

Arrears Policy – September 2017

The arrears procedure detailed below will be followed for those in debt:

- If a monthly payment is missed the Parent / Guardian will be sent a reminder email by the Subs Secretary copying in the Section Leader(s) requesting for payment directly into the account within the next 7 days.
- Parent / Guardian to provide confirmation (via email) that this has been completed.
- If no reply is received a follow up email will be sent to Parent / Guardian giving a further 7 working days to reply.
- If no monies or reply received within 21 days an email will be sent to the Section Leader asking them to discuss with the Parents / Guardian the outstanding monies. Section Leader to provide confirmation of discussion and any agreement made to the Subs Secretary via email.
- If no monies or Subs are received for a second month an email from the Subs Secretary will be sent to the Section Leader(s) with copy to the Group Scout Leader asking them to suspend membership until the debt is cleared.
- No monies will be accepted for other activities until all Subs are up to date. Therefore members will not be able to attend activities such as Camp.
- If a Parent requires a longer period to repay the debt due a change in circumstances they should speak with the Section Leader / Group Scout Leader and agree upon a plan.

The Executive Committee