

Stower Vale Pre-school

NON-PAYMENT OF FEES PROCEDURE

Stower Vale Pre-school is a non-profit making charity. It is therefore dependent on the funds received which go directly towards the running costs of the Pre-school. On the rare occasion that fees are not paid on time the following procedure will be followed:-

- If fees are not paid by the date set out on the original invoice a **first reminder** letter will be issued giving seven days for the invoice to be paid in full.
- *Alternatively at this stage the Playleader/Committee Chair can be approached to discuss an alternative payment plan. Should the invoice be paid in full, no further action will be taken.*
- Should the agreed payment plan not be adhered to then the Pre-school retain the right to withdraw the agreement, and the following will also apply.
- If payment is not received by the date set out in the first reminder letter, and no contact has been made to set up alternative arrangements, then a letter will be sent advising parents of the removal of fee paying sessions for the next half term which their child/ren attend until this invoice has been cleared. Funded hours only will be available, if the child is eligible for 2, 3 or 4 year old funding.
- Along with the letter advising parents/carers of the reduction in fee paying sessions, a **second reminder** letter will be sent giving a further seven days to pay this invoice in full.
- *Alternatively at this stage the Playleader/Committee Chair can be approached to discuss an alternative payment plan. Should the invoice be paid in full, no further action will be taken.*
- **If a child's place is withdrawn with outstanding debts not paid, these debts will not be written off.** Should there be no attempt to pay the outstanding invoice up to this point then a **Final Demand** will be issued advising parents/carers that the outstanding invoice is to be paid immediately. If this invoice is not paid immediately we will proceed to recover the money owed through the HM Courts & Tribunals Service, whereupon the parent/carer will pay the outstanding fees plus any court fees incurred.