



# Accounts Receivable Policy

## Rationale

To outline guidelines when recovering of unpaid fees.

## Purpose

To ensure all fees are paid and kept up to date at all times.

## Guidelines

### Person Responsible

The Centre Supervisor and Centre Administrator will be directly responsible for collecting overdue fees. Should a fee become overdue, in accordance with the Fee Policy, a *Debt Recovery Log* must be completed and attached to the child's file.

### Thresholds

We have a minimal tolerance for debt. If the overdue debt is equivalent to three weeks fees or more overdue enrolment will be ceased.

Please Note: One week's fees = the total number of enrolled days across one calendar week. If the child is enrolled for three days per week the tolerance is equivalent to the number of days enrolled.

### WINZ Subsidies

In cases of financial hardship or when waiting on WINZ approval a *WINZ Approval Form* (NS\_ADM-061) can be completed and applied. Management must be advised when authorising these conditions. Should a WINZ application be denied, the fee payer is liable for the fees in full and the three week threshold will be enforced.