

Kadimah Preschool Fee Payment and Collection Policy 2018

In order to provide the highest quality preschool education and care for the children enrolled, Kadimah Preschool must continue to maintain a sound financial base. Commitment from parents'/caregivers to paying the Preschool fees is a key component to enable the Preschool to meet the needs of the children in our special Jewish environment.

1) Enrolment and Commitment to pay Fees

Along with the enrolment form, the Preschool will provide a clear schedule of the annual fees payable for each pupil's attendance. If there is a variation of costs from term to term, then the Preschool will advise the parents/guardians in advance of the change.

Parents/caregivers must pay the fees for their child/ren enrolled in the Preschool in full for each term in advance or there must be an agreed payment plan in place in writing before the start of the term or before the child starts at the School.

Payment of Preschool fees may be made by way of an upfront payment or set periodic payments, e.g. on a monthly basis. The full term's fees must be settled in full within each term; i.e. if a monthly plan is in place, then the full term's fees must be settled by the beginning of the next term.

No matter what payment arrangement is agreed, all fee payments for each enrolment must be secured by one of either:

- a) Completion of an automatic payment form, or
- b) Provision of credit card details, or
- c) Payment of a term's fees in advance by bank transfer.

Note: Payment by credit card will incur a 2.2% bank fee surcharge for Visa and Master Cards and 3% for American Express cards.

If any fees are overdue by 14 days, the Preschool will send a standard letter to parents/caregivers seeking payment of the outstanding fees. The letter will refer to the payment options and clarify that an administration charge of \$50 or 5% of the outstanding amount, whichever is the greater, will apply after a payment is 28 days overdue.

2) Overdue Interest Rates

Fees outstanding for any pupil who is no longer in attendance at the Preschool will incur an interest charge of 5% per annum from 28 days until paid, on a pro rata basis for the period outstanding.

3) Collection

Should payments remain outstanding after 30 days, the Preschool reserves the right at its discretion, to pass the arrears due on to a debt collection agency. The total amount for collection will include all outstanding fees and overdue charges, and costs incurred as outlined in Clauses 1), 2) and 3) above, or as otherwise in accordance with this policy and any costs incurred by the Preschool in the course of recovering the arrears, including quantifiable costs and those of the collection agency.

4) Right to Refuse Pupil

Where any arrears remain unpaid after 28 days and a payment arrangement has not been made and approved by the GTB or the Finance Officer, then the pupil will not be able to attend the Preschool until such time as arrears have been paid in full (including any administration charge, as defined in (1) above.) and a commitment has been established for future payments in accordance with (1) above.

5) Hardship

In cases of genuine hardship, the parents/guardian must discuss the situation with the Chair of the Goldwater Trust Board (GTB), or the Finance Officer or authorised Board representative, with the aim of establishing a payment plan. Any information disclosed and related discussions will remain strictly confidential. The GTB reserves the right to approve such a plan or otherwise.

A Hardship Arrangement will be assessed on a case-by-case basis, taking into account the following:

- The maximum that the person concerned can afford to pay weekly or monthly;
- The establishment of a payment mechanism using one of the processes outlined in (1) above;
- The establishment of a written document which details the terms and conditions surrounding a hardship arrangement.

The arrangement must be agreed between the Chair of the GTB and the Finance Officer or authorised Board representative in writing before it is confirmed to the parent/guardian.



Chairperson

Date: 16/10/2018

Next review date: ___/___/___

PROPOSED REVIEW DATE: October 2019