



VALLEY VIEW
SECONDARY SCHOOL
— Every Student Matters —



DEBT COLLECTION POLICY

Policy revised	Endorsed by	Next revision date
File path: \\vv-server\admin common\QUALITY ASSURANCE\POLICIES_PROCEEDURES		



DEBT COLLECTION POLICY

Payment of school fees can be made by cash, cheque, EFTPOS or credit card. The compulsory Material & Service Charges for secondary students is to supplement government grants and assist schools to cover the costs of all essential educational books, materials and equipment required in the daily tuition of students.

School card holders

Families entitled to receive assistance with the Materials and Services Charge will need to check with the school regarding DECS' requirements for eligibility to qualify for a subsidy of the Materials and Services Charge. Parents/caregivers who are eligible must apply each year regardless of whether approval has been received in previous years. Application forms were sent with the original tax invoice early in Term 1.

School card application forms are available at the front office should you require another one.

Instalment plan options/centrepay

Should you wish to pay fees using an Instalment Plan please contact the School's Finance Officer to discuss further. Online direct debit using B Point for payments from your nominated cheque, savings account or credit card. Centrepay is a free direct bill-paying service offered to families receiving payments from Centrelink. Through Centrepay you can choose to pay your school account by having a regular amount deducted from your Centrelink payment. Application forms can be obtained from the front office.

Debt collection policy

- Legislation allows Valley View Secondary School Governing Council to legally pursue the standard sum of Materials & Services Charges and extra-curricular charges where an agreement or commitment to pay has been entered into.
- The enrolling parent/caregiver/independent student is liable to pay the above charges, unless legal documentation is provided to state otherwise.
- Valley View Secondary School will provide written notice to liable parents/caregivers/independent students detailing the balance outstanding by the end of Term 1 or early Term 2.
- During Term 3 a final notice statement will be issued. If the account remains outstanding after a period of no less than 28 days it will be referred to VVSS Governing council for approval to lodge with DECS Central Debt Collection, who will then proceed to take appropriate action to collect all monies owed to the school. Please note this may affect any future credit reference/finance applications. (Please be aware that this will not apply if a signed payment agreement is already in place and being adhered to).