



TCC CHRISTIAN PRE-SCHOOL

TCC Christian Preschool Non Payment of Fees Policy

Statement of intent

It is our policy to pursue all unpaid fees, including cheques that are not honoured, through the County Court for the recovery of the settings money. However, this would be a last resort and every effort will be made to come to a suitable agreement for fees to be paid.

Aim

We aim to ensure financial stability of the setting by having a fair and consistent process for pursuing non-payment of fees.

Methods

In order to achieve this aim the setting will;

- At the open day and when enquiries are made, inform parents and carers of the fees per session and the payment structure of the setting
- Issue invoices to the parents when the fees are due. The invoice will give details of the number of sessions and the rate charged

If a family has used the services provided by the pre-school without payment or their payment has been dishonoured the setting will follow the following staged procedure:

1. Issue an “overdue account” letter asking for payment (plus bank charges if applicable) in full within 7 days. If payment is received within 7 days no further action will be taken.
2. If payment is not received a “second warning” letter will be issued asking for immediate payment in full within 7 days plus a £10 administration fee. If payment is received within 7 days no further action will be taken.
3. If after 7 days full payment or a payment plan agreed by the pre-school management has not been received a “final warning” letter will be issued plus a further £10 administration fee. If payment is received within 7 days no further action will be taken.
4. If payment is not received within 7 days the setting will immediately begin proceedings in the County Court for which we will charge an administration fee and all court costs. If the pre-school is required to attend at County Court costs will also be applied at an hourly rate.
5. If no payment or agreed payment plan is in place after the first reminder letter your child/children will be unable to use the services of the pre-school until full payment is received, in accordance with the ‘Late Fees’ Policy.

1.2 Inclusive Practice

3.4 The Wider Context

SignedManager

Date



Thundersley Congregational Church Christian Pre School
Kenneth Road
Thundersley
Essex
SS7 3AL
07913178982

Dear

Overdue Account

Re: Invoice Date
Amount

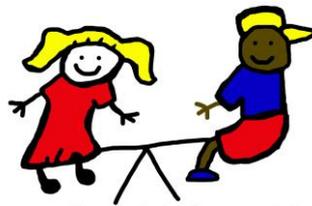
According to our records your account is now overdue. Please forward your remittance for £

If you have already paid the fees within the last 7 days, please accept our apologies for contacting you regarding this matter.

If you have any queries please contact Terri on 07913178982.

Yours sincerely

T.C.C. Christian Pre-School



TCC CHRISTIAN PRE-SCHOOL

Thundersley Congregational Church Christian Pre School
Kenneth Road
Thundersley
Essex
SS7 3AL
07913178982

Dear

Re: Invoice.....

With reference to my letter of regarding the overdue fees of (child's name).

The amount of £ is still outstanding. If the full amount is not received within 7 days further action will be taken to recover the debt.

.....will be unable to attend pre-school until the outstanding fees have been paid.

I enclose a copy of our invoice for your reference.

Please forward a cheque made payable to T.C.C. Christian Pre School.

Yours sincerely

T.C.C. Christian Pre School



Thundersley Congregational Church Christian Pre School
Kenneth Road
Thundersley
Essex
SS7 3AL
07913178982

Dear

Re: Invoice **Final Warning**

I am writing further to my letter of _____ regarding the overdue fees owed.

The amount of £ _____ is still outstanding. If the full amount is not paid within 7 days T.C.C. Christian Pre School will have no alternative but to commence with legal proceedings through the County Court. No further reminders will be sent.

I enclose a copy of the invoice for your reference.

Please forward a cheque made payable to T.C.C. Christian Pre School.

Yours sincerely

T.C.C. Christian Pre School