

Dear Parent / Legal Guardian

You must keep Annexures A and B for reference purposes, but you must please complete, sign and return Annexure C to the school.

Annexure A

SCHOOL FEES – DE AAR HIGH SCHOOL – 2016

This document contains very important information and you as parent or legal guardian must study it very carefully before completing, signing and returning the undertaking and acknowledgement of receipt to the school on Monday, 16 November 2015.

1.1 Please complete, sign the undertaking and acknowledgement of receipt (Annexure C) in its entirety and send it back to reach us not later than **Monday, 16 November 2015**. Failing to do so timeously, will result in your child **not being allowed at De Aar High School on 13 January 2016 due to incomplete documentation**. A separate form must be completed **for every child enrolled at De Aar High School**. We cannot update our system without your help in this regard.
The information on Annexure B contains legal aspects that must be studied very carefully.

1.2 **The school fees for 2016 are the following:**

* R 980,00 per learner **per month for 10 months** (first payment by 7 February 2016, final payment by 7 November 2016.)

* R 2 450,00 per learner **per term**.

* R 9 600,00 per learner **per annum** if the full amount is paid **before 28 February 2016**. Thereafter the **R200 concession** is payable on down payments, i.e. R9 800,00 for the year.

You as parent(s) decide by yourself how you are going to pay. The option that you will exercise here, will be binding for follow-up purposes. (SCHOOL FEES ARE PAYABLE IN ADVANCE.) 2% Monthly interest will be charged on all outstanding amounts from 1 March 2016 (30 days in arrears).

1.2.1 Should you pay **monthly**, the **first installment is payable before 7 February 2016** and the final payment **must be paid in full by 7 November 2016**. Post-dated cheques may be handed in at the school.

1.2.2 Should you wish to pay **quarterly**, payments must be made **within the first fourteen days of the new term**.

1.2.3 Should you wish to make a **once-off payment** of R9 600,00 per learner, the full amount is payable **before 28 February 2016**. Thereafter the **R200 concession** is payable on down payments, i.e. R9 800,00 for the year.

1.2.4 SCHOOL FEES ARE COMPULSORY AND ENFORCEABLE

2. COLLECTION OF SCHOOL FEES

2.1.1 As you know, school fees are enforceable by De Aar High School, unless you qualify for full exemption. Regard this document as **notification in writing** that you are entitled to apply for possible exemption from school fees. Forms for this purpose must be collected personally by the parent / guardian from Ms Myburgh, and will be available from 13 January 2016. The fully completed documentation must reach the school on / before 1 February 2016.

2.1.2 Should your account fall into a **position of 90 days (3 months) in arrears** during any time of the year, the new process with regard to collection will be initiated. (See quoted sections – paragraph 3 – Annexure B). All legal requirements will be complied with up to the handing over for collection by our legal representatives.

2.1.3 After this process has started, **NO** written or telephonic arrangements or promises will be accepted. Thus, make the necessary arrangements in **WRITING** during January 2016 for the regular payment of your child(ren)'s school fees to avoid handing over to our attorneys. Direct your application to the Principal, De Aar High School.

2.1.4 By signing this document you declare that you are familiar with the contents thereof and acknowledge receipt thereof. For any further queries, contact Ms Myburgh at 053 631 3691 or visit her Mondays to Fridays at the school before 13:00.

3. FINANCIAL ASSISTANCE – SCHOOL FEES: DE AAR HIGH SCHOOL

This document contains very important information and you as parent or legal guardian must study it carefully, complete the acknowledgement of receipt at the bottom of Annexure C and return it to the school on Monday, 16 November 2015.

“In terms of Article 39 a parent or legal guardian is responsible for the payment of school fees, unless and to the extent that a parent is exempted from payment in terms of the South African Schools Act 84 of 1996.

A public school may enforce the payment of school fees by parents, responsible in terms of Article 40, through legal process, should it be found that a parent does not qualify for exemption of the payment of school fees.

A public school may act if and when –

- (a) the school can provide proof that a written notification was delivered to the parent by hand or registered mail and that the parent failed to apply for exemption as stated in Article 39, and
- (b) despite the notification in paragraph (a), the parent fails to pay school fees after a period of three months after the date of the notification.”

So, should you need financial assistance, please take note of the following very important information:

- 3.1 **Only parents or legal guardians may direct an application for the exemption of school fees to the chairperson of the SGB.** This may mean complete, partial or conditional exemption of school fees. A departmental form (Addendum B) will then be provided **to you in person**. The form (Addendum B) must be completed in full. It is important that all the required proof / documentation will accompany your application.
- 3.2 Application must be made for every new school year.
- 3.3 The SGB cannot process your application if all required documents / proof are not attached or if the forms are incomplete.
- 3.4 You will also receive Addendum A that you as applicant must complete in the presence of the principal and then be signed by both. The original remains in the possession of the school and a copy is sent to the Department of Education.
- 3.5 **Parents / Legal guardians must obtain the necessary forms in person** from the school, complete it and return it to the school. Fully completed forms, with the necessary supporting documents, must be handed in at the school by **MONDAY, 1 FEBRUARY 2016**.
- 3.6 The SGB will consider your application and notify you of their decision in writing within 30 days.

IMPORTANT NOTICE:

Should you wish to apply for school fees exemption, form Annexure C **MUST** still be **COMPLETED IN FULL**, signed and returned back to the school.

This page must be **completed in full** and sent back to De Aar High School on Monday 16 November 2015. **A separate form must be completed for every child enrolled at De Aar High School.**

NAME OF LEARNER _____ GRADE _____

4.1 PARTICULARS OF BOTH PARENTS / LEGAL GUARDIANS responsible for the payment of the child(ren)'s school fees. This information MUST correlate with the documentation and information entered on the child(ren)'s admission form to the school regarding the acceptance of the responsibility to pay the school fees.

MR (Initials and surname)	ID. No.
MRS (Initials and surname)	ID. No.
RESIDENTIAL ADDRESS: (Attach proof of physical address – COMPULSORY)	
POSTAL ADDRESS: (If different from residential address)	
EMPLOYER AND WORK ADDRESS: (Father)	
EMPLOYER AND WORK ADDRESS: (Mother)	
CONTACT NUMBERS: E-mail:	
Work: (Father) Code () Number:	
Work: (Mother) Code () Number:	
Home: (Father) Code () Number:	
Home: (Mother) Code () Number:	
Cellphone: (Father)	Cellphone: (Mother)

FULL NAMES AND SURNAMES OF BROTHER(S) AND / OR SISTER(S) ENROLLED AT DE AAR HIGH SCHOOL

SURNAME	FULL NAMES	DATE OF BIRTH	GRADE	CLASS (SECTION)

4.2 Please complete the following:

I/We _____ parent(s) / guardian(s) of _____
 (PRINT – NAME & SURNAME) (NAME AND SURNAME OF LEARNER)
 undertake to pay the school fees for 2016 in the following manner: (Indicate with a cross (x).)

<input type="checkbox"/>	10 monthly payments of R980,00 per month – before the 7 th of each month
<input type="checkbox"/>	4 quarterly payments of R2 450,00 per term – by the second week of new term
<input type="checkbox"/>	Once-off payment of R9 600,00 before 28 February 2016, thereafter R9 800,00 for the yr

**4.3 UNDERTAKING AND DECLARATION BY PARENT(S) / LEGAL GUARDIAN(S)
 (YOU AS PARENT(S) / GUARDIAN(S) ARE OBLIGED TO RETURN THIS DOCUMENT TO THE SCHOOL)**

I/We _____ parent(s) / legal guardian(s) of _____
 (PRINT – NAME & SURNAME) (NAME AND SURNAME OF LEARNER)
 as stated at the top of this page, hereby accept my financial obligation towards De Aar High School and undertake to make prompt payments. I declare that I understand the contents of this notification, annexure A, B and C, and acknowledge receipt thereof.

SIGNED AT DE AAR ON _____ / _____ / 20_____.

 SIGNATURE OF PARENT(S) / LEGAL GUARDIAN(S)