

Dear Parent(s)/Legal Guardian(s)

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 - 2021

SCHOOL FEES – DE AAR HIGH SCHOOL – 2021

This document contains very important information and you as parent(s)/legal guardian(s) must study it very carefully before completing, signing and returning the undertaking and acknowledgement of receipt, Annexure C, to the school before/on Monday, 9 November 2020.

- 1.1 Please complete and sign the ***undertaking and acknowledgement of receipt (Annexure C)*** in its **entirety** and send it back to reach us **not later than Monday, 9 November 2020**. Failing to do so timeously, will result in your child **not being allowed at De Aar High School on 27 January 2021 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. **This include the proof of your physical address.**
The information on Annexure B contains legal aspects that must be studied very carefully.
- 1.2 **The school fees for 2021 are the following:**
- 1.2.1 The school fees for 2021 is R12 600.00 per annum per learner.
- 1.2.2 In 2020 the NCDE allocated only R18 882.00 for writing books, and R0.00 for photo copies and other copy-work. According to the school's budget for 2021, the amount for writing books will be R66 000.00. R15 000.00 for text books, and R128 000.00 for photo copies and other copy-work. 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 260.00 is compulsory for everyone and payable BEFORE/ON 27 January 2021, regardless of the option you choose.** If you default, your child **WILL NOT** receive stationery until the required payment has been made. **Please provide for this first compulsory payment in December 2020 if necessary.**
- 1.2.3 **All school fees for the REST of the year** (i.e. R12 600.00 – R1 260.00 payable before/on 27 January 2021 = R11 340.00), is payable **BEFORE** 28 February 2021. If you pay the total school fees **BEFORE** 28 February 2021, you will receive R300.00 discount.
- 1.2.4 The following **methods of payment** will also be accepted by the Governing Body for the remaining amount of school fees:
- 1.2.4.1 Nine equal **monthly payments** of R1 260.00 (R12 600.00 – R1 260.00 payable before/on 27 January 2021 = R11 340.00 ÷ 9 months) payable from your January 2021 salary until your September 2021 salary, i.e. before/on the 7th of the next month. **The total school fees must be paid in full by 7 October 2021, OR**
- 1.2.4.2 Four equal **quarterly payments** of R2 835.00 (R12 600.00 – R1 260.00 payable before/on 27 January 2021 = R11 340.00 ÷ 4 quarters) payable by the end of January, end of April, end of July, and end of October, i.e. before/on the 7th of the next month. **The total school fees must be paid in full by 7 November 2021.**
- 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.**
- 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.) 2% Monthly interest will be charged on all outstanding amounts from 1 February 2021 (30 [thirty] days in arrears).**
- 1.2.7 **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/NOVEMBER, DEPENDING ON THE OPTION YOU EXERCISED.**

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 9 November 2020 until 13:00, Monday to Friday. The **FULLY completed documentation** must reach the school on/before 5 February 2021.

- 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.
- 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 2021 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.
- 2.4 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. 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 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 is attached**.

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 from your child, January – September/October, 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 If you would prefer to receive your account electronically, please contact Ms. Myburgh, for the necessary arrangements.
- 4.4 In case you cannot visit the school on time, a standing/stop order can be signed at your bank. However, the first deduction (second payment) should be from your January salary in order to avoid arrears.
- 4.5 Alternatively, choose a recurring/future dated payment on your internet banking.
- 4.6 **Please confirm that your school fee account number shows as reference on the school bank statement.**
- 4.7 Please ensure that your payment is deducted on your bank statement and not returned, and left unpaid.
- 4.8 Note that an unexpected bonus can provide financial relief if applied for payment of school fees (partially or the total sum).
- 4.9 Draw up a budget for income and expenses, and discipline yourself to keep to it.
- 4.10 Continually revise your budget and limit or eliminate unnecessary expenses.
- 4.11 Plan ahead and anticipate large financial obligations.
- 4.12 If you timeously keep to your school fees account, you actually save on unnecessary interest and handing over expenses.
- 4.13 Handing over expenses currently minimum estimated as follows (but not limited to): Letter of demand R82.30, instruction fees between R115.00 and R460.00, Summons between R174.00 and R578.00, sheriff's fee R150.00 – R450.00 per visit, Article 65a2 letter R73.90, sheriff's service for court appearance R515.00 and certificate R81.65, undertaking to pay form +- R139.72, warrant of execution of assets +- R155.00, judgement between R174.00 and R472.00, garnishee order R313.95, and interest.

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 return it to the school before/on Monday, 9 November 2020.

“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.

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, 5 February 2021. Applications must be processed for discussion at the Financial Committee and SGB meetings. It is therefore important to hand in your application timeously.**
- 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 RETURNED TO THE SCHOOL. If your application for exemption is declined or partially granted, your choice indicated at paragraph 6.2 will be applied.

This page must be **completed in full** and returned to De Aar High School before/on Monday 9 November 2020.

A separate form must be completed for every child enrolled at De Aar High School.

LEARNER FULL NAMES & SURNAME:	
LEARNER GRADE IN 2021:	

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 regarding the acceptance of the responsibility to pay the school fees.

	MR	MS
INITIALS AND SURNAME:		
ID NUMBER:		
RESIDENTIAL ADDRESS: (Attach proof - COMPULSORY) (NOT De Aar High School invoice)		
POSTAL ADDRESS:		
EMPLOYER NAME:		
EMPLOYER ADDRESS:		
TELEPHONE NO WORK:	()	()
TELEPHONE NO HOME:	()	()
CELLPHONE NUMBER:		
CELL NO FOR SMS'S:	(Only 1 parent)	(Only 1 parent)
E-MAIL ADDRESS:		

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

SURNAME	FULL NAMES	DATE OF BIRTH	2021 GRADE

6.2 Please complete the following (COMPULSORY):

I/We, _____, parent(s)/legal guardian(s) of _____
(PRINT – NAME & SURNAME OF PARENT(S)/LEGAL GUARDIAN(S)) (NAME & SURNAME OF LEARNER)

undertake to pay the school fees for 2021 in the following manner: (Indicate with a cross 'X'.)

NB!	<u>AFTER the first payment of R1 260.00 has been made before/on 27 January 2021 (provide in December 2020 if necessary):</u>
	9 monthly payments of R1 260.00 <u>from your January salary</u> until your September salary – before/on the 7 th of the next month. For this option the total school fees must be paid in full by 7 October 2021.
	4 quarterly payments of R2 835.00 – <u>end January</u> , end April, end July, end October – before/on the 7 th of the next month. For this option the total school fees must be paid in full by 7 November 2021.
	Once-off payment of R11 340.00 – R300.00 discount = R11 040.00 <u>BEFORE</u> 28 February 2021. If the <u>FULL</u> once-off payment is not paid <u>BEFORE</u> 28 February 2021, you forfeit the discount.

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

I/We, _____, parent(s)/legal guardian(s) of _____
(PRINT – NAME & SURNAME OF PARENT(S)/LEGAL GUARDIAN(S)) (NAME & SURNAME OF LEARNER)

as stated at the top of this page, 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)

SIGNATURE OF MR

(PRINT – INITIALS & SURNAME)

SIGNATURE OF MS

(PRINT – INITIALS & SURNAME)