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FINANCIAL PROCESS FOR 2024

The purpose of this timeline is to clarify the process in which the Educational Centre will collect fees monthly or otherwise. Bridge Edu Centre adhere strictly to this timeline.

- Tutoring fees are payable over **12 months** for the year from **January to December**.
 - **Statements are issued on the 25th of each month for the following month.**
 - Fees are due and payable **in advance** by no later than the **3rd of each month.**
- 1) If an account has not been paid by the 7th, the Accounts Office will contact the parent.
 - 2) If payment has not been received by the 17th of the month, and no written payment arrangement was sent to the Accounts Department to arrange for late payment, a letter will be sent home with the student warning of temporary suspension effective until the account has been settled.
 - 3) Should the account remain unpaid by the 25th of the month, interest of 2% will be added to the compounded outstanding amount. The learner will be suspended with immediate effect until the account has been settled in full.
 - 4) If the account remains unpaid beyond 30-days, it will be handed over for collection to Accountability Debt collectors (registered Credit Bureau).

When a student is suspended, please do not blame the educational centre for following through on the financial timeline.

An account holder (parent/guardian) should take the initiative to contact the Accounts Department to make a payment arrangement and not wait for the Accounts Department to make contact first.

Payment arrangements will only be accepted when made in writing - No verbal payment arrangements will be accepted.

By signing this agreement, you agree to honour and respect the Centre's financial timeline/process flow as set out in this document.

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Parent one (1) full signature

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Parent two (2) full signature