

# School Fee Collection Policy

**Version:** 1.1

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**Policy Owner:** Rudolf Steiner School Trust (Wellington), known as the Proprietors Trust

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*In this policy we use the term **school fees** when referring to compulsory **Attendance Dues** and compulsory **Kindergarten Fees**.*

The collection of Attendance Dues and Kindergarten Fees is the responsibility of the Proprietors Trust.

The Proprietors Trust approach to school fees is as follow:

1. School fees are payable termly in four equal instalments unless otherwise agreed with the Proprietors Trust.
2. Parents/caregivers will be sent statements ahead of or at the beginning of each term outlining amounts due and amounts paid.
3. In justice of families who pay their school fees regularly and on time, the Proprietors Trust will follow up all overdue school fee accounts.
4. Individual reminder notices for overdue accounts will be issued. However, a prominent general reminder notice will appear in the school newsletter when the termly statements are issued.
5. Parents/caregivers who are unable to pay by the due date are expected to contact the Proprietors Trust to make alternative arrangements.
6. Financial hardship and the Scholarship Assistance Fund
  - a. The Proprietors Trust recognises that some families who attend the School undergo periods of financial hardship. The philosophy as a School is that the Proprietors Trust does not want to see children leave the School because their parents cannot afford compulsory fees. Parents/caregivers incurring financial hardship can apply to the Proprietors Trust for Scholarship Assistance for their children in advance of each School year, or as the need arises. Please request a Scholarship Assistance Application Form from [scholarships@raphaelhouses.school.nz](mailto:scholarships@raphaelhouses.school.nz)
  - b. All applications must be received by 31 January, for consideration for the following school year by the Scholarship Assistance Fund Committee, with a decision made by the end of February.
  - c. In case of a change of circumstances, late applications may be considered at the discretion of the Scholarship Assistance Fund Committee.
  - d. The Scholarship Fund Assistance Committee will comprise of no less than two members with advice from the Trust Executive.
7. If there is failure to pay school fees within 14 days of the due date, the following action will be taken:
  - a. The Proprietors Trust may contact the family by phone requesting a meeting to discuss the matter.
  - b. If the Proprietors Trust cannot resolve the outstanding school fee accounts with the parents/caregivers, debt collection procedures may be undertaken to recover the amounts owing using a debt collection service for which the parent/caregiver will be responsible for any associated costs incurred.

8. The School may cancel an enrolment where:
  - a. Outstanding school fee amounts are owing to the school, and
  - b. Where satisfactory explanation and fulfilment of agreed payments have not been made.