

# Overdue Accounts Policy

**Version:** 1

**Prepared by:** Katie Musk

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

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## **Payment of Attendance Dues**

The annual payment of Attendance Dues is compulsory. Attendance Dues are charged as an annual amount, payable termly. Parents / Caregivers sign a Conditions of Enrolment Form at the time of enrolment, committing to paying this fee annually.

Statement of accounts will be emailed to Parents / Caregivers twice each Term during the school year.

## **Split Families**

If a student's parents are separated, the arrangements of whom is responsible for the Attendance Dues is not of concern to the school. If both parties have signed the Conditions of Enrolment Form at the time of enrolment, they have equal liability.

The Proprietors Trust reserves the right to share with each Parent/Caregiver of the enrolled child(ren) listed on the Conditions of Enrolment Form, the status of the overall balance owed should the account be in arrears with payment and at risk of impacting the enrolment of their child(ren) at school.

If one party declines payment, and the other party wishes for the student(s) to continue enrolment at Raphael House, a new Conditions of Enrolment Form must be signed giving the one Parent / Caregiver full responsibility for paying the Attendance Dues going forward.

## **Ongoing Enrolment**

Enrolment to Raphael House each subsequent year is not guaranteed if Attendance Dues have not been paid for the current year, as it is expected that each family begins each year with no debt from the previous year.

Early in Term 4, those families with outstanding school fees owing for the current school year, will be contacted by the Trust as we wish to support all students and their families to stay at Raphael House.

The Proprietors Trust believes that a Waldorf education should be open to all, regardless of their financial position. Financial hardship assistance is available to support families who cannot afford the full fees (Attendance Dues).

If a family is struggling to make payments or gets behind on their payments due to a change in circumstances, we encourage them to get in touch with the Trust as soon as possible.