



Laerskool Bredasdorp Primary School

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Circular: 45

The following information is very important. You are kindly requested to read it carefully and keep the document for reference through the course of 2023.

SCHOOL FEES 2023: GR. 1 TO 7

Dear Parents / Guardians

At the annual budget meeting of 25 October 2022, to which all parents were invited, the following resolutions were adopted:

1. SCHOOL FEES GRADE 1-7 2023

School fees amount to **R14 905.00** per learner, per year.

2. SCHOOL FEES PAYABLE ANNUALLY IN ADVANCE

School fees are payable annually in advance on **1 January** of the relevant school year and can, with the approval of the School Governing Body, also be paid as follows:

• ONCE OFF:

The amount of **R14 905.00** before or on 28 FEBRUARY 2023.

• MONTHLY:

11 Equal monthly installments of **R1 355.00**, each payable from 1 January to 1 November 2023. (Payable on or before the 7th day of each month).

3. PAYMENT METHODS

- CASH** at the financial office, with the **family account number** or learners name and surname as reference.
- ELECTRONICALLY** into the school's bank account. Please use your **family account number** with learner's name and surname as reference.
- DEBIT ORDERS**
 - You must complete a new debit order form EVERY year. **Forms are available at the financial office.**
 - Debit orders are run from January to November, on the **1st, 15th, 26th and 31st**. Unfortunately, no other dates can be handled.
 - It is your responsibility to ensure that the debit orders are recovered from your account. Let us know immediately if you have any problems or if your bank details have changed.
 - Debit orders returned for the second time will be cancelled by the school and you will be notified to make the monthly payment yourself.
 - Parents will be responsible for any bank charges and / or fines charged by the bank due to returned debit orders. Such costs will be added to your account.

Banking details: Bredasdorp Primary School, ABSA 178 014 3378

4. MONTHLY STATEMENTS

- School fee statements are sent out manually or electronically on a monthly basis. **Please ensure that your contact details on our system are correct and complete at all times.**
- If you do NOT receive a statement, you are still obliged to pay school fees and enquire at the school about the account. The non-receipt of a school fee statement cannot be used as an excuse for not adhering to your payment arrangement. It remains your responsibility, as a parent/guardian, to stay up to date with the payment of school fees as per your agreement with the school.

5. ACCOUNTS IN ARREARS

As soon as an account becomes overdue for more than 60 days, the full outstanding ANNUAL BALANCE, as at the date of non-payment, becomes immediately payable in full and the following steps will be followed:

- You will receive an official notice from the school either by sms, e-mail or telephone call.
- You then have 10 (TEN) working days to come up to date with your payment or to enter into a payment agreement / arrangement as set out below in paragraph 6 of this document.
- If no agreement or arrangement is reached after 10 (TEN) working days, the school will take legal action to collect the FULL OUTSTANDING amount. All costs in this regard will be for your account.

6. DEVIATION FROM SCHOOL FEE AGREEMENT

- Any arrangements regarding deviation from your original agreement can ONLY be made by submitting a written request to the school - this request must be approved by the Finance Committee. However, you remain responsible for payment as per your original agreement with the school, until the Finance Committee has come to a decision and notified you in writing.
- **NO** payment arrangements are carried over from one year to the next.
- **NO** telephonic arrangements will be accepted.

7. APPLICATION FOR EXEMPTION/REDUCTION OF SCHOOL FEES

Both biological parents are liable for the payment of school fees in terms of Section 39 of the Schools Act, unless AND to the extent that he / she is exempt from payment in terms of the Act.

- If it is financially difficult or impossible to pay the school fees, you are entitled, according to the South African Schools Act 84 of 1996, to apply for **total, partial or conditional** exemption from school fees.
- The necessary forms for this application can be requested at the finance office.
- Applications will be submitted during an interview process. These compulsory interviews are scheduled for **21 and 22 November 2022 from 5pm to 8pm**. Applications **MUST** be complete and **ALL** the supporting evidence **MUST** be attached. If an application is incomplete, it will be returned. An application will only be accepted and processed when it is complete.
- All applications will be dealt with according to the formal application process, stipulations and sliding scale of the Schools Act. Both biological parents' information must be submitted.
- Until the application is processed, however, you remain responsible for payment of the full amount.
- If you need assistance with the application process, you are welcome to contact the school and make an appointment in this regard.

BOTH BIOLOGICAL PARENTS AND / OR WHERE APPLICABLE, ANY GUARDIAN, OF EACH LEARNER ARE LIABLE, JOINTLY AND SEPARATELY FOR THE PAYMENT OF SCHOOL FEES.

8. ANNEXURES

Please take notice of the attached annexures and return the completed forms to your oldest child's register teacher/s on or before **Friday, 4 November 2022**.

- 8.1 Appendix A (**ALL** parents MUST complete this form annually and sign and return it to school, regardless if you want to apply for exemption or not).
- 8.2 School Fee Agreement 2023.

We would like to appeal to all parents to be positive about the payment of school fees and we trust that you will treat it as a priority. We rely on your co-operation in this regard.

Thanks in advance.

MRS. M. FRASER
ACTING PRINCIPAL

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Always be kind!