



Procedure for non-payment

In order to standardize our procedure in connection with any standing up receivables among the school's debtors, the management and the board at Poulstrup Friskole and Children's house adopted the following reminder procedure.

The management, with support from the office, is directly responsible for carrying out the procedure below.

The school board is responsible for checking that the procedure is maintained at the quarterly meetings reviews of the finances and that the chairman of the school board on an ongoing basis is informed of challenges and assists in connection with point 3.

It must be strongly pointed out that the involvement through the Debt Agency in connection with the recovery

of receivables is when all other options have been exhausted. The waiting time is incredibly long

The Debt Agency, and the chance of obtaining payment is further minimized. Although an amount is reported to the Debt Agency, work will continue on the recovery through own funds guidelines.

1. If payment is not received on time, the school secretary will send a reminder letter after 10 weekdays via VIGGO and per e-mail. The recipient is informed that it has been sent reminder letter for both emails.
2. If the debtor does not respond to the reminder letter or payment is not received before 5 weekdays, a new reminder letter is sent. Here, a meeting is called with the headmaster as well school secretary with a view to an agreement on the reduction of outstanding with a reasonable time horizon. Minutes will be taken at the meeting for later documentation.
3. When an agreement is reached between the school head and the debtor, this is expected to be respected. If not, the debtor will, 5 working days after breach of agreement, receive a summons to a meeting with the headmaster and chairman of the school board with a view to a new agreement on reduction.



4. If there is no response to point 2 or point 3, or the agreement is breached once more according to section 3,

the debtor is notified that non-payment of school fees and SFO payment after 5 weekdays, will be transferred to the Debt Agency cf. § 2, subsection 4 of Legislative Decree No. 1332 of 16 June 2021 on recovery of debt to the public sector.

Likewise, the situation will be informed at the next school board meeting, where the school board in consultation with the management will assess whether the collaboration should end with the student.

Non-payment of day care is forwarded to the lawyer who runs our debt collection cases. It is not possible to recover these through the Debt Agency. Basically, we encourage you to contact the head teacher if you have any challenges with the monthly payments.

We have various options for financial help, and this is of course something that is going on confidentiality, and under a duty of confidentiality.