

Debt Management Policy

WHC reserves the right to amend this policy at its discretion. The most up-to-date version can be downloaded from our website



Debt Management Policy

ELT manager	Director of Finance & Resources
Responsible officer	Director of Finance & Resources
Date first approved by BoM	June 2011
Date review approved by BoM	Approved by F&GP Committee 15 June 20 on behalf of the Board of Management
Next Review Date	April 2023
Equality Impact Assessment	4/5/2020

Reviewer	Date	Review Action/Impact	BoM
Director of Finance	18 Feb 2014	Changes to 5.2 relating to days provided for students & businesses to pay their debts. This now agrees with note on invoices sent stating that payment is due within 30 days	3 April 2014
MS	8 May 2017	Changes to 3.1 and separation of procedure	
RMP	29 Apr 2020	Change to 3.5 and 3.7	

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1 Purpose

The purpose of this document is to communicate to staff, student and company debtors the College strategy for the avoidance of bad debts arising, in meeting the College's financial obligations. This policy sets out the framework within which debt management will be administered within the College.

2 Policy

West Highland College UHI is committed to reducing the probability of bad debts arising. The College will ensure that a robust debt management procedure is adhered to by all relevant staff and is applied to all company and student sales transactions.

3 Scope

- 3.1 This policy applies to all staff with any involvement in the sales process. The College operates a policy whereby companies are required to pay for a service in advance of the service commencing, or at an agreed interval if authorised by the Director of Finance & Resources.
- 3.2 Students are required to pay their course fees or confirm application for funding at the time of registration, unless agreed otherwise by the Director of Finance & Resources or the Principal.
- 3.3 The College operates an Instalment Plan, which can be applied to students if they, at the time of registration, have difficulty meeting the full cost of fees or whenever a student falls into arrears with their payment (refer to the Fee Instalment Policy for guidance).
- 3.4 The Instalment Plan is not intended to be applied to companies, however in exceptional circumstances, this can be considered and approval sought from the Director of Finance & Resources.
- 3.5 HE students applying for registration with SAAS should do so preferably prior to College induction, but no later than 31st December each year.
- 3.6 This policy also incorporates the procedure for recovery of Bursary overpayments.
- 3.7 This policy should be read in conjunction with the College Equality, Diversity & Inclusion Policy.

4 Responsibility

- 4.1 The Director of Finance & Resources is responsible for managing this policy.
- 4.2 The Directorate is responsible for ensuring that College management and staff adhere to this policy.
- 4.3 Appropriate members of Finance staff and relevant College staff are responsible for the effective operation of the Policy and Procedures.

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5 Review of Policy

This policy will be reviewed every 3 years or whenever changes affect it, whichever is earlier.