

### **AMENDMENT to FEES - Section 9.3 Non Payment or Overdue Fees**

9.3.1 Fees are due and payable in the prior term e.g. Term 2 fees are due and payable within 2 weeks of the end of Term 1, Term 3 fees are due and payable within 2 weeks of the end of Term 2 etc

- If fees have not been received by the due date, (i.e the Friday, two full weeks prior to the end of term), a first and final overdue notice for fees outstanding will be issued to families on the following Monday. A \$10.00 Late Fee will be added to the amount outstanding. This notice will be stamped/labelled OVERDUE, and request payment within 5 days (Friday of the same week).

*Copy of sample letter attached appendix 1*

- If fees remain still remain unpaid by the next Monday (of the last week of term), a telephone call will be made to the family requesting immediate payment of fees by the end of term. Families will be made aware that should the family not pay fees by due date or arrange a payment plan, the next step will be to retrieve funds via VCAT
- On the first Monday of the following term, if fee payment has not been received or the family has not contacted the Fees Officer to arrange a payment plan, a VCAT (Victorian Civil and Administrative Tribunal) application will be completed and mailed immediately. Families will be advised of impending legal action by registered post. At this stage, the VCAT lodgment claim is for fees outstanding, an administrative fee of \$50.00 and the cost of the lodgment (\$33.30 @ March 2007).

*Copy of sample letter attached appendix 2*

9.3.2 The Treasurer, President and/or Committee at their discretion, may arrange payment plans with families experiencing financial difficulties with all details kept strictly confidential.

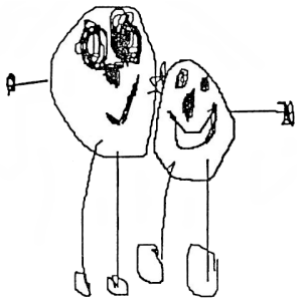
9.3.3 If a VCAT lodgment claim has been initiated and the child attends the Long Day Program, the parent will be instructed to collect the child at the end of the standard session. The Long Day position may be offered to another family.

If a VCAT lodgment claim has been initiated, and the outstanding term fees are paid in full, the administrative fee \$50.00 and lodgment fee of \$33.30 will still apply and be payable immediately. A letter will be sent by the Fees Officer to VCAT requesting immediate cancellation of the application, once the total charges of \$83.30 have been paid in full

9.3.4 A cheque issued in payment of fees that is dishonoured, will find the drawer of the cheque responsible for the reimbursement of additional bank fees charged to the Pre School's bank account.

### **AMENDMENT to 3 YR OLD FEES- Section 9.7 Non Payment or Overdue Fees**

9.7.1 Overdue or non payment of fees will be dealt with in the same manner as the 4 Year Old Policy and Procedures. Refer 4 Year Old Policy - Section 9.3.1, Section 9.3.2, Section 9.3.4



Hurstbridge Preschool Incorporated in Victoria  
 Director: Jenice Syme  
 P.O. Box 388, Hurstbridge, 3099  
 8 Graysharps Road, Hurstbridge, Victoria 3099  
 Telephone: 9718-2417

## FINAL OVERDUE FEES NOTICE

Dear Parents

DD/MM/YYYY

**RE: Term ( ) Fees, Child's Name, Group Name**

Your kinder fees are now overdue. The total amount owing to Hurstbridge PreSchool is \$outstanding fee amount Plus \$10.00 late fee.

Kinder Fees are a primary source of income which allow the Kinder to run each day. The burden of fees is shared by all families, and non payment of fees can compromise the excellent program we currently offer the community.

Please pay this amount by Friday **DD/MM/YYYY**. If paying by cheque or money order, place it in an envelope and drop it in the Fees Box at the kinder. Cash payments may be deposited directly into the kinder account at the Hurstbridge Bendigo Bank. Please put the bank receipt in an envelope and drop it in the Fees Box. **Please do not put any cash in the Fees Box.**

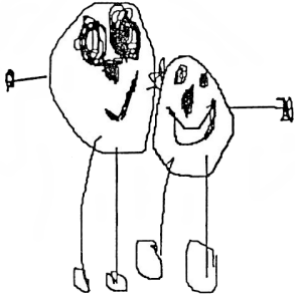
Should you be unable to meet this payment, please contact me on **Phone Number** to organize a suitable payment plan. Please note that any such discussions will be held in the strictest of confidence.

Thank you for your time and prompt attention to this matter, and look forward to hearing from you soon.

Fees Officer/Asst Treasurer

Registration NO. A6303 A.B.N. 11068049178

Bendigo Bank		Deposit	
Office Use Only (Authorisation)	Previous Balance	Account Number <b>BSB 633-000</b>	<b>ACC 1122 18409</b>
Account Name	<b>HURSTBRIDGE PRESCHOOL</b>	<b>- GENERAL ACCOUNT</b>	
Childs Name		Reference <b>TERM FEES</b>	Cash
Drawer	Bank	Branch	Cheque
Depositor's Signature		<b>TOTAL \$</b>	



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Dear Parents,

DD/MM/YYYY

**RE: Outstanding Pre-School fees for Child's Name, Group Name, Term ( ) fees**

Regrettably, I have not received a response from you to my previous letter and telephone call regarding your overdue Preschool fees.

The total amount owing to Hurstbridge Preschool is \$amount outstanding.

I now wish to advise we have lodged an application with the Victorian Civil and Administrative Tribunal. You will shortly receive notification of a hearing date to be attended by yourself and the Hurstbridge Pre School Fees Officer so that the matter can be decided and resolved as soon as possible.

If you have any queries or require further information, please do not hesitate to contact me on **Phone Number**.

Yours sincerely,

Fees Officer/ Asst Treasurer

Registration NO. A6303 A.B.N. 11068049178