Debt Management Policy

Varsity College provides tuition to all of its enrolled students at no financial cost and will continue to do so regardless of payment of fees and will adopt the following practice in order to manage the collection of outstanding monies:

1. Students who have fees outstanding in relation to extra-curricular activities will be denied the opportunity to take part in future extra-curricular activities, until full payment is received.

2. Students who are required to pay levies associated with their attendance or clothing at district level or participation at higher levels of sporting trials must have paid these costs before students are permitted to attend.

3. Students, whose parents have not paid the financial cost of joining the Resource Scheme and the 1 to 1 Laptop Scheme, will not be denied access to educational textbooks or use of desktop computers in the classroom. However, no new textbooks will be issued to students for out-of-school use. This approach will be followed as a result of awareness that the school may have received the Commonwealth Allowance on behalf of students (and so may be considered to have made partial payment of the Resource Scheme Fees in light of this receipt of Commonwealth Allowance).

4. All students will be permitted to borrow library resources regardless of whether their parents have elected to be part of the Resource Scheme. If they lose a book (or return a book in damaged condition) they may be asked to pay the replacement cost of this item. They will not be allowed to borrow further books until they have paid this replacement charge.

5. Students who have elected to study practical and non-compulsory subjects, and who have not paid the associated charges will take part in learning opportunities. However these students will not be entitled to take the finished product home at the completion of the task.

6. At all times Varsity College will attempt to act in a sensitive and understanding way in the recovery of monies which are owed to the school. We will treat every individual case on its merits; however our operating principle will always be based on a “user-pays” system with regards to students taking part in resources schemes, extra-curricular or non-essential educational opportunities.

7. The principal will determine if the debt is legally recoverable. If the debt is owing by reason of the school having provided a good or a service not defined as instruction, administration and facilities where, if not provided by the school, the parent would have to purchase in the private market, the debt is legally recoverable. Therefore, debt recovery action can be taken when the debt arises from textbook hire and educational resources provided by the school that, if not provided by the school, would have to be purchased by the parent (textbooks, laptop programs, photocopies of workbooks), and the parent has signed a Student Resource Scheme agreement.
8. action to be taken for non-payment of participation fees include:
   i. generation of a reminder notice to the parent at intervals of 30 days overdue and 60 days overdue
   ii. after 60 days overdue, undertaking internal school debt recovery action exercising discretion in excluding a student from participation in an optional extracurricular school activity
   iii. withdrawing a student’s participation in the scheme where warranted, or
   iv. excluding a student from the scheme where the student’s participation fee is overdue from the previous year’s scheme.

Ref: ■ Financial Accountability Act2009
     ■ Financial and Performance Management Standard 2009/Part 2 Governance/Section18/subsection1