Payments & Accounts Receivable Policy
Halton Waldorf School
2026

Purpose

Halton Waldorf School (HWS) relies on the timely payment of tuition and other school fees to support its programs and operations. This policy establishes clear expectations for account holders and outlines the process for handling missed payments or overdue accounts.

HWS recognizes that unexpected financial circumstances may arise and will make reasonable efforts to work with families where possible. All accounts will be managed consistently, respectfully, and fairly.

Once an enrollment contract is signed, it constitutes a binding financial agreement between the account holder and HWS.

Payment Responsibilities

Account holders are responsible for ensuring that all tuition and other fees are paid in accordance with the payment schedule established in their enrollment contract or other applicable agreement.

If an account holder anticipates difficulty making a scheduled payment, they are expected to contact the Finance Office before the payment due date whenever possible.

Failed or Returned Payments

A $30 administrative fee will be applied to any payment that is declined, returned, or otherwise unsuccessful, including cheques and pre-authorized debits.

The account holder remains responsible for arranging payment of the outstanding amount.

Overdue and Delinquent Accounts

An account is considered overdue when a payment has not been received by its due date.

An account will be considered delinquent when an invoice remains unpaid for more than 90 days.

Once an account becomes delinquent:

- the account holder will be required to contact the Finance Office and establish an Alternative Payment Plan; and
- the Alternative Payment Plan must be approved by the school and confirmed in writing.

An Alternative Payment Plan may address only overdue payments or establish a revised payment schedule for the full outstanding balance.

Once approved, the Alternative Payment Plan replaces the applicable payment schedule under the original agreement and becomes a binding financial commitment between the account holder and HWS.

Failure to Resolve a Delinquent Account

If an account remains delinquent and an approved Alternative Payment Plan has not been established within 90 days, HWS may require the student's withdrawal from the school in accordance with the enrolment contract.

Failure to comply with an approved Alternative Payment Plan may also result in the account being considered delinquent and may lead to further action by the school.

Accounts Referred to Collections

If an outstanding balance remains unpaid for 12 months, despite reasonable attempts by HWS to obtain payment or establish an Alternative Payment Plan, the account may be referred to a third-party collection agency.

Prior to referral, the account holder will receive written notice and a final opportunity to resolve the outstanding balance.

Administration and Review

The Finance Office is responsible for administering this policy, with oversight from the Administrative Director and the Board of Directors, as appropriate.

This policy will be reviewed periodically to ensure it continues to support the school's financial sustainability and remains consistent with HWS enrolment contracts and financial practices.