



## **Arrears Policy**

The following Arrears Policy for the pursual of long outstanding debts has been agreed by the Governing Body of Mountain Ash Comprehensive School and will be applied to all debts owed to the school.

- 1.** An invoice will be sent to the debtor, giving payment terms of 30 days.
- 2.** On the 31<sup>st</sup> day of the debt being outstanding, a statement will be sent to the debtor, outlining all outstanding debts.
- 3.** If the debt remains outstanding for a further 30 days, a final reminder will be sent to the debtor. No services will be provided to the debtor until the outstanding debt has been paid in full.
- 4.** After this time, if the debt remains outstanding, a referral will be made to the Headteacher and Governing Body for a decision on how the matter should further proceed.

**Updated:** Jan 18  
**Next update:** Jan 21