



Solid Foundations Primary School

Fee Collection and Debt Recovery Policy (2026/06)

The purpose of this policy is to ensure the timely collection of school fees and outline the procedure that will be followed in the event that a school fee account should fall into arrears.

The Fee Collection Process

1) **Payment Reminder/ Notice of Default**

- a) Where an account becomes overdue, the school will issue a written reminder (Notice of Default) via email between the 8th and the 10th day of the month, requesting payment of the outstanding amount.

2) **Formal Demand Notice**

- a) Should an account remain unpaid following the reminder, the school will issue a Formal Demand Notice, five (5) business days after the Notice of Default has been issued, granting the Parent/Guardian twenty (20) business days to settle the outstanding balance in full or make acceptable payment arrangements.
- b) The Formal Demand Notice will be accompanied by an Acknowledgement of Debt (AOD) for completion and signature by the Parent/Guardian.

3) **Debt Recovery Action**

If no payment or satisfactory payment arrangement is received within the twenty (20) business days period, the school reserves the right to:

- a) Refer the account to debt collection agents for recovery;
- b) Recover all reasonable legal, collection, tracing and administration cost incurred in collecting the debt from the Parent/Guardian;
- c) Take any further legal action deemed necessary to recover the outstanding fees;

- d) Charge school fees for the full term of three (3) months notice period and;
- e) Should the Parent/Guardian fail to remedy the breach within the prescribed notice period (20 business days after Formal Demand Notice was issued), the school also reserves the right to terminate the enrolment contract and de-enrol the learner, subject to the school's contractual obligations.

4) Default on Payment Arrangement

- a) If the Parent/Guardian defaults on payment arrangement by the 7th day of the month, the School reserves the right to immediately implement point 3.a – 3.e without issuing another Demand Notice.