



SCHOOL FEE STRUCTURE

The School Fees will be supplied on a separate sheet

1. The school fees for the year are divided into 11 monthly payments.
2. School fees are payable one month in advance.
3. THE FIRST MONTHLY PAYMENT IS DUE ON THE **FIRST DAY** OF SCHOOL.
4. Discount available:
 - a. 7,5% discount if school fees are paid in full for the year (due by 31 January).
 - b. 5% discount if school fees are paid half yearly (due by 31 May).
5. Accounts not settled within 60 days will be charged interest at 2% per month.
6. The first monthly statement will be sent out within the first two weeks of school and will reflect the following information:
7. School Fees for Period #1 (January) which SHOULD reflect a Nil balance (pre-paid – first day of school).
8. School Fees for Period #2 (February).
9. Kindly be advised that all charges associated with cash deposits, including the purchasing of school uniform on a cash basis, will be debited to your school account. The preferred method of payment is by making use of EFT's or stop orders. Kindly note that stop orders need to be initiated by the parent, not the school.
10. Always remember to use your account number as the reference.
11. The Working Capital Development fund is an endeavour which we initiated, an annual charge on the account of all parents. The reason for the name Capital is that the intention is that the funds be **utilised for capital improvements** in the school. There may still be one or two fund-raisers which the PTA will initiate but those funds are managed by that specific committee.

POLICY ON CHARGES

1. A written notification will be issued each year with the new academic year's school fee structure. Fees are payable over 11 periods, from January to November.
2. School accounts are payable in advance. Accounts will be sent home with the learner¹ towards the end of each month. Payment by cash, cheque or internet-banking is due before the 7th working day of the appropriate month (i.e. Period #2 due by the 7th February; Period #3 due by the 7th March etc). The monthly payment of school fees by means of a debit order is encouraged. Please contact your bank for assistance in this regard.

¹ A learner is defined as a child registered at Helderberg Primary School, who abides by the School's Code of Conduct, and whose school fees are not in arrears.

3. Charges/Fees/Interest on Outstanding accounts:
 - I. Interest at 2% (compounded monthly) will be applicable to all outstanding accounts which are not settled within 60 days.
 - II. Should the account not be settled within the 60 days, the responsible person(s) for the account is to contact the school immediately in order to make reasonable arrangements to settle the amount in arrears. Helderberg Primary School reserves the right to accept or reject these arrangements. Should the account not be settled during or after the start of the new school term the learner's report will be withheld.
 - III. Parents whose children have left the school whose accounts are in arrears will be handed over to a debt collection agency. The charges applicable to the fees incurred with debt collecting will be levied against the outstanding account.
 - a. Parents whose children have left the school, whose accounts are in arrears will be handed over to a debt collection agency. The charges applicable to the fees incurred with debt collecting, will be levied against the outstanding account.
 - b. Learners who are sent to school despite the School's request to keep their child at home until the outstanding amount is settled will be contacted to collect their child. Furthermore, Helderberg Primary School is not responsible for these learners where parents have defaulted on payments.
 - IV. In addition to same, the learners report card will be withheld.
4. If accounts have not been settled in full by the end of the year, parents will not be able to re-register their children until the previous year's fees are settled.

Parents are required to re-register their child for the following year at the end of the preceding year. The registration form should be accompanied by proof of payment or cash for the child's current period #1 school fee. Note that the difference in the annual increase of school fees (if any) will be debited to the learner's first school account of the new school year.

5. A discount, when there is more than one child attending from the same home, is applicable.
6. Early payment: when accounts are paid in full for the year or half year, within the **FIRST 2 WEEKS** of school opening, a discount will be allowed.
7. Due to the prevailing uncertainty of economic conditions, all charges listed may be changed, by action of the School Board, with a minimum of one month's notice.
8. In the case of the planned withdrawal of a learner, one month's notice is required. Failing to give notice, the parent will be liable for that month's fees.
9. A non-refundable application/registration fee will be charged for every application to the school.
10. Personal items of stationery such as exercise books, pens, pencils, etc. can be purchased on account at the office, provided that the account is not in arrears.
11. Should any issued textbooks, reading books or modules be damaged or lost, the parent will be notified and the replacement value debited to the learner's account. This will also apply to the loss of library books.