



Dear Parents

### **SCHOOL FEES 2018**

After due consideration by the Governing Body, fees for the 2018 school year have been set at R2 869.40 per pupil per month which amounts to R28 694.00 per annum, payable in advance. This was approved at the AGM on Tuesday 07<sup>th</sup> November 2017.

#### **Reason for school fees**

The government supplies the school with 1 principal, 10 teachers, 1 administrative staff member and 1 maintenance staff member.

The Governing Body considers it necessary to employ additional teachers, as well as additional administrative and maintenance staff.

Over and above staff costs, the school also has its running costs. The State contribution to the school is less than 5% of our running costs.

#### **Parents obligations**

Parents are liable to pay the fees set at the AGM. Statements will show the amount due for the whole year. Monthly statements will reflect your month's fees being deducted from the Annual amount as payments are made.

## Payment of School Fees:

### Payment methods:

The annual school fee of R28 694.00 can be paid in the following ways:

A. Annual payment

Full payment of the annual school fee by 31<sup>st</sup> January 2018. Those parents who choose this option will receive a discount of 5%. The amount to be paid under this option will thus be R27 259.30 (full settlement of the school fees for the year).

Any parent who has chosen to take advantage of this option and has not paid by 31<sup>st</sup> January 2018 will automatically be reverted to the monthly option.

B. Monthly payment

The annual school fee can be paid in 10 monthly payments of R2 869.40 each, from 1<sup>st</sup> February 2018 to 1<sup>st</sup> November 2018 inclusive.

C. Debit Order

A preferable method of payment is by means of automatic debit order whereby the school receives 10 monthly payments each, from 1<sup>st</sup> February to 1<sup>st</sup> November inclusive. This is affected by a payment or debit order system via parents' individual bank accounts. You are encouraged to consider this convenient option which assists the school's financial management and which the majority of parents choose. As we sometimes have debit orders returned from the bank, it is imperative that parents ensure that the necessary funds are in the bank. **Once a debit order has been returned more than twice the account will automatically be changed to monthly payments and the debit order cancelled by the office.**

The debit order instruction form is on page 4 for your consideration. To assist our financial planning kindly complete and return it to the school by Friday the 24<sup>th</sup> November 2017 at the latest for implementation on 1<sup>st</sup> February 2018.

**Parents who are currently on the debit order system still need to complete new forms.** However, any parents who wish to cancel or otherwise change their existing arrangements must please inform the school in writing by the 24<sup>th</sup> November 2017.

Parents who are new to debit orders and feel they need guidance on the matter should contact the Bursar's office.

**PAYMENT OF SCHOOL FEES FOR 2018**

**SCHOOL FEES 2018**

**Kindly select one of the following :**

A. I will pay the School Fees in full before 31 January 2018 and get 5% discount

B. I will pay the School Fees by means of automatic debit order and the form is returned herewith.

C. I have filled in the debit order form with the new amount.

D. I will pay the School Fees on a monthly basis, with payment being made on or before the 7<sup>th</sup> day of the month

E. I will pay the school fees on a quarterly basis, with payment being made within the 1<sup>st</sup> week of each term. Annual ÷ 4 = Quarterly

**Banking details are as follows for parents who wish to do electronic transfers. Please use your account number which appears on your statement AND state your name as a reference:**

**Kronendal Primary School  
First National Bank  
Account No: 53452884035  
Branch Code: 204009  
Ref: Account No and Name**

*As it is important for our administration department to receive this information please ensure that this is returned timeously. The class teachers will check returns but not open the envelopes so that information remains confidential.*

Parent's Name: \_\_\_\_\_

Child's Name : \_\_\_\_\_ Class: \_\_\_\_\_

Parent's Signature : \_\_\_\_\_ Date : \_\_\_\_\_

DEBIT ORDER INSTRUCTION 2018

(Name of Debtor) \_\_\_\_\_

(Name of Child/dren) \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

CODE \_\_\_\_\_

The details of my/our bank account are as follows:

ACCOUNT HOLDER \_\_\_\_\_

BANK \_\_\_\_\_ BRANCH CODE \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_ TYPE OF ACCOUNT \_\_\_\_\_

**SCHOOL FEES PER MONTH PER CHILD: R2 869.40**

AMOUNT OF MONTHLY DEBIT ORDER R \_\_\_\_\_

**I/We hereby request, "instruct" and authorise you to draw against my/our account with the above mentioned Bank (or any other bank or branch to which I/we may transfer my/our account) the sum of R..... ( ), being the amount necessary for payment of the instalment due in respect of the abovementioned, on the first day of each month from February to November for each year of the duration of my daughter/son's stay at Kronendal. All such withdrawals from my/our bank account by you shall be treated as though they had been signed by me/us personally.**

In the event of an increase in the school fees and/or outstanding balance being carried over from a previous year, I hereby request, "instruct" and authorise you to increase the monthly payment on a pro rata basis so as to cover such increase and/or outstanding balance, without prior reference to me.

**I/We agree to any bank charges relating to this debit order instruction.**

This authority may be cancelled by me/us giving you 30 days' notice in writing, sent by prepaid registered post, whereby you will cancel the debit order. I/we understand that I/we shall not be entitled to any refund of amounts which you may have withdrawn while this authority was in force if such amounts were legally owing.

SIGNED AT..... ON THIS..... DAY OF  
..... 20.....

SIGNATURE \_\_\_\_\_