

School fees Annexure A - 2025

Dear Parent(s)/Legal Guardian(s)

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

This document contains very important information and you as parent/legal guardian must study it carefully, complete the acknowledgement of receipt at the bottom of Annexure C and bring it back to the school in person before/on Monday, 4 November 2024.
PLEASE NOTE: The information on Annexure C, as well as any supporting documents, must be 100% correct and true. If not, these documents can serve in court as evidence of fraud and/or failure to fulfil your responsibility.

- 1.1 A separate form must be completed for every child enrolled at De Aar High School. Failure to submit the form on time, will result in your child not being allowed at De Aar High School on 15 January 2025 due to incomplete documentation. We cannot update our system without your help in this regard. This include the proof of your physical address, not older than 6 months.

The information on Annexure B contains legal aspects that must be studied very carefully.

- 1.2 The school fees for 2025 is the following:

- 1.2.1 The school fees for 2025 is R14 750.00 per annum per learner, and the full school fees amount is payable **BEFORE 28 February 2025**. The amount must reflect in the school's bank account on 28/02/2025 **ALREADY**, otherwise you forfeit the discount. The Governing Body is however, willing to accommodate you with the payment as set out below.
- 1.2.2 In 2024 the NCDE allocated only R23 305.00 for text books and writing books, R22 010.00 for photo copies (paper), and R0.00 for other copy-work. According to the school's budget for 2025, the amount for text books will be R53 000.00, R26 000.00 for writing books, R53 000.00 for photo copies (paper), and R81 700.00 for other copy-work. The total budgeted amount is R213 700.00 against an allocation of R45 315.00.

To enable the Governing Body to provide your child from day one with this much needed material, **the first monthly school fee payment of R1 475.00 is compulsory for EVERYONE and payable BEFORE/ON 15 January 2025, REGARDLESS OF THE PAYMENT OPTION YOU CHOOSE, OR WHETHER YOU WANT TO APPLY FOR EXEMPTION. Please plan and provide for this first compulsory payment in 2024 if necessary.**

- 1.2.3 ONCE-OFF PAYMENTS must be made as follows:

ONCE-OFF PAYMENT, for <u>ALL</u> who choose this option, payable BEFORE 28/02/2025:	
Once-Off payment <u>BEFORE the school opens on 15/01/2025, AFTER discount of R300.00:</u>	R 14 450.00
<u>OR:</u>	
ONCE-OFF PAYMENT for <u>ALL</u> who choose this option, payable BEFORE 28/02/2025:	
<u>First compulsory payment BEFORE/ON 15/01/2025:</u>	R 1 475.00
<u>Thereafter</u>, school fees for the rest of the year AFTER discount of R300.00:	R 12 975.00
Total school fees therefore payable BEFORE 28/02/2025:	R 14 450.00

If you enroll your child later in the year, or if your child leaves earlier in the year, your school fees will be calculated pro rata. You must collect the calculation from Ms. Myburgh.

1.2.4 MONTHLY PAYMENTS must be made as follows:

MONTHLY PAYMENTS, ON TIME EVERY MONTH, for ALL who choose this option: (THIS OPTION MUST BE READ TOGETHER WITH PARAGRAPHS 1.2.5 - 2.4!)		
January (1):	First compulsory payment BEFORE/ON 15/01/2025: <u>(Please plan and provide for this first compulsory payment in 2024 if necessary.)</u> <u>(If you receive your salary on the 15th, the above and below mentioned payments still apply - please provide in 2024 if necessary!)</u>	R 1 475.00
January (2):	Second payment from your January salary, not later than 7 February 2025:	R 1 475.00
Total for January:	Total for January 2025 after 2 (TWO) payments:	R 2 950.00
February:	Third payment from your February salary, not later than 7 March 2025:	R 1 475.00
March:	Fourth payment from your March salary, not later than 7 April 2025:	R 1 475.00
April:	Fifth payment from your April salary, not later than 7 May 2025:	R 1 475.00
May:	Sixth payment from your May salary, not later than 7 June 2025:	R 1 475.00
June:	Seventh payment from your June salary, not later than 7 July 2025:	R 1 475.00
July:	Eighth payment from your July salary, not later than 7 August 2025:	R 1 475.00
August:	Ninth payment from your August salary, not later than 7 September 2025:	R 1 475.00
September:	Tenth payment from your September salary, not later than 7 October 2025:	R 1 475.00
		R 14 750.00

If you enroll your child later in the year, or if your child leaves earlier in the year, your school fees will be calculated pro rata. You must collect the calculation from Ms. Myburgh.

1.2.5 Should your account fall into a **position of 90 (ninety) days (3 [three] months) in arrears** during any time of the year, you will be **handed over** to the attorneys for the outstanding school fees, for the **REST of the year. If you do not respect the Governing Body's concession for payment, you will forfeit your option for the installment, and the full outstanding school fees amount for the REST OF THE YEAR will be handed over to our attorneys. The amount handed over for the REST OF THE YEAR, AS WELL AS attorney's fees and interest, must then be paid at the attorneys, and NOT at the school.**

1.2.6 **You as parent(s)/guardian(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.)**

1.2.7 **2% Monthly interest will be charged on all outstanding amounts from 1 February 2025 (30 [thirty] days in arrears), REGARDLESS OF ANY ARRANGEMENTS MADE, OR WHETHER YOU APPLIED FOR SCHOOL FEE EXEMPTION.** Interest is calculated from the first day of the month until the last day of the month, and is added to your account on the first business day of the next month. If you made a payment at the end of the month, but the payment reflects in the school's banking account in the next month, interest on arrears will be added to your account. **Please ensure you pay timeously.**

1.2.8 **SCHOOL FEES ARE COMPULSORY AND ENFORCEABLE. IT IS YOUR RESPONSIBILITY TO CHECK YOUR SCHOOL FEE STATEMENT EVERY MONTH, AND TO ENSURE IT IS PAID UP TO DATE – INCLUDING OCTOBER.**

1.2.9 **THE SCHOOL'S BANKING DETAILS:**

Standard Bank, De Aar, universal branch code 051001, cheque account number 04 165 5990, reference: Your school fee account number (top right hand corner of your monthly school fee account), and initials and surname of learner. For new learners: When you return your completed school fee form to the school, please collect your school fee account number from the Finance office.

2. COLLECTION OF SCHOOL FEES

2.1 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 21 October 2024 until 12 December 2024, between 07:00 and 13:00, Monday to Friday. Then again from 1 February 2025. The **FULLY completed documentation** must reach the school before/on 21 February 2025.

NO SCHOOL FEE EXEMPTIONS WILL BE DEALT WITH DURING JANUARY.

- 2.2 Should your account fall into a **position of 90 (ninety) days (3 [three] months) in arrears** during any time of the year, the process with regard to collection will be initiated. (See quoted sections – paragraph 5 – Annexure B). All legal requirements will be complied with up to the handing over for collection by our legal representatives. **It remains your responsibility to contact the school, with the necessary evidence, if you differ from the details provided on the account. If you do not verify your payments and query the school timeously, the school cannot be held responsible for arrear amounts handed over to the attorneys for collection. You will also be responsible for the payment of the attorney's fees and interest.**
- 2.3 After this process has started, **NO** written or telephonic arrangements or promises will be accepted. Thus, make the necessary arrangements in **WRITING** during January 2025 for the regular payment of your child(ren)'s school fees to avoid handing over to our attorneys.
- 2.4 **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 between 07:00 and 13:00.

3. PERSONAL DETAILS

- 3.1 You are required **to notify the school immediately if any of your contact details or physical address changes.** This will ensure that we can contact you in case of emergencies, and that you receive your school fees account in order to verify your payments.
- 3.2 The school fee form Addendum C, **MUST** contain the details of **BOTH** biological parents/guardians and **MUST** be signed by **BOTH** biological parents/guardians. Incomplete forms will not be accepted, therefore we request that you ensure that the form is **FULLY COMPLETED** and that the necessary **EVIDENCE OF RESIDENCE (not older than 6 months) IS ATTACHED.**
- 3.3 **IMPORTANT NOTICE:**
The school fee accounts will be E-MAILED TO ALL PARENTS. Please ensure that you complete your e-mail address(es) on the school fees form, and that it is LEGIBLE and CORRECT. Please also ensure that you receive your account every month. Otherwise you must collect a statement at the school. IT REMAINS YOUR RESPONSIBILITY AS PARENT/GUARDIAN.

4. ADVICE TO IMPROVE FINANCIAL POSITION AND KEEP SCHOOL FEE PAYMENTS UP TO DATE

We are fully aware that every parent/guardian desires the best for their child. Therefore it is important that you carefully and cautiously plan and budget, in order to sustain a healthy relationship.

The following tips are contributors to your child's education and future:

- 4.1 Get your monthly school fee account, January – September, **and verify your payments on the account.**
- 4.2 **It remains your responsibility to contact the school, with the necessary evidence, if you differ from the details provided on the account.**
- 4.3 **In case you cannot visit the school on time, a debit order can be signed at the school.**
 However, the first deduction (second payment) should be from your January salary in order to avoid arrears. Please remember the double payment in January.
- 4.4 Alternatively, choose a recurring/future dated payment on your internet/electronic banking.
- 4.5 **Please confirm that your school fee account number, and your child's initials and surname reflect as reference on the school's bank statement.**
- 4.6 Please ensure that your payment is deducted on your bank statement and not returned, and left unpaid.
- 4.7 Note that an unexpected bonus can provide financial relief if applied for payment of school fees (partially or the total sum).
- 4.8 Draw up a budget for income and expenses, and discipline yourself to keep to it.
- 4.9 Continually revise your budget and limit or eliminate unnecessary expenses.
- 4.10 Plan ahead and anticipate large financial obligations.
- 4.11 If you timeously keep to your school fees account, you actually save on unnecessary interest and high handing over expenses.

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

This document contains very important information and you as parent/legal guardian must study it carefully, complete the acknowledgement of receipt at the bottom of Annexure C and bring it back to the school in person before/on Monday, 4 November 2024.

PLEASE NOTE: The information on Annexure C, as well as any supporting documents, must be 100% correct and true. If not, these documents can serve in court as evidence of fraud and/or failure to fulfil your responsibility.

“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.”

* including SMS messages

** or if exemption was not granted or partially granted

*** including exemptions not granted or partially granted exemptions

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

5.1 Application must be made for every new school year.

5.2 **Only parents or legal guardians (as per admission forms) may direct an application for the exemption of school fees to the chairperson of the SGB.** This may mean complete, partial, conditional or no exemption of school fees.

5.3 **You must obtain the application forms in person from the office of Ms. Myburgh where you must complete and sign a checklist.** Application forms will **NOT** be given to the learner(s) or other parties. To protect your privacy and receive undivided attention for your application, you are requested to contact Ms. Myburgh to make an appointment.

NO SCHOOL FEE EXEMPTIONS WILL BE DEALT WITH DURING JANUARY.

5.4 Departmental forms (Annexures A, B and C) will then be provided to you **in person**, as well as an application form for school fee exemption. The forms must be completed **IN FULL**, and **all the necessary supporting documents must accompany your application.**

5.5 Your application will be considered incomplete if all the information of **both biological parents** are not attached, whether the parents are divorced or estranged, or never married, a parent pays or receives maintenance, a parent does not have contact with the other parent, or whatever the circumstances may be otherwise.

5.6 The SGB cannot process incomplete applications. You are personally responsible for the obtaining, completion and handing in of your application. It is **very important that you read it very CAREFULLY**, and ensure that you hand in a **FULLY COMPLETED** application. Incomplete applications **WILL NOT** be accepted. Applications may not be delivered by the learner(s) or other parties. The school does not accept any responsibility for applications not handed in by yourself. You must hand in your **COMPLETE** application personally and sign for it on the checklist mentioned above.

5.7 **FULLY COMPLETED** applications must be handed in at De Aar High School by **no later than FRIDAY, 21 February 2025**. Applications must be processed for discussion at the Financial Committee and SGB meetings. It is therefore important to hand in your application timeously. **NO SCHOOL FEE EXEMPTIONS WILL BE DEALT WITH DURING JANUARY.**

5.8 **If you fail to hand in your FULLY COMPLETED application TIMEOUSLY, and neglect to pay the school fees, the handing over process will be followed.**

5.9 The SGB will consider your application and notify you with their decision in writing within 30 (thirty) days.

5.10 The original forms remain in the possession of the school and a copy is sent to the Department of Education.

IMPORTANT NOTICE:

Should you wish to apply for school fees exemption, **Annexure C MUST STILL BE COMPLETED IN FULL, SIGNED AND BROUGHT BACK TO THE SCHOOL IN PERSON.** If your application for exemption is declined or partially granted, your choice indicated at paragraph 6.2 will be applied.

6. **This page must be COMPLETED IN FULL AND NEATLY IN BLOCK LETTERS**, and brought back to De Aar High School, in person before/on Monday 4 November 2024.
A separate form must be completed for every child enrolled at De Aar High School (IN BLOCK LETTERS)

LEARNER SURNAME:		GRADE 2025:
LEARNER FULL NAMES:		

- 6.1 **PARTICULARS OF BOTH PARENTS/LEGAL GUARDIANS/PERSONS 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.

	MR (FATHER/GUARDIAN)	MS (MOTHER/GUARDIAN)
SURNAME OF PARENT(S):		
FULL NAMES OF PARENT(S):		
ID NUMBER:		
RESIDENTIAL ADDRESS: <u>complete & attach proof -</u> <u>COMPULSORY.</u> (Proof: <u>NOT</u> DAHS)	(Proof of address not older than 6 months)	(Proof of address not older than 6 months)
POSTAL ADDRESS:		
EMPLOYER NAME:		
EMPLOYER ADDRESS:		
TELEPHONE NO WORK:		
TELEPHONE NO HOME:		
CELLPHONE NUMBER:		
CELL NO FOR SMSes: (only 1 parent)		
E-MAIL ADDRESS: (<u>COMPULSORY</u>)		

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

SURNAME	FULL NAMES	DATE OF BIRTH	GRADE 2025

- 6.2 **Please complete the following (COMPULSORY):**

I/We, parent(s)/legal guardian(s) as set out in paragraph 6.1, of learner as set out in paragraph 6, undertake to pay the school fees for 2025 in the following manner: (Indicate with a cross 'X').

<input type="checkbox"/>	<u>MONTHLY: The first compulsory payment of R1 475.00 is payable BEFORE/ON 15 January 2025 (make allowance for it in 2024 if necessary), thereafter another 9 monthly payments of R1 475.00 from your January salary until your September salary – before/on the 7th of the next month, therefore a double payment in January. The hand over process still applies and takes precedence – refer to Annexures A and B for full details.</u>
<input type="checkbox"/>	<u>ONCE-OFF: The first compulsory payment of R1 475.00 is payable BEFORE/ON 15 January 2025 (make allowance for it in 2024 if necessary), THEREAFTER R12 975.00 BEFORE 28/02/2025. If the FULL once-off payment of R14 450.00 (i.e. R1 475.00 + R12 975.00) is NOT PAID BEFORE 28/02/2025, you forfeit the discount of R300.00 (refer to Annexures A and B for full details), and this option will automatically change to the monthly option. You are welcome to pay the full amount of R14 450.00 before the school opens on 15/01/2025.</u>

- 6.3 **UNDERTAKING AND DECLARATION BY PARENT(S)/LEGAL GUARDIAN(S):**

I/We, parent(s)/legal guardian(s) as set out in paragraph 6.1, of learner as set out in paragraph 6, hereby accept my/our financial obligation towards De Aar High School and undertake to make prompt payments. I/We declare that I/we understand the contents of this notification, Annexure A, B, and C, and acknowledge receipt thereof.

SIGNED AT _____ (TOWN) ON _____/_____/20____ (DATE).

COMPULSORY SIGNATURE OF MR (FATHER/GUARDIAN)

(PRINT – INITIALS & SURNAME)

COMPULSORY SIGNATURE OF MS (MOTHER/GUARDIAN)

(PRINT – INITIALS & SURNAME)