



In order to facilitate the collection of school fees as set out in the annual fees letter issued by the Financial Manager, and to thereby ensure the efficient running of the School, the Executive Committee of the Board of Governors accepted the following policy at its meeting on 23 November 2001 for implementation as from the last school day of term 4, 2001.

Amended 6 October 2006

Amended 12 October 2007

Amended 21 November 2008

## EPWORTH SCHOOL DEBTORS POLICY

**This policy will apply to all Parents/Guardians/Trusts/Benefactors of a child/children who are pupils at Epworth at or from the date of implementation of this policy.**

### 1. Terms of payment of fees

1. All Epworth fees are payable on presentation.
2. Epworth's standard method of fee collection is by debit order
3. Fees are charged and payable monthly in advance over 12 months.
4. Non-residents and those paying in foreign currency are not eligible to pay their fees by debit order.
5. Fees may be paid annually in advance at a discount. This percentage will be reviewed annually and may be obtained from the Financial Manager.
6. A term's written notice is required should a child wish to leave the School or the Boarding Establishment. A term's fees will be charged in lieu of such notice should it not be given.

### 2. Procedure for payment of fees

1. Any Parent/Guardian/Trust/Benefactor or other person/body assuming the responsibility of a child/children applying for admission to Epworth is required to:
  - 1.1. On application:

Pay the non-refundable application fee as specified in the annual fees letter. This covers the costs of processing the application and obtaining credit references from the National credit bureaus. Applicants may be excluded from acceptance to Epworth School should the credit references not be satisfactory.
  - 1.2. On acceptance:
    - 1.2.1. Pay the non-refundable acceptance fee as specified in the annual fees letter.
    - 1.2.2. Sign the Enrolment Contract in respect of his or her child/children.
    - 1.2.3. Provide the school, on request, with evidence of their ability to pay the fees in respect of his or her child/children.
    - 1.2.4. Complete a debit order form for the payment of fees in respect of his or her child/children.
    - 1.2.5. Pay their School fees quarterly in advance if a debit order is not in force.
2. Any Parent/Guardian/Trust/Benefactor of a child/children already a pupil at Epworth at the date of implementation of this policy is required to either:
  - 2.1. Adhere to the policy applying to new admissions as set out in 2.1.2 above or apply in writing to the Financial Manager for exemption from the necessity of completing the debit order form if they have never defaulted in the payment of their School fees. The granting of this exemption shall be acknowledged in writing by the Financial Manager, but may be withdrawn at the discretion of the Finance Committee should the terms of payment not be complied with.

### 3. Procedures for non-payment of fees

- 3.1 Parents/guardians/trusts/benefactors who do not comply with the procedure for payment of fees set out above are effectively in breach of contract.
- 3.2 In the event that an account falls into arrears (statement reflects a 30 day balance) trusts/benefactors/ parents/guardians will receive a letter of notice by registered post within one week of the month end during which the arrears arise.
- 3.3 This letter will inform the parents/guardians/trusts/benefactors of the arrears and the fact that unless satisfactory arrangements for the payment of the arrears and current fees by the end of the month in which the letter is sent they will be asked to remove their child/children from the School. The account will also be handed over to the School's attorneys for collection.
- 3.4 Parents/guardians/trusts/benefactors who are unable to pay their accounts after having received a letter of notice and who wish to be granted an extension of this deadline should make urgent application in writing to the Board of Governors, through the office of the Financial Manager, before the end of the month in which the letter is sent.
- 3.5 Parents/guardians/trusts/benefactors who have not signed the debit order form and have not applied to the Financial Manager for an exemption from signing the debit order form and then default in the payment of fees will not be allowed to apply for an extension of the payment deadline as mentioned in 4 above.
- 3.6 The Board of Governors will only grant an extension of more than three months in exceptional circumstances.
- 3.7 The Board of Governors will require either post-dated cheques, or acceptable guarantees for the settlement of all debt within the three-month period.
- 3.8 Notification of the outcome of application for extended payment will be given to the parent/guardian in writing through the office of the Financial Manager.
- 3.9 Failure to comply with these extended terms of payment will result in the immediate exclusion of the child/children of the defaulter.
- 3.10 The account of any defaulter will be handed over to the School's attorneys who will be instructed to take any steps necessary to satisfy the debt, interest and collection costs on an attorney and own client basis.
- 3.11 Parents/guardians/trusts/benefactors whose account is in arrear at the end of the each School term will not receive their child's/children's report/testimonial unless the terms of this policy have been complied with.
- 3.12 Interest on any overdue account will be charged at the rate set out in the most recently published Annual Fees Schedule.

### Explanations

1. Epworth  
Epworth shall mean the Schools controlled by the Epworth Trust.
2. Fees  
Fees shall mean all amounts due in terms of the fees letter circulated to parents each year and/or any other expenses charged to the account.
3. Evidence of ability to pay fees  
This evidence should be in the form of a statement of personal income and expenditure that clearly shows there are adequate financial resources to cover all school fees in respect of his or her child/children
4. Debit order  
A debit order gives the school authority to deduct directly from the bank account of the parent/guardian the amount due to the school for fees charged to the account of the parent.
5. Quarterly in advance  
Quarterly in advance means that the full fees for the term must be paid before the beginning of each term.
6. Trusts/benefactors  
In the event of school fees being paid by a Trust or other benefactor:
  - 6.1 The parents/guardians are not relieved of the responsibility of ensuring that the school fees are paid in accordance with the requirements listed above.
  - 6.2 A letter from the Trust or benefactor acknowledging responsibility for the payment of the fees in terms of the above must be submitted to the Financial Manager.
  - 6.3 The Trust or benefactor together with the parents/guardians of the child/children should jointly sign an acknowledgement of debt.