

### Background

From time to time the Society experiences situations where, after repeated reminders, families simply refuse to pay what they owe in program or transportation fees. As a community we have committed to pay these amounts as a responsibility to providing for the Christian Program at ESCE. Failure to do so places an extra burden on others in the community to meet the budget. We therefore seek ways to ensure the collection of all funds from families that have the means to pay.

### Policy

1. Families in arrears will be reminded to pay their fees by way of a letter mailed to their homes.
2. If families still do not comply a second letter will follow.
3. If families continue to avoid paying they will receive a phone call from the society office.
4. If payments (or arrangements for payments) of arrears are not made by April 1 (?), the re-enrolment package for the upcoming year will not be sent to the parent(s). A letter will be sent explaining why the enrolment package was not sent. Payment (or arrangement for payment) satisfactory to the Executive Director must be made before re-enrolment will be allowed.
5. If a family refuses to pay their fees and has a student in grade 12, that student will not be allowed to attend graduation celebrations.
6. Families may appeal to the Executive Director in person prior to the beginning of the school year.