

McAuley House School

TERMS AND CONDITIONS FOR THE PAYMENT OF FEES 2018

- a. *"The School/We/Us" means McAuley House School*
- b. *"The Principal" is the person appointed by the Board of Governors to be responsible for the Pupil and includes those to whom any of the duties of the Head or the School have been responsibly delegated. The expression "the Principal" in these Terms and Conditions means, where appropriate, the Principal of McAuley House School.*
- c. *"The Parent/s/Guardian/s" means any person who has signed the Application Form and/or who has accepted responsibility for a child's attendance at this School. Parents/Guardians are legally responsible, individually and jointly, for complying with their obligations under these Terms and Conditions.*
- d. *"The Pupil" is the child named on the application Form.*

1. Discount for Annual fees

- ⌚ In order to qualify for a **5% discount**, the **Total Annual Fees** must be paid in full by the 31 January 2018.
- ⌚ The discount of 5% is applied to **school fees + Capital levy only** and not to other fees/charges (School Extras, Consumer Studies, Drama, Book Levy, etc.)

2. Payment of School Fees

The school fees are payable as follows:

- ⌚ **IN FULL** by the 31 January 2018 will receive a 5% discount
- OR**
- ⌚ **MONTHLY** fees are payable over a **TEN** month period and are due on the 1ST OF EVERY MONTH, starting on the 1st January and ending on the 1st of October every year.
- ⌚ Matric (Grade 12) School Fees are to be paid as follows: R13 500.00 by the 1st day of the school year and the **balance thereof to be paid in five equal payments of R2 700.00 from 1st February to 1st June 2018.**
- ⌚ When paying via an internet transfer, **PLEASE USE THE PUPILS' SCHOOL FEE ACC NUMBER AS A REFERENCE.** The school cannot accept responsibility for incorrectly allocated payments OR non allocation of payments due to **non disclosure of a valid reference number.** We will however, request proof of payment in order to correctly allocate such payments.

In the interest of security, this office **DOES NOT ACCEPT CASH PAYMENTS.**

Our account details are as follows:

NAME	: McAULEY HOUSE SCHOOL
BANK	: STANDARD BANK
ACCOUNT NUMBER	: 003345521
BRANCH CODE	: 004805 - BRAAMFONTEIN
REFERENCE	: (Use pupil' school fee account number)

- ⌚ Payments can also be made via EFT, debit/credit card or stop orders.

- 3 Please note that due to the high banking charges levied on our account when cash is deposited we will charge a fee to the equivalent of 5% of the cash deposit value to your account.
- 3 Unpaid or stopped cheques / debit orders (should we decide to offer the facility) will incur a charge of R200 and the full outstanding amount will become immediately due and payable.
- 3 **The school reserves the right to refuse cheques from defaulters, and will then only accept Bank Guaranteed cheques in payment of School Fees.**

3. Aftercare

Aftercare is payable at the beginning of each term and reflects on the school fee statement. Aftercare is **R1 300 per term**. Should your child not be registered at aftercare and attends as a “casual”, you will be billed **R70** per day should he/she be on the premises **after 3:00pm**. Your child must be collected by 5:30pm; a late charge of **R70 per 15 minutes** there-after will be billed. High School students collected after 5:30pm will also be billed a late collection fee as per above.

4. School “Extras”

An additional fee is charged in **November 2017** to cover all “Extras”. The Extras cover the following amongst other things: Computer hardware & software, Printing, Presentations, Sport activities & Coaches, Outings, Sms system, Library books, Readers, Awards etc.

Grades R – 3 receive all stationery, art materials, workbooks and readers from the school.

EXTRA'S 2018 (Due 1/11/2017)

Grade R – 3: R3 000
Grade 4 – 12: R2 750

NB: This once-off fee IS COMPULSORY FOR EVERY LEARNER.

5. Subject Fees

5.1. When Consumer Studies is taken as a subject, a subject fee will be charged. In addition, learners will be required to purchase a Chef’s hat and apron from the school. The cost of the apron and cap will be communicated to parents before the start of the academic year.

Consumer Studies fee	Grade 10	R1 100
	Grade 11 – 12	R1 000

6. Accounts

- 3 School fee accounts are invoiced monthly in advance. **Due statements will be sent via email or sent home with the pupils monthly.** Please note that it is the parent’s/guardian’s responsibility to keep the school informed of any change of particulars, being it email address, telephone numbers as well as residential address.
- 3 ***If for any reason a parent does not receive a statement, it is their responsibility to contact the Account’s Office***
- 3 Any notice sent to the parent/guardian by pre-paid registered post, SMS or email shall be deemed to have reached the parent/guardian within 7 days after the date of dispatch.
- 3 **NO MONIES PAID IN RESPECT OF A SCHOOL FEES ACCOUNT WILL BE REFUNDED.** Refunds for accounts in CREDIT will be given only if a parent is withdrawing the pupil from school and the appropriate required notice has been given.

7. Withdrawal Of Pupil

We require a **full term's notice in writing to the accounts office**, before the withdrawal of a pupil from the school. Failure to do so will involve payment of a full term's fees in lieu of notice. **TELEPHONIC AND VERBAL WITHDRAWAL OF A PUPIL FROM SCHOOL WILL NOT BE ACCEPTED.** This notice applies to pupils from Grade 0 to Grade 12.

8. Non-Payment Of Fees

Rights of an Independent school:

- *The pupil can be excluded from class when fees are in arrears as the parents/guardians have broken their contractual agreement with the school as per their signature on the application form and on these Terms & Conditions.*
- *Parents/guardians may choose to educate their children at any Independent School, however an Independent School is governed by a contractual agreement which is signed by the parents/guardians and is not a constitutional obligation for the children to be educated at an Independent School.*
- *Parents/guardian, who wish to educate their children but cannot afford the fees, may make applications at a Government School of their choice.*

- ⌚ Should there be a continuous problem with the payment of fees; **the School reserves the right to ask a parent/guardian to withdraw the child/pupil from McAuley House School. A transfer card will be issued and it is the parent's/guardian's responsibility to find a new school for the child/pupil.**
- ⌚ All Grade 12 fees must be paid according to the specific rules regarding Grade 12 fees. **Grade 12 pupils will not be allowed to attend the Matric Dance if their school fee account is in arrears.**
- ⌚ **Accounts 3 months or more in arrears and accounts that are that are continually ignored will be handed over for collection to our debt collectors.**
- ⌚ Regardless of any divorce agreements, the parents/guardians who have signed the Application Form and/or these Terms & Conditions accept full responsibility for all fees and charges, due under these Terms & Conditions.

9. Errors and Omissions

McAuley House School reserves the right to review and correct errors and to amend fees and levies during the year.

PRIMARY SCHOOL	School Fees	Capital Levy	TOTAL ANNUAL FEES	5% Discount - To be paid IN FULL by 31/01/2018	MONTHLY Over 10 months (1 Jan 2018 – 1 Oct 2018)
Grade R	R25 400.00	R2 500.00	R27 900.00	R26 505.00	R2 790.00
Grade 1 - 7	R21 000.00	R2 500.00	R23 500.00	R22 325.00	R2 350.00

HIGH SCHOOL	School Fees	Capital Levy	TOTAL ANNUAL FEES	5% Discount - To be paid IN FULL by 31/01/2018	MONTHLY Over 10 months (1 Jan 2018 – 1 Oct 2018)
Grade 8 - 9	R24 000.00	R2 500.00	R26 500.00	R25 175.00	R2 650.00
Grade 10-11	R26 655.00	R2 500.00	R29 155.00	R27 697.25	R2 915.50

MATRIC	School Fees	Capital Levy	TOTAL ANNUAL FEES	5% Discount - To be paid IN FULL by 31/01/2018	HALF the fees must be paid by 1 st January 2018 and the balance to be paid in 5 equal payments from 1 st February - 1 st June 2018
Grade 12	R26 655.00	R2 500.00	R29 155.00	R27 697.25	1 st Jan – R14 577.50 1 st Feb – 1 st Jun R2 915.50

EXTRA'S LEVY 2018

(Due 01 November 2017)

Grade R – 3 R3 000.00

Grade 4 – 12 R2 750.00

NB: This once-off fee IS COMPULSORY FOR EVERY LEARNER

AFTERCARE

R1 300 per term

Casual – R70 per day

Late collection fee – R70 per 15 min or part thereof

SUBJECT FEES		
Consumer Studies Fee	Grade 10	R1 100
	Grade 11 – 12	R1 000

Standard Bank
Braamfontein: 004805
Account: 003345521