

# School Fee Policy

Acts House of Education is a registered NPC (Reg No: 2015/425722/08) that relies on the prompt payment of school fees to uphold all operational functions of the organization.

- 1.1 **A non-refundable registration fee of R600 per Student is payable with a new application.**
- 1.2 **A non-refundable utility fee of R5 000 is payable per Student upon acceptance of a new student.** If, subsequent to entering into this Contract, the Learner does not take up a place at the school (save for by reason of death or long-term hospitalisation) the Parents will not be refunded the utility fee. The utility fee will be kept by the school as a reasonable cancellation fee for the learner's withdrawal.
- 1.3 An offer of a place for a learner at the school is accepted by the Parents signing this contract. One month's installment of tuition fee (based on the fee option selected) and the utility fee per student is payable upon acceptance.
- 1.4 Students are strictly prohibited to pay school fees at the office on behalf of their parents/guardians. The school does not take responsibility for fees sent to school with a student and will not issue a receipt.
- 1.5 The school will NOT accept any uniform payments. Uniform payments that are made to the school account will not be refunded, but rather used as credit toward tuition fees.
- 1.6 School fees are payable, in advance, **before the 1<sup>st</sup> day of each calendar month**. Fees are payable by debit order, EFT or Credit Card. Acts House of Education does not accept cheques.
- 1.7 A statement will be issued to update you on your current balance and remind you of any outstanding amounts, or interest incurred on overdue accounts.
- 1.8 Accounts not paid within 30 days become subject to prime interest rate.
- 1.9 A first notice of payment will be issued after 30 days outstanding. If after 90 days your account is still not settled, it may result in your account being handed over for debt collection. During the 30–90-day period the debtor will be liable for all additional costs incurred related to debt collection.
- 1.10 Any unpaid debit orders will be charged to the account holder to cover any costs incurred by the school.
- 1.11 If the deadline of 31 January has not been met for Plan A payments, the Plan A option will automatically default to the Plan B option of 11 months in advance payments. **For Plan A payments, if the learner is transferred during the year or the contract is terminated, then the discount amount given at the beginning of the year will be removed and the balance of the payment will be refunded taking into account any other arrear amounts reflecting on the statement.**
- 1.12 **Debit orders are COMPULSORY when choosing Plan B (11-month option).**
- 1.13 The Parent is entitled to elect (at enrolment and/or by 01 November of the previous school year) whether to pay school fees annually, termly or monthly. The total costs of which will be set out in a fee structure and communicated to you on enrolment and in advance of any increase in school fees. **Ancillary charges e.g., outings, in-visits, robotics/IT levy etc. will be added to your school account as monthly payments, however the parent can choose to pay these items once off or termly. The School Bursar can be contacted to make the necessary changes.**
- 1.14 The Parent has a right to cancel this contract at any time, for any reason, provided that the parent gives the school ONE CALENDAR MONTH'S (from 1<sup>st</sup> to the last day of the month) NOTICE PERIOD IN WRITING, before the withdrawal of the learner from the school. **A Student Exit Form must be completed which will be considered as the official notification for termination of the school contract with Acts House of Education. Without the completed Student Exit Form being returned to school, the school cannot process the termination request.**

- 1.15 A month's fee is payable to the school in lieu of notice. Such an amount is due and payable on the first day of the month which would be the final month of schooling if the appropriate notice had been given. Should the Parents have elected to pay any additional fees in advance, those fees will be credited in proportion to the months used/remaining, less any amount payable in lieu of the appropriate notice and any other outstanding balance as per the statement. In the case of Plan A once off tuition fee payments then item 1.11 above will be implemented.
- 1.16 The Parent will be responsible for the payment of school fees until the termination date indicated on the Student Exit Form, even if the child leaves before the notice period is up. Any School records will not be forwarded to the new school until payment of all outstanding amounts are paid in full or a payment arrangement has been made with the School's Bursar.

**Please send any school fee inquires to the school bursar, Mrs. Serena Reddy Melo, at [accounts@actshouse.com](mailto:accounts@actshouse.com)**

# SCHOOL FEE STRUCTURE FOR 2023

## Grade RR to R

NEW ENROLMENT		
Registration Fee	R 600 once off	Non-Refundable. Due with completed application form.
Utility Fee	R 5 000 once off	Non-Refundable.
First Instalment	Minimum of 1 Month's Tuition Fees (based on the payment plan selected).	Due Immediately Upon Acceptance.

PAYMENT PLANS on an Annual amount of R 42 862.26 (Please circle one option below)				
Tuition fees must be paid in advance before the 1 <sup>st</sup> day of every calendar month				
<b>PLAN A</b>	<b>Once Off</b> (10% Discount on Annual Amount)	<b>Due:</b> Before 31 January 2023	1 <sup>st</sup> Child (R4 286.23) 2 <sup>nd</sup> Child – 10% discount (R3 857.60) 3 <sup>rd</sup> Child – 15% discount (R3 643.29) 4 <sup>th</sup> Child – 20% discount (R3 428.98)	R 38 576.03 R 34 718.43 R 32 789.63 R 30 860.83
<b>PLAN B</b>	<b>11 Months</b> January - November	<b>Due:</b> 1 <sup>st</sup> of every month	1 <sup>st</sup> Child 2 <sup>nd</sup> Child – 10% discount 3 <sup>rd</sup> Child – 15% discount 4 <sup>th</sup> Child – 20% discount	R 3 896.57 R 3 506.91 R 3 312.08 R 3 117.26
<b>PLAN C</b>	<b>Termly Option</b> 4 Payments	<b>Due:</b> 1 January 2023 1 April 2023 1 July 2023 1 October 2023	1 <sup>st</sup> Child 2 <sup>nd</sup> Child – 10% discount 3 <sup>rd</sup> Child – 15% discount 4 <sup>th</sup> Child – 20% discount	R 10 715.57 R 9 644.01 R 9 108.23 R 8 572.45

ANCILLARY CHARGES			
<b>In-visits &amp; School Readiness Assessment for Grade R</b>	<b>Billed termly: -</b> In-visits	<b>Due:</b> Before the event. School readiness assessment will be due as arranged by the HOD.	<b>The cost of these in-visits and the school readiness assessment will be invoiced to your school account.</b>
<b>Aftercare</b>	<b>Billed monthly:</b> Billed at R50 per day, from 14:30 – 17:30 <b>(a late penalty fee of R 100 applies to every 15mins for pickup after 17h30)</b>	<b>Due:</b> The aftercare fees will be calculated from the 21st of the last month until the 20th of the next month.	Amount subject to attendance for the billing period. This billing will be added to your school account.

# SCHOOL FEE STRUCTURE 2023

## Primary School - Grade 1 to 6

NEW ENROLMENT		
Registration Fee	R 600 once off	Non-Refundable. Due with completed application form.
Utility Fee	R 5 000 once off	Non-Refundable.
First Instalment	Minimum of 1 Month's Tuition Fees (based on the payment plan selected).	Due Immediately Upon Acceptance.

PAYMENT PLANS on an Annual amount of R 51 107.47 (Please circle one option below)				
Tuition fees must be paid in advance before the 1 <sup>st</sup> day of every calendar month				
<b>PLAN A</b>	<b>Once Off</b> (10% Discount on Annual Amount)	<b>Due:</b> Before 31 January 2023	1 <sup>st</sup> Child (R5 110.74) 2 <sup>nd</sup> Child – 10% discount (R4 599.67) 3 <sup>rd</sup> Child – 15% discount (R4 344.14) 4 <sup>th</sup> Child – 20% discount (R4 088.59)	R 45 996.73 R 41 397.05 R 39 097.21 R 36 797.39
<b>PLAN B</b>	<b>11 Months</b> January - November	<b>Due:</b> 1 <sup>st</sup> of every month	1 <sup>st</sup> Child 2 <sup>nd</sup> Child – 10% discount 3 <sup>rd</sup> Child – 15% discount 4 <sup>th</sup> Child – 20% discount	R 4 646.13 R 4 181.52 R 3 949.21 R 3 716.91
<b>PLAN C</b>	<b>Termly Option</b> 4 Payments	<b>Due:</b> 1 January 2023 1 April 2023 1 July 2023 1 October 2023	1 <sup>st</sup> Child 2 <sup>nd</sup> Child – 10% discount 3 <sup>rd</sup> Child – 15% discount 4 <sup>th</sup> Child – 20% discount	R 12 776.87 R 11 499.18 R 10 860.34 R 10 221.49

ANCILLARY CHARGES			
<b>Outings / In-visits / Sports Events &amp; Benchmarking exams</b>	<b>Billed termly: -</b> Outings/In-visits/Sports Events	<b>Due:</b> Before the event. Benchmark exams will be due as arranged by the HOD.	<b>The cost of the outings / in-visits &amp; sports events will be invoiced to your school account.</b>
<b>Robotics / IT Levy</b>	<b>Billed monthly:</b> Billed from Jan to Nov.	<b>Due:</b> by the 1 <sup>st</sup> of each month. This billing will be added to your school account.	Foundation Phase – IT Levy (Grade 1 to 3) – <b>R 170 per month</b> Intermediate Phase – Robotics / IT Levy (Grade 4 to 6) – <b>R 200 per month</b>
<b>Aftercare</b>	<b>Billed monthly:</b> Billed at R50 per day, from 14:30 – 17:30 <b>(a late penalty fee of R 100 applies to every 15mins for pickup after 17h30)</b>	<b>Due:</b> The aftercare fees will be calculated from the 21 <sup>st</sup> of the last month until the 20 <sup>th</sup> of the next month. This billing will be added to your school account.	Amount subject to attendance for the billing period.

# SCHOOL FEE STRUCTURE 2023

## Primary School - Grade 7

NEW ENROLMENT		
Registration Fee	R 600 once off	Non-Refundable. Due with completed application form.
Utility Fee	R 5 000 once off	Non-Refundable.
First Instalment	Minimum of 1 Month's Tuition Fees (based on the payment plan selected).	Due Immediately Upon Acceptance.

PAYMENT PLANS on an Annual amount of R 52 796.08 (Please circle one option below)
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Tuition fees must be paid in advance before the 1<sup>st</sup> day of every calendar month

<b>PLAN A</b>	<b>Once Off</b> (10% Discount on Annual Amount)	<b>Due:</b> Before 31 January 2023	1 <sup>st</sup> Child (R5 279.61) 2 <sup>nd</sup> Child – 10% discount (R4 751.65) 3 <sup>rd</sup> Child – 15% discount (R4 487.67) 4 <sup>th</sup> Child – 20% discount (R4 223.69)	R 47 516.47 R 42 764.82 R 40 389.00 R 38 013.17
<b>PLAN B</b>	<b>11 Months</b> January - November	<b>Due:</b> 1 <sup>st</sup> of every month	1 <sup>st</sup> Child 2 <sup>nd</sup> Child – 10% discount 3 <sup>rd</sup> Child – 15% discount 4 <sup>th</sup> Child – 20% discount	R 4 799.64 R 4 319.68 R 4 079.70 R 3 839.71
<b>PLAN C</b>	<b>Termly Option</b> 4 Payments	<b>Due:</b> 1 January 2023 1 April 2023 1 July 2023 1 October 2023	1 <sup>st</sup> Child 2 <sup>nd</sup> Child – 10% discount 3 <sup>rd</sup> Child – 15% discount 4 <sup>th</sup> Child – 20% discount	R 13 199.02 R 11 879.12 R 11 219.17 R 10 559.22

ANCILLARY CHARGES			
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Outings / In-visits / Sports Events & Benchmarking exams	<b>Billed termly: -</b> Outings/In-visits/Sports Events	<b>Due:</b> Before the event. Benchmark exams will be due as arranged by the HOD.	The cost of the outings / in-visits & sports events will be invoiced to your school account.
Robotics / IT Levy	<b>Billed monthly:</b> Billed from Jan to Nov.	<b>Due:</b> by the 1 <sup>st</sup> of each month.	<b>R 275 per month</b> This billing will be added to your school account.
Aftercare	<b>Billed monthly:</b> Billed at R50 per day, from 14:30 – 17:30  <span style="color: red;">(a late penalty fee of R 100 applies to every 15mins for pickup after 17h30)</span>	<b>Due:</b> The aftercare fees will be calculated from the 21st of the last month until the 20th of the next month.	Amount subject to attendance for the billing period. This billing will be added to your school account.

# SCHOOL FEE STRUCTURE 2023

## High School - Grade 8 to 12

NEW ENROLMENT		
Registration Fee	R 600 once off	Non-Refundable. Due with completed application form.
Utility Fee	R 5 000 once off	Non-Refundable.
First Instalment	Minimum of 1 Month's Tuition Fees (based on the payment plan selected).	Due Immediately Upon Acceptance.

PAYMENT PLANS on an Annual amount of R 53 728.93 (Please circle one option below)	
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**Tuition fees must be paid in advance before the 1<sup>st</sup> day of every calendar month**

PLAN A	Once Off (10% Discount on Annual Amount)	Due: Before 31 January 2023	1 <sup>st</sup> Child (R5 372.89) 2 <sup>nd</sup> Child – 10% discount (R4 835.60) 3 <sup>rd</sup> Child – 15% discount (R4 566.96) 4 <sup>th</sup> Child – 20% discount (R4 298.31)	R 48 356.04 R 43 520.43 R 41 102.63 R 38 684.83
PLAN B	11 Months January - November	Due: 1 <sup>st</sup> of every month	1 <sup>st</sup> Child 2 <sup>nd</sup> Child – 10% discount 3 <sup>rd</sup> Child – 15% discount 4 <sup>th</sup> Child – 20% discount	R 4 884.45 R 4 396.00 R 4 151.78 R 3 907.56
PLAN C	Termly Option 4 Payments	Due: 1 January 2023 1 April 2023 1 July 2023 1 October 2023	1 <sup>st</sup> Child 2 <sup>nd</sup> Child – 10% discount 3 <sup>rd</sup> Child – 15% discount 4 <sup>th</sup> Child – 20% discount	R 13 432.23 R 12 089.01 R 11 417.40 R 10 745.79

ANCILLARY CHARGES			
Grade Camps / Outings & Invisits / Sports Events (Grade 8-11)	Billed termly: Camps/Outings/In-visits/Sports Events	Due: Before the event.	The cost of these items will be invoiced to your school account.
Matric Farewell Grade 12	Billed once a year	Due: Before the event.	The cost of this item will be invoiced to your school account.
Benchmarking Exams & Grade 9 Career Development Assessment	Billing as arranged by HOD	Due: Before the exam / assessment.	The cost of these items will be invoiced to your school account.
Robotics / IT Levy	Billed monthly: Billed from Jan to Nov.	Due: by the 1 <sup>st</sup> of each month.	<b>R 275 per month</b> This billing will be added to your school account.
Aftercare	Billed monthly: Billed at R50 per day, from 14:30 – 17:30 (a late penalty fee of R 100 applies to every 15mins for pickup after 17h30)	Due: The aftercare fees will be calculated from the 21 <sup>st</sup> of the last month until the 20 <sup>th</sup> of the next month.	Amount subject to attendance for the billing period. This billing will be added to your school account.

## DEBIT ORDER INSTRUCTIONS:

**(Compulsory when choosing Plan B: 11-month payment plan)**

From: (Name and Surname of Debtor as per ID document) \_\_\_\_\_

(Address) \_\_\_\_\_

\_\_\_\_\_

### Debtor Bank Account Details:

Bank \_\_\_\_\_ Branch Name: \_\_\_\_\_

Branch Number/Code: \_\_\_\_\_ Account Number: \_\_\_\_\_

Account Type: Cheque  Savings  Transmission

I/We hereby instruct and authorize Acts House of Education 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 amounts specified below on the

**1<sup>st</sup> day of each month commencing on** \_\_\_\_\_ **or the**

**26<sup>th</sup> day of each month commencing on** \_\_\_\_\_ **and continuing (as the case may be).**

All such withdrawals from my/our bank account by Acts House of Education shall be treated as though they had been signed by me/us personally.

**Please debit my account for the following School Payment Plan:**

PLAN B: Monthly Tuition Fees over 11 months

**Debit order payments will be deducted from your account for Monthly Tuition Fees and ALL other Ancillary charges for that month e.g., Termly Outings / Camps / Invisits / Microbotics kits / IT Levy etc as per the statement, as well as any other ancillary costs that has been communicated by the school in writing. Aftercare fees will be calculated from the 21<sup>st</sup> of the last month until the 20<sup>th</sup> of the next month. The aftercare amount will be included with your debit order.**

I/We understand that the withdrawals hereby authorized will be processed by computer through a system known as the STRATCOL via D6 Education, and I also understand that the details of each withdrawal will be printed on my bank statement.

I/We agree to pay any bank charges related to this debit order instruction.

This authority may be cancelled by me/us by giving Acts House of Education thirty days' (30 days) notice in writing. I/we understand that I/we shall not be entitled to any refund of the amount which you have withdrawn while this authority was in force if such amounts were legally owing to you. Receipt of this instruction by you shall be regarded as receipt thereof by my/our bank.

### **Assignment:**

I/We acknowledge that the party hereby authorized to affect the drawing(s) against my/our account may not concede or assign any of its rights to any third party without my/our prior written consent. I/ We may not delegate any of my/our obligations in terms of this contract authority to any third party without prior written consent of the authorized party.

**Note: A stamped bank statement for this account should be attached for bank identification purposes.**

Signed at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Name of Account Holder

\_\_\_\_\_  
Signature of Account Holder