



# THORNTREE PREPARATORY SCHOOL

## DEBTOR MANAGEMENT POLICY



<b>Document Name</b>	DEBTOR MANAGEMENT POLICY
<b>Document Number</b>	TPS_C2_2.2.3.3
<b>Authority</b>	Head/Secretary
<b>Administration of Document</b>	Admin/Heads
<b>Effective Date</b>	01/01/2016
<b>Approved by</b>	Head
<b>Scope of Document</b>	Staff, Students, Parents
<b>Last Revision Date</b>	08/04/2022
<b>Next Review</b>	08/04/2023
<b>Related Policies</b>	<p>The Constitution of the Republic of South Africa (Act 108/1996.)</p> <p>The South African Schools' Act (Act 84/1996) and subsequent amendments.</p> <p>The National Education Policy Act (Act 27/1996) and any applicable policies determined in terms of this Act, including the Regulations for Admissions to Schools.</p>
<b>Addenda</b>	

<b>Approved by:</b>	<b>Approved by:</b>
	
<hr/>	<hr/>
<b>Helyn Tooley (Principal)</b> MJB Properties CC	<b>Ursula van den Berg</b> MJB Properties CC



## CONTENTS

1	DEBTOR MANAGEMENT POLICY	3
2	POLICY STATEMENT	3
3	LEGAL COMPLIANCE	3
4	CONTRACTUAL OBLIGATION	3
5	DEBT COLLECTION	3
6	ANNUAL ROLL OVER DEBT	3
7	AMENDMENTS	4

### 1 DEBTOR MANAGEMENT POLICY

### 2 POLICY STATEMENT

As a business enterprise selling services and charging fees for those services, Thorntree Preparatory School (“TPS”) needs to engage with debtors and debtors who fall into arrears on their payments. This policy describes the principles that TPS applies in the engagement of such debtors. The procedures followed in such engagements are described in the Debtor’s Management Procedures (TPS\_C2\_2.2.3.3).

### 3 LEGAL COMPLIANCE

As TPS debtors are mostly parents of learners enrolled at a school managed by TPS, the TPS principles and procedures followed in the engagement of debtors will always be in line with relevant legislation and regulations, including but not restricted to the National Schools Act and Provincial Regulations relevant to the registration of independent schools. TPS reserves the right to perform credit scoring on parents/guardians/account holders.

### 4 CONTRACTUAL OBLIGATION

When enrolling learners at TPS, parents/guardians/account holders sign a contract as part of their application and agree to pay the relevant school fees and, amongst other things, to:

- 4.1 Be jointly and severally responsible for the payment of all fees.
- 4.2 Punctually pay all fees and amounts owed to TPS.
- 4.3 Accept the TPS Financial Terms and Conditions, which protects TPS’s right to implement legal proceedings against them should all amounts due not be paid in accordance with the terms and which may result in the cancellation of the contract.

### 5 DEBT COLLECTION

When collecting outstanding debts, TPS will escalate the process as follows:

---

		<b>Page</b>	
<b>2 of 3</b>			
DOC NAME:	DEBTOR MANAGEMENT POLICY	DATE OF IMPLEMENTATION:	01/01/2020
REF NO:	TPS_C2_2.2.3.3	LAST REVISION DATE:	08/04/2022



- 5.1 Communicate the outstanding debt to the parents/guardians/accountholders to effect payment of amounts in arrears.
- 5.2 Attempt to make payment arrangements with parents/guardians/accountholders that would ensure the payment of amounts in arrear and prevent the necessity for TPS to take further legal action.
- 5.3 Default listing of parents/guardians/accountholders for amounts in arrears.
- 5.4 Hand over the accounts in arrears to attorneys for further legal action.
- 5.5 Take the necessary steps to terminate the relationship and contract.
- 5.6 TPS makes use of the TPN credit bureau to send out debt reminder messages where parents have not paid or paid late. Letters of Demand can also be sent using TPN.
- 5.7 All school fees are due on the 7th of each month, after the 7th the debtors analysis is printed and all outstanding debt is followed up via whatsapp, a phone call and or email.

When escalating the debt collection process as described above, TPS will do so in accordance with its Debtor's Management Procedures (TPS\_C2\_2.2.3.3).

During the process of debt collection, TPS will respect the rights of learners as determined by the relevant acts and related provincial regulations.

## **6 ANNUAL ROLL OVER DEBT**

It is the policy of TPS that admissions of learners are done annually as described in its various admissions policies (TPS therefore reserves the right to not enrol a learner in an academic year should any fees from a previous academic year be unpaid).

Should a parent/guardian/account holder make full payment of the outstanding fees from a previous academic year, TPS may, in its sole discretion decide to enrol the learner and reserves the right to make specific payment arrangements with the parent/guardian/account holder for the new academic year. Such specific payment arrangements need not be in line with TPS's normal payment terms and will need to be agreed to by both TPS and the parents/guardians/accountholders.

## **7 AMENDMENTS**

This policy can only be amended and reviewed in line with the Policy on Policies and Procedures (CURA01PO) and the TPS Delegation of Authority Matrix (CURA07PO). The individuals responsible for amendment and review of this policy is displayed on page 1 of this policy.

This policy must be reviewed biennially and in particular, within 24 months of the Current Approval Date displayed on page 1 of this policy.

DOC NAME:	DEBTOR MANAGEMENT POLICY	DATE OF IMPLEMENTATION:	01/01/2020
REF NO:	TPS_C2_2.2.3.3	LAST REVISION DATE:	08/04/2022