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# Parent's Guide to School Fees



**JUBILEE 800** 1216-2016  
ORDER OF PREACHERS

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## 1. Introduction

For new parents, welcome to Star of the Sea Convent Primary School. The purpose of this *Parent's Guide to School Fees* is to provide a handy, easy-to-read guide for both new and existing families at the school, clarifying matters pertaining to school fees. Please refer to it throughout the year.

Our school is a fee-paying school and therefore all parents are expected to pay the prescribed school fees. Parents must ensure they are able to meet this financial commitment before accepting a place at the school. Although this is conveyed to prospective parents at the time of the interview and on application forms, it is not always adhered to.

Please remember to contact the Finance Office (contact details below) if your financial situation has changed, or if you are experiencing temporary financial difficulties.

We are proud of the responsible attitude of most current and past Star of the Sea Convent families with regard to the payment of school fees. We aim to continue this proud tradition – doing so ensures that not only our children, but those of future generations, will reap the benefits.

## 2. Who is responsible for school fees?

The *South African Schools Act* stipulates that both biological parents are responsible for paying school fees, irrespective of what a divorce order or agreement between two parties might say. The school reserves the right to contact both parents at any point in the fee collection process or to proceed legally against both parties if the fees are in arrears.

## 3. What are school fees used for?

Most of the income from school fees is used to pay the salaries of educators at the school, allowing *Star of the Sea Convent* to maintain small class sizes.

#### 4. How are school fees determined at Star of the Sea?

Every year the School Governing Body prepares an Income and Expenditure Budget for the following year. All expenses are carefully budgeted for and a School Fee Income is derived to be able to cover all the school's expenses.

This budget is presented each year by the School Governing Body to the parents at the Budget Meeting, usually during October/November. At this meeting, parents have an opportunity to vote on the budget and school fees. This decision becomes binding on all families.

#### 5. What are the current school fees?

Compulsory fees				
School Fees	Annual	Per term x 4	Per Month x 10	Per Month x 12
<i>See latest fees on website or collect from office.</i>				
Fees for optional services				
Aftercare	3 hours		R 500 per month	
Aftercare	5 hours		R 650 per month	
Casual rate			R20 per hour	
Sports offered at school			No fees	
Marimba & clubs			No fees	
Recorder Grade 3			No fees	
Body movement Grade 1 & 2			No fees	
Music fees (piano, guitar, recorder)			Confirm when applying	
School outings			As notified during the year	

- *These fees do not include costs for stationery or the Grade 6 & 7 school camp*
- *Updated fees are also published on the Star of the Sea Convent website ([www.starofthesea.co.za](http://www.starofthesea.co.za))*

#### 6. When are school fees due and payable?

- School Fees are payable in advance and due on the first day of school.
- If you settle the annual school fees in full on or before **28 February** you will be entitled to a **discount of 10%**.

- If you settle the annual school fees in full on or before **30 April** you will be entitled to a **discount of 7%**.
- We do, however, also offer termly and monthly payment options. In these cases, fees are payable in equal amounts over 10/12 months (from January to October), or in the first week of each of the four school terms.
- If you pay using a **debit order**, you will be entitled to a **discount of 5%**.
- If you pay using a **monthly EFT on the first of the month**, you will be entitled to a **discount of 5%**. Please note this discount will not apply if payment is late.

## 7. How do I pay my school (and other) fees?

- Fees are payable via Debit Order.
- Debit Order Forms are available from the Finance Office.
- You may also make payments via internet banking directly into our bank account.

Account name: *Star of the Sea School*

Banking Details: *Standard Bank, Fish Hoek*

Account number: *072068604*

Branch number: *036009*

Reference: *Child's name and surname*

## 8. Does the school send out fee statements?

- Yes. Statements are sent out at the beginning of each term.
- Please ensure we have your latest email address on record so you can continue receiving fee statements.
- A hard copy of your fee statement will be sent home with your child if you do not have an email address.

## 9. My financial situation has changed – what if I am temporarily unable to pay my school fees?

- Don't wait until the situation becomes worse!
- Immediately contact the Finance Office (contact details below) and discuss your situation with us.
- You may apply for a fee reduction and your application will be assessed in accordance with the applicable regulations.
- You will have to provide us with certain documentation to substantiate your application, e.g. 3 months' bank statements, Income and Expenditure Statement, etc. Where a divorce has occurred, copies of relevant paperwork specifically relating to school fees must be provided.
- Please note that Star of the Sea Convent does not automatically receive a subsidy from the State if parents are granted a fee reduction, so please consider this very seriously before making an application.
- The granting of exemptions is dependent on:
  - (1) the school's budget,
  - (2) our ability to maintain appropriate class sizes, and
  - (3) our ability to meet financial obligations, especially paying teachers whose salaries are completely dependent on school-fee income (approximately half the teaching staff).

## 10. What happens when my school fees are in arrears?

- (a) If you are ONE month in arrears
- If you have simply forgotten to pay, please do so without delay!
  - Otherwise contact the Finance Office (contact details below) to discuss your situation.
  - You will receive a telephone call or e-mail from the Credit Controller.
  - Please remember to honour any payment arrangements made.

(b) If you are TWO months in arrears

- Contact the Finance Office (contact details below) to discuss your situation.
- You will receive a follow-up telephone call or e-mail from the Credit Controller.
- You may receive a telephone call or e-mail from the Governing Body Treasurer, or any other member of the School Governing Body.

(c) If you are THREE months in arrears

- You will receive a Final Demand Letter for payment.
- This letter will be sent by registered mail to the *Legal Domicile Address* supplied when you applied for enrolment at Star of the Sea.
- **Please remember that if this address has changed, the onus is on you to advise the school of the updated address.**
- Unless appropriate arrangements are made with the Finance Office, your account will be handed over to the school attorneys for collection.
- All attorney costs will be for your own account.

***Please note:*** Once the fee account is in arrears, the full year's school fees become immediately due and payable. This means that if your account is handed over to the attorneys, it will be handed over for the full balance.

## 11. What happens if I do not pay the fees for optional services?

- The Aftercare and Music lessons do not form part of the school fees, although offered under the auspices of Star of the Sea Convent.
- Should payment not be received, you will be asked to withdraw your child/children from these facilities.
- Once the account is up to date, you may reapply for admission to the Aftercare and/or Music lessons.
- Readmission is not guaranteed and is dependent on availability.

- If you do not pay the fees for school outings, your child will not be able to accompany the rest of the grade on the outing, and will remain at the school under supervision.

## 12. Confidentiality

- Please be assured that the state of your fee account will not be discussed with your child's class teacher.
- All communications with the Finance Office are treated in the strictest confidence, although members of the School's Governing Body might be privy to this information, as they have oversight of the school's finances

## 13. Who can I contact in the Finance Office regarding payment of my school fees?

### (a) General Fee Enquiries and Fee Payments

Name: **Jennifer Yeadon**

Position: **School Secretary**

Tel: **021 788 5910**; Email: **admin@starofthesea.co.za**

### (b) Fees in Arrears and Repayment Arrangements

Name: **Josie de Rosnay**

Position: **Bursar**

Tel: **021 788 2994**; Email: **bursar@starofthesea.co.za**