



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.