The following guidelines are issued by the Peregian Beach College Board:

1. On expiry of the due date for payment of school fees, a Reminder Notice is sent, giving families fourteen days to pay.

2. If a suitable response is not received within fourteen days, the Head of College or designated person will contact the family by phone.

3. If there are no obvious extenuating circumstances, the Head of College or designated person may warn the family that the collection process will begin.

4. If suitable arrangements are unable to be made following the sending out of a Reminder Notice and personal contact, the Head of College or designated person may send out a Final Notice giving a further two weeks to pay.

5. If, after two weeks from sending the Final Notice no satisfactory arrangements have been reached and there appears to be no workable solution, then the account may be sent to a collection agency.