



Blue Hills College

Debtor's Policy

1. Blue Hills College has two fee payment options:
 - A yearly fee, whereby fees are payable on the first day of the school year and before the end of January. A discount of 5% is allowed for this payment option
 - A monthly fee, whereby fees are payable through debit order on or before the first day of each month
2. The Blue Hills College fee payment policy will be strictly adhered to.
 - 2.1 Should the account not be paid on the 1st day of the month; for the monthly option; the following will apply:
 - A penalty of **R150** will be imposed on the account.
 - If the account remains in arrears up to 14 days a further **R100** will be charged.
 - 2.2 Should the account be outstanding 7(seven) days after it has become due the following will further apply:
 - The 5% discount allowed for the yearly option will fall off for any fees paid outside the stipulated period. The yearly option will automatically be converted to a monthly option.
 - A first payment reminder will be sms'ed to parents on the mobile numbers stated on the application form advising them that they are in arrears.
3. Should the account remain unpaid for 7(seven) days following the first payment reminder, a second payment reminder will be emailed advising the parents that they are in breach of their contractual obligations and that the learner will be suspended from classes within 7(seven) days should the account remain unpaid, unless alternative arrangements have been made.
4. Should Blue Hills College receive no communication, a letter of demand will be emailed/hand delivered through the child advising the parents about the withdrawal of educational services for the child, suspension from classes and withholding of the Term reports. The child will also be excluded from accessing the school internet/ WIFI.
5. Should the parents fail to respond within 7(seven) days after the suspension of the child the school will have no option but to take further legal action and list you as a defaulter with the Credit Bureau. This will also result in the automatic deregistration of your child as a learner at Blue Hills College
6. All correspondence with the parents will be recorded and any communication concerning arrangements for late payments must be in writing and addressed to the school Bookkeeper, and will be confirmed by Blue hills College, also in writing.

Blue Hills College is committed to providing the best possible and complete educational experience to our children. The payment of fees according to the school fees policy is of paramount importance to ensure that our service offering is not interrupted.