

**Service Provider Name : River street early learning Centre**

## **Debit/Outstanding Fee Policy**

**Outstanding Fees will be processed in the following manner:**

Within seven (7) calendar days after the last payment was made, or last care offered, an invoice will be sent to the client requesting payment of outstanding fees. Outstanding fees are to be paid within seven (7) calendar days of the invoice, or contact made with the service provider to arrange a payment plan. At this point no additional services will be provided to the client.

If the outstanding fees remain unpaid at the end of the seven (7) calendar day period a second notice will be sent stating that failure to pay or commence a formal payment plan in the within the next fourteen (14) calendar days will result in your relevant client information being shared with debt recovery agencies and your name being entered on to a childcare debit register in order to recover the outstanding fees.

All Recovery Costs incurred as a result of this will be the Client's responsibility.

If you are placed on the childcare debt register (childcare blacklist) your Name, DOB and the amount you owe may be entered on to the national database provider [www.Redflagdata.com.au](http://www.Redflagdata.com.au).

All childcare Service Providers have access to this register, this may result in you being blacklisted from receiving further childcare services until all outstanding fees have been paid. At any time you may be removed from the register by paying the outstanding amount. No information from the register will be shared or sold or to any other agencies or third parties.

For further details on how your information will be used please see Red Flag Data's terms and conditions and privacy policy at [www.Redflagdata.com.au](http://www.Redflagdata.com.au).

(The Service Provider) understands the financial hardship which is experienced from time to time, and will assess deferred payments on a case by case basis. The Service Provider is responsible for assessing each individual case for approval.

I (Name) \_\_\_\_\_ have read, understand and agree the terms and conditions listed in this policy.

Signed \_\_\_\_\_

Date \_\_\_\_\_