



POLICY ON CHARGES

1. Communication will be circulated each year with the current school fee structure. Fees are payable over 11 periods, from January to November.
2. School accounts are payable in advance. Accounts will be emailed towards the end of each month. Payment by 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.
3. Interest at 2% per month will be charged on accounts not settled within 60 days.. Parents who have not settled the previous term's fees by the beginning of the new term will not qualify to have their child/ren return to school until the account has been settled. Parents who contravene this rule will be contacted and will be required to collect their children immediately. Helderberg Primary School will furthermore not be held responsible for these learners until the account is settled.
4. If accounts have not been settled in full by the end of the year, parents will be notified that their children may not return to school.
5. A discount, when there is more than one child attending from the same home, is applicable.
6. Discount (7.5%) is given on annual fees if paid by 31 January and discount (5%) on half year fees if paid by 31 January and 31 May. Should you have any queries regarding the amounts, please do not hesitate to contact the office.
7. Parents who are members of the Seventh Day Adventist church administered by the Southern Africa Union, qualify for a SDA discount. Please email the secretary at admin@helderberggps.co.za.
8. 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.
9. In the case of the planned withdrawal of a learner¹, one month's notice is required. Failing to give notice, the parent will be liable for that month's fees.
10. A non-refundable application/registration fee will be charged for every application to the school.
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.

I hereby acknowledge that I have read, understood and accept the above policy with regard to charges at Helderberg Primary School.

(Please complete in PRINT)

LEARNER NAME & SURNAME	
GRADE	
NAME & SURNAME	
CIRCLE	PARENT / GUARDIAN
SIGNATURE	
DATE	
NAME OF WITNESS	
SIGNATURE OF WITNESS	

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