

RIVERSIDE SDA SCHOOL DEBTOR'S POLICY



PURPOSE

The purpose of this policy is to ensure that monies due to the School by parents / guardians are collected timeously.

PROCESS

- During the month of October/November of any given year, all parents/guardians will be sent documentation for the following year which must be completed and returned to the school by 25 November.
- Fees are calculated on an annual basis.
- There are two payment options available:
 1. Annually by the 31st of January of each school year.
 2. EFT-beneficiary/debit order over 11 months commencing 1st of January and last payment on the 7th of November.
- SEPARATED PARENTS/GUARDIANS – The parent nominated for school fees on the registration form accepts responsibility for the FULL fees. Split accounts and fees are not acceptable. The parent/guardian nominated on the registration form will be deemed responsible for all fees.
- All fees payable MUST have been received by Riverside SDA School on the 7th of each month.
- Riverside SDA School will send monthly statements to parents/guardians by the 25th day via email and SMS.

OUTSTANDING FEES

- Any parent/guardian that is not able to meet their commitment in terms of the process above should notify the Secretary in writing.
- Should payment not be made for two consecutive months, it will be necessary to discontinue our service and the account will be handed over for legal action. If you have financial problems, please speak to the Secretary.
- Parents/guardians who have not settled accounts due by the 7th of each month will be charged an interest rate of 15% per annum, with immediate effect.
- In the event of a conflict between any of the above provisions and those contained in the Application Form–Section A agreement, the provisions of the Acceptance of Place – Section B shall prevail.
- Parents/guardians who have not settled their accounts in full by the 7th of December or who have not met their obligations, will have their child's placement at Riverside SDA School reviewed.
- The Principal's decision is final in this regard.