

INTERNATIONAL TOUR PROGRESS PAYMENT SCHEME POLICY

Policy number	IPS - 001	Version	1.0
Policy Group	International Tours	Recommended by the International Programs Subcommittee and Finance Committee	3 Oct 2017
Drafted by	Deneille Sutton	Approved by the Board	13 Oct 2017
Responsible person	Executive Officer	Scheduled review date	October 2020

INTRODUCTION

School Sport Australia endorses student participation in international sport programs in Australia and overseas. From time to time financial assistance may be required by participants to pay for an International Tour.

A progress payment scheme will be offered as an option to participants to pay for the tour over a longer period than prescribed by the Tour Official.

This arrangement is designed to assist families in which large payments may have an impact on their financial position and smaller regular payments over a longer period is more manageable.

PURPOSE

The purpose of this policy is to ensure that:

- All students chosen to attend an International Tour are not restricted to attend by their families' financial position.
- All funds are paid to School Sport Australia by participants attending International Tours.
- All student families and Tour officials are aware of the procedures for the progress payment scheme.
- All families with financial issues are treated consistently.

POLICY

The Progress payment scheme is only available to individual students participating on an endorsed School Sport Australia International Tour.

Credit Card payments are the only form of payment that will be received on the Progress payment scheme.

Policies can be established or altered only by the Board: Procedures may be altered by the Executive Officer.


Families need to sign a Progress payment scheme agreement stating that they abide to the payment terms and payment dates.


The Executive Officer shall ensure that payments are received, and that School Sport Australia is not exposed to financial loss.

The final balance is required before the participant attends the School Sport Australia International Tour. However, for late participant submissions or other exceptional circumstances the Finance Committee will review 'case-by-case' a payment extension beyond the International Tour dates.

A progress payment scheme will be no longer than 6 months from when the International Tour is completed.

AUTHORISATION

Signature of Chairman of International Programs Subcommittee: 

Signature of Chairman of Finance Committee: 

Date of approval by the Board: 13 October 2017

INTERNATIONAL TOUR PROGRESS PAYMENT SCHEME PROCEDURES

Procedure number	IPS - 001	Version	1.0
Drafted by	Deneille Sutton	Approved by Executive Officer	13 Oct 2017
Responsible person	Executive Officer	Scheduled review date	October 2020

RESPONSIBILITIES

It shall be the responsibility of the Executive Officer and Office Manager to implement this policy and monitor its effects.

It shall be the responsibility of the Office Manager to ensure that payments are processed via the Credit Card payment gateway on the dates agreed.

It is the responsibility of the Tour Leader to make parents aware of this policy when students are chosen to tour internationally.

PROCESSES

1. Applying for Progress Payment Scheme

A parent or guardian of the student invited on tour is to contact the School Sport Australia office by email to request access to the payment plan. The email is to be sent to the Executive Officer and cc'd to the Office Manager.

2. Approval of Progress Payment Scheme

SSA Office is responsible for the approval of the implementation of the payment plan.

The Executive Officer is responsible for the final approval of the implementation of the payment plan.

For late participant submissions, the Finance committee will review 'case-by-case' an option for a payment extension beyond the International Tour dates.

Any other exceptional circumstances the Finance committee will review 'case-by-case' a payment extension beyond the International Tour dates.

3. Implementation of Progress Payment Scheme

The Office Manager is responsible for notifying the applicant if approval has been given, or not to be placed on a payment plan.

On approval, the Office Manager is to email through the Payment Plan Agreement which is to be signed by the parent or guardian. This agreement will request credit card details and outline the payment installment date and amounts to be deducted.

Policies can be established or altered only by the Board: Procedures may be altered by the Executive Officer.

The Office Manager is responsible for the implementation of the credit card payments through School Sport Australia's credit card merchant services.

4. Management of Progress Payment Scheme

The Office Manager is responsible for ensuring credit card payments are processed on the due date until the payment is made in full.

If any payment fails processing on its due date School Sport Australia will manually process the supplied credit card the following week to cover the missed payment.

If the credit card fails, the manual processing School Sport Australia will contact the family for an alternative credit card.

If they continue to fail payments on the due date, the School Sport Unit of the state or territory will be notified of the outstanding amount and the child may be unable to attend the international tour.

On completion of the payment scheme the Office Manager is to contact the parent or guardian notifying them of completion of payment.

ATTACHMENTS

- Payment Plan Agreement

RELATED DOCUMENTS

-

AUTHORISATION

Signature of Executive Officer:



Name of Executive Officer: (Acting EO) Michael Grant

Date: 13 October 2017



PAYMENT PLAN AGREEMENT

Participants Name:	
International Tour:	

The details of the person entering into this agreement on behalf of the above-mentioned participant.

Name:	
Address:	
Contact Phone No.:	
Email:	
Relationship to Participant:	

Credit Card No.:	
Expiry Date:	
Cardholder Name:	
Signature:	

I hereby undertake to honour the financial commitment to School Sport Australia and agree to the regular automatic deduction of the credit card listed above, with the amount as detailed in the payment schedule below and until the total amount is paid.

PAYMENT SCHEDULE

Estimated tour cost		\$
Date	Payments	Running Balance

Note: The final balance is required before the participant attends the International Tour.

For late participant submissions or exceptional circumstances, the Finance Committee will review 'case by case' a payment extension beyond the International Tour dates.

The maximum timeframe for repayment is six months.

If any payment fails processing on its due date School Sport Australia will manually process the credit card the following week to cover the missed payment. If the credit card fails the manual processing School Sport Australia will contact you for an alternative credit card. If you continue to fail payments on the due date, the School Sport Unit of your state or territory will be notified of the outstanding amount and your child may be unable to attend the international tour.

By signing this formal agreement, I agree with the schedule above and the following:

- I understand and acknowledge my responsibility to School Sport Australia.
- I accept my financial commitments and financial obligations to School Sport Australia.
- It is my responsibility to ensure I have funds on the credit card to cover the payment on the due date.
- The balance will be paid in full by the due date.

Payee Signature:	
Payee Full Name:	
Date:	