



ROTOTUNA HIGH SCHOOLS DEBT COLLECTION POLICY AND PROCEDURES

1.0 The Purpose

The following debt collection policy and procedures are to be followed by the Schools' Business Manager and Schools' Revenue Administrator (and any other staff member as applicable) for the recovery of various debts due to the Board of Trustees (Board).

2.0 Locally Raised Funds Revenue

Revenue from parents, whanau, caregivers and the community fall into the following categories:

- School donations - amount set by the Board on an annual basis as a suggested donation to the school. The payment of school donations is not compulsory.
- Contributions - amount set by the Board on an annual basis as a suggested contribution to a specific area to provide further funding to help the school with resources in that area. The payment of contributions is not compulsory.
- Other Fees - There may be compulsory fees charged to parents and these will depend on the choices your child makes for their learning and if they partake in extracurricular activities. In all cases for curriculum there will be an alternative programme choice which does not incur a cost.
- Other Revenue - relates to charges invoiced to third parties including hireage fees for the schools' facilities and barista charges invoiced to staff.

The policy and procedures as written here are specifically for other revenue and other fees which include courses, flight times, sports teams, extracurricular activities and Puna Wananga where parents/students have chosen to incur a charge.

Parents, whanau and/or caregivers who have entered into a written agreement with the school for these extra-curricular charges and other fees can be legally pursued to recover what is owed. Any costs associated with debt recovery will be paid by parents, whanau and/or caregivers.

3.0 Automatic Payments

Parents, whanau, caregivers and/or community (known collectively as the "debtor") are able to enter into an agreement with management to pay the debt owed to the school via automatic payments. The automatic payments must include instalments to be adequate enough to pay off the full debt to the school by the end of the school year.

4.0 Recovery Action – Other Fees/Other Revenue

The Business Manager, Revenue Administrator (or other staff as applicable) is required to

4.1 All Other Fees and Other Revenue

Ensure that all fees outstanding are accurately recorded and maintained within the Financial module of the Kindo system or Xero accounting system and are to send out statements of debt owing once a term to debtors (or more often as necessary).

With these statements include communication to debtors of when the revenue is required to be paid and if there is the option to set up payment plans/automatic payments to pay the debt by the end of the school year.

4.2 Other Fees

Send a first reminder in term 1 to debtors of the compulsory debt that is outstanding relating to the previous school year.

After four weeks of sending the first reminder, if the debt remains outstanding send a second reminder that the debt remains outstanding and requires payment by the end of that term.

After four weeks of the second reminder, if the debt remains outstanding, send a final reminder (indicated as final notice) and noting the debt is due for immediate payment. Include a statement which states "further action will be taken if this account remains outstanding after a period of no less than 7 days." If the debt remains unpaid action further to a debt collection agency if that is what is determined necessary by management to recover the debt.

4.3 Other Revenue

When a third party debt is two months old the steps for other fees are to be followed above.

4.4 Students Who Have Left the School

If a student has left the school and has not returned assets of the school, ie library books, chromebooks. These will be charged to the student's Kindo account.

Follow up of all debt including non returned assets will follow the steps for other fees noted above.

5.0 Sports Fees

All students who sign up to play a sport agree to the sport code of conduct. Within the code there is a clause which requires all sports fees to be paid up before the student can play for the sports team.

The Board enforces this clause and students will not be eligible to play for their sports team unless their sports fees are either paid in full or are being paid off by automatic payment before the students play for the school.

6.0 Waive or reduce Other Fees

The Principal can waive or reduce the Charge, where they believe the debtor is experiencing financial hardship.

The waiving or reduction of the Charge is to be dealt with confidentially between the debtor and the Principal.

6.1 Writing Off Debts

Any debt less than \$500 may be written off by the Principal or Business Manager with notification going to Board that the debt has been written off.

Any debts over this amount will need to have Board approval to write off.

A recommendation to write off a debt can be made when all reasonable avenues to recover the debt have been exhausted, and where it is not cost effective to pursue the debt through legal action.

7.0 Commencement Date

The policy and procedures for debt collection is applicable from 1 January 2018. Revised and updated March 2025.