

## **4.17 LATE PAYMENT/ NON PAYMENT OF FEES POLICY**

### **POLICY**

All fees for care must be either weekly or fortnightly.

### **PROCEDURE**

**The Coordinator is responsible to ensure that:**

Payment arrangements are negotiated with families experiencing difficulties.

**Accounts are to be paid in full, WITHIN 7 DAYS of issue of each Statement.**

If you use OSHC each week, you should be expecting to pay OSHC fees each week also. You should not allow your fees to accumulate for more than a week.

If for any reason OSHC fees remain unpaid for more than 28 days, you will be sent a reminder and your access to the service will be suspended until the outstanding fees are paid in full.

If fees remain outstanding after we have issued a reminder, you will be issued a final notice of demand giving you 7 days to settle the matter.

If you default on payment, resumption of OSH services will only be available to the family once you have

Paid your outstanding balance in full

Commence a pre-payment plan for OSHC services

Statements are issued by email. It is your responsibility to check for your Statements each week and contact us if you haven't received one.

The Management Team has the ability to waive fees under special circumstances or arrange a period of Special childcare Benefit.

### **Relevant Policies:**

[Fee Policy](#)

[Dishonoured Cheques Policy](#)

### **References:**

Child Care Services Handbook 2007-2008

**Date approved: November 2017**

**Approved by: School Council**

**To be reviewed: August 2019**

*I have read the policy and accept the terms and conditions set out above.*

*Full Name of Paying Parent/Guardian.....*

*Signature of acceptance.....*

*Dated.....*