



**The Credit Control Policy
(approved by Finco/Manco/Board 6 September 2012)**

1. Only parents who pay upfront will be permitted to make use of credit cards or other methods of payment.
2. All monthly payments are to be made by way of debit order by the first of the month. (fees are payable in advance)
3. Should a debit order be returned as unpaid by the 10th of the month that parent is to receive a final demand. Final demands will be issued by way of our third party provider- Legal City.
4. Should a debit order remain unpaid for 2 months the parent is to receive notice of a termination.
5. All correspondence with regard to debtors is to be referred through the office of the Financial Director.
6. Whilst Grade 12 pupils will not be suspended or their contracts terminated if their accounts are not up to date they will not be allowed to participate in school activities such as the matric dance or other extra-curricular activities.
7. Where necessary we will use the services of an attorney to recover outstanding debt or to assist in obtaining security.
8. All debtors who have a balance of greater than R10000 in 120 days at end of May 2012 will be moved to a separate book and will be required to sign an acknowledgement of debt. They will be required to pay by debit order against this outstanding into a separate bank account which will have the same rules regarding unpaids as above. They will be required to pay their current into our normal bank account.
9. The Financial Director will endeavour to obtain security in a form suitable to the Board once two debit orders have remained unpaid.
10. At the end of the year all parents in good standing will receive a financial clearance certificate enabling the child to attend school in the next year. The consequence of not paying the fees will result in a financial clearance certificate not being issued and hence the child will not be able to attend school until such time as the financial issue has been satisfactorily resolved.