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Collection of School Fees Policy

1. School Fees are set by the School Governing Body during the budgeting process in October of the academic year.
2. Notice of the Annual General Meeting is given.
3. All parents receive a copy of the proposed budget via internal mail. ?
4. Parents are invited to peruse the Audited Statements and discuss the Annual Budget at the Annual General Meeting of the School Governing Body.
5. Parents have the right to review the budget for 14 days before voting on accepting the proposal.
6. Parents are informed of their right to apply for exemption of school fees.
7. Parents are informed that the amount exempted is not paid for by the WCED or National Department of Education, but the parents who can afford to pay school fees.
8. Invoices are sent out eight times a year.
9. The School Fee Manager follows up on fees not paid. Telephone contact is made and settlement agreements are discussed.
10. Payment plans are agreed upon.
11. In serious cases when families are experiencing hardships, the school fee is either written off or deferred until later.
12. FinCom review the state of school fee accounts 10 times a year at the Finance Meeting.
13. In the case of serious non-payment Fincom will present GENCO (General Committee of the Governing Body) with the case and action will then be decided upon.
14. We have generated an exceptionally good relationship with our parents. This sees a high level of school fee payment. In some cases of non-payment, and with persistent lack of response from parents, the account will then be handed over to the attorneys.
15. Credit service is used at the discretion of the BOG in lieu of outstanding fees.