



FINANCIAL UNDERTAKING IN RESPECT OF THE PAYMENT OF SCHOOL FEES FOR 2017

Levying of school fees.

Oatlands is a fee-paying school. School fees are determined and charged by the school. The annual school fees for 2017 will be as follows:

Grade R: R11,000 Grades 1 – 3: R11,110 Grades 4 – 7: R11,660

- School fees are payable in advance and are due on the first day of the school year.
- Parents who pay their school fees in full by 28 February 2017 will be given 5% discount.
- Parents may make use of a monthly payment option. Monthly instalments are payable in 10 equal instalments from January to October, i.e.

Grade R: R1,100 p.m. Grades 1 – 3: R1,111 p.m. Grades 4 – 7: R1,166 p.m.

- Should a parent default on one instalment, the full annual amount will become due.
- The payment of school fees is a statutory obligation of both parents.
- **AFTERCARE FEES** are charged separately to the debtor’s account and are payable from January to November each year. Should fees not be paid before the 7th day of the month, your child will not be allowed to attend aftercare until payment is received. The fees for 2017 will be as follows:

Grades R – 2 R5,500 per annum or R300 in January and R520 per month thereafter

Grades 3 – 7 R5,000 per annum or R300 in January and R470 per month thereafter

The following activities do not form part of the school programme and parents are responsible for the cost:

Class excursions and tours; plays, shows, competitions and educational activities over and above those included in the school programme; private music lessons.

Parents are responsible for supplying their child with exercise books, book covers and writing materials as per the stationery list supplied by the school.

Exemption/partial exemption from the payment of fees

- The school adopts and implements the exemption regulations as gazetted.
- Application forms are to be collected from the bursar’s office at the start of the new year.
- The SGB will evaluate each application by applying the relevant legislation and regulations.
- Applicants will be informed of the outcome in writing by the SGB within 30 days of the date of the submission.
- Appeal procedures are provided for in terms of the relevant legislation.

Collection of unpaid school fees

- The school makes use of a debt collection agency and/or attorneys to assist with the collection of school fees.
- Accounts will be handed over if no payments are received for a period of three months or longer.
- Debtors will be responsible for costs incurred.
- The school subscribes to TPN Credit Bureau

Approval regarding confidential information

The school may hold and process by computer, or otherwise, any information obtained about parents as a result of their liability for payment of fees.

Approval of means of communication from the school:

The school may communicate with parents in person, via newsletters or notices sent home with pupils, via fax, via e-mail, via SMS or via the school’s webpage.

UNDERTAKING

I, *(name & surname of parent/guardian responsible for the payment of fees)*

Identity number:, being the parent/legal guardian /sponsor of *(names and surname of child)*.....

hereby agree to:

1. Pay the compulsory school fees for my child.
2. Pay the school fees on the following terms: *(please circle your preferred payment option)*
 - 2.1 In one lump sum payment before 28 February 2017. Parents who pay the annual fees in full before 28 February 2017 may deduct 5% from the amount payable.
 - 2.2 In ten monthly instalments at the beginning of each month from January to October.
3. Contact the Bursar to make acceptable arrangements, should I not be able to fulfill the above payment terms.
4. Contact the Bursar to apply for an exemption from the payment of school fees, should I not be able to pay the full compulsory fee due to financial constraints.
5. The school sending my statement to me via e-mail. My e-mail address is:

Signature:

Date: