



LATE PAYMENT COLLECTION POLICY

POLICY STATEMENT

Karratha Community House Inc. (KCH) is a not-for-profit organisation delivering high quality programs with staff expertise in early learning. KCH has set fees appropriate to the level of resourcing and expertise required to facilitate these programs.

POLICY PURPOSE

This policy aims to reduce the risk of late or missed payments from members. It serves as a step-by-step guide for the organisation to enforce should a member miss a payment for enrolled programs.

LATE PAYMENT COLLECTION PROCESS

KCH reserves the right to enforce a late payment collection process should payments not be made within 7 days of due date.

One week after payment is due, members will receive a letter of demand to pay fees immediately.

At this point, placements in classes will be given to other members on the waiting list, unless alternative arrangements for payment have been made at discretion of Operational Manager.

For every week after the letter of demand has been issued, in which payments have not been received, KCH will charge an admin fee of \$15.

KCH will enforce a formal debt collection process should payments remain unpaid.

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