.00 |