

UNCOLLECTIBLE ACCOUNTS AND/OR DEEMED UNCOLLECTIBLE FEES

Background

The Division is responsible for establishing user fees and ensuring their efficient collection. Unfortunately, there are, occasionally, a small number of uncollected accounts and fees. Clear direction is needed on what will be done when accounts and fees are not paid.

Uncollected accounts and fees may be written off or waived after reasonable efforts to collect them have been unsuccessful. The authority for this waiver lies solely with the Secretary-Treasurer.

Guidelines

1. The Secretary-Treasurer shall ensure that complete records are maintained for all accounts and fees due to schools or the Division from all sources.
2. Uncollectible school fees shall be referred by the Principal to the Secretary-Treasurer for Division invoicing according to collection procedures.
3. Uncollectible or deemed uncollectible school fees will be referred to the Principal for approval prior to being sent to a collection agency.
4. Any uncollectible accounts may be written off at the discretion of the Secretary - Treasurer or upon the Principal's recommendation to the Secretary-Treasurer.

Procedures

1. The Principal shall ensure that at least one attempt has been made at the school level to collect outstanding fees for all registered students. Details of outstanding school fees shall be forwarded to Division office no later than January 15 to ensure that the timeline outlined in procedure 2 can be implemented. The Principal shall include all documentation and recommendations on uncollected school fees in the referral to the Secretary-Treasurer.
2. The Secretary-Treasurer shall normally issue a subsequent invoice from accounts receivable. The Secretary-Treasurer shall ensure that outstanding invoices are reviewed monthly with a written reminder after thirty (30) days and a final notice after sixty (60) days. The final notice will indicate a payment deadline and the intended action.

3. Written approval from the school Principal or designate is required before sending accounts to a collection agency.
4. The Secretary-Treasurer may use a collection agency or take legal action for uncollected accounts. Once an uncollected balance has been sent to a collection agency, the amount shall not be subject to waiving of fees.
5. Additionally, if payment by cheque results in the returning of the cheque due to insufficient funds, account closed or stop payment, the Secretary-Treasurer may request all subsequent payments be in the form of a certified cheque, money order, cash, debit card or credit card. All cheques returned are subject to a return cheque charge.
6. At the discretion of the Secretary - Treasurer, application for waivers may be approved in full or in part, with or without the recommendation of the Principal, depending on circumstances. Copies of all approvals and/or conditional approvals will be provided to schools.

Reference: Section 53, *Education Act*