

# SCHOOL FEES PAYMENT POLICY

## AIM:

Our school relies on school fees for its financial viability and continuous running. However if a parent is unable to pay school fees by the due date, special consideration may be given by the Council.

## PROCEDURES:

1. If a parent is unable to pay school fees by the due date (term fees are due, on the Friday of the week prior to the last week of term i.e. payment will be due one week before the end of term), the parent may write to the Treasurer requesting special consideration. The SMS Council has delegated the making of such determinations to the chairman or vice-chairman *and* the treasurer who are to report their decisions to the Council. Should the chairman or vice-chairman and the treasurer be unable to agree on a decision, the matter is to be laid before the Council.
2. If fees are not paid by the due date, the Treasurer is to email, write or speak to the parent/s concerned and:
  - a. Ask whether the parent wishes to request special consideration as detailed above and advise that if the parent does not wish to request special consideration, then the late payment charge will apply if fees are not paid within one week and continued failure to pay all outstanding fees and charges will result in the child being excluded from the school until outstanding amounts are paid.
  - b. If the outstanding fees are not paid within one week as explained in sub-paragraph 2a, the chairman or vice-chairman is to formally write to the parent, via email or a letter in the school pockets, to:
    - (1) Inform the parent/s that unless full payment is received within a further week the child will be excluded from the school until full payment is made.
    - (2) Remind them of the possibility of special consideration should they be having difficulty in paying the fees.
3. If payment is not received within one week as explained in sub paragraph 2(b), the chairman or vice-chairman is to inform the parent, via formal letter, that the child will be excluded from school immediately and the place may be given to another child.
4. The late-payment charge has the dual purpose of acting as a deterrent to late payments and of covering the cost of administering the collection of the late payment. The charge is set by the SMS Council and the amount is to be notified in the school newsletter or by any other means decided by the Council.
5. A delay of greater than one term will result in Membership being revoked and the child (or children's) name (s) being permanently removed from the class roll.
6. If you wish to withdraw your child from the school then you must give the school at least one full term's written notice (by letter or email), to be delivered before the last day of the term preceding your child's intended final term. If you do not give notice by this date, then the school reserves the right to charge a further full term's fees, in addition to the forfeiture of the deposit.