



ROCKHAMPTON GIRLS GRAMMAR SCHOOL

Dealing with Debts Policy

PURPOSE OF THE POLICY

This Policy describes the RGGGS objectives and guidelines when dealing with debt.

Policy Objectives

The objective of the Policy is to ensure that:

- Prompt recognition and recording of revenue in the accounts in a way that allows reporting objectives and accountability requirements to be satisfied; and
- Revenue is safeguarded from loss and is not foregone, waived, remitted or written off except where authorised by a competent person or authority.

POLICY

Adequate systems will be established and maintained to monitor and ensure:

- Collection of revenue receivable on or before the due date;
- Collection of overdue debts within an appropriate timeframe; and
- Writing off of revenue within an appropriate timeframe.

Policy Agreement

- The Board of Trustees reserves the right to withdraw Bursaries.
- In certain circumstances, an early withdrawal fee of \$250.00 may be payable.
- An administration fee of \$100.00 will be incurred on accounts which attract three (3) reminder letters requesting payment of outstanding amounts.

POLICY RELEASE DETAILS

Date of Policy	September 2011
Reviewed by	RGGGS Executive
Review Date	Biennially
Access	Public Availability – RGGGS Website

RELATED POLICIES AND DOCUMENTS

RGGGS Enrolment Forms / Contract

RGGGS Schedule of Fees

RGGGS Enrolment Policy