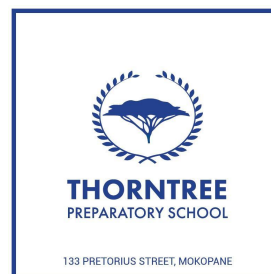




THORNTREE PREPARATORY SCHOOL

FEES POLICY



Document Name	FEES POLICY
Document Number	TPS_C2_2.2.3.4
Authority	Head/Secretary
Administration of Document	Admin/Heads
Effective Date	01/01/2020
Approved by	Head
Scope of Document	Staff, Students, Parents
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Next Review	08/04/2023
Related Policies	<p>The Constitution of the Republic of South Africa (Act 108/1996.)</p> <p>The South African Schools' Act (Act 84/1996) and subsequent amendments.</p> <p>The National Education Policy Act (Act 27/1996) and any applicable policies determined in terms of this Act, including the Regulations for Admissions to Schools.</p>
Addenda	

Approved by:	Approved by:
	
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Helyn Tooley (Principal) MJB Properties CC	Ursula van den Berg MJB Properties CC



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1 FEES POLICY

2 POLICY STATEMENT

It is the policy of Thorntree Preparatory School (“TPS”) to charge fees for the provision of education and other services to learners at all schools managed by TPS. This policy should be communicated to all stakeholders, including parents, guardians and account holders by at least publishing it on the website of TPS.

3 FEE DETERMINATION

The following are applicable when fees are determined:

- Fees at TPS are determined annually for a period of 12 months.
- Stakeholders should be informed of changes in fees, in writing, at least 1 month prior to the changes becoming effective.

4 FEE TYPES

TPS reserves the right to charge fees for the provision of educational and other services where applicable. TPS reserves the right to amend its fee structures and types as it sees fit, on condition that all such changes will be communicated to all stakeholders at least 1 month before the amended structure or fees become effective.

TPS reserves the right to charge the following fees, where applicable:

- Enrolment or registration fees
- Annual re-registration fees, January school fees
- School fees
- Aftercare fees
- Excursion fees
- Workbook fees
- Refundable book deposit fees

Where services in addition to the above are offered, TPS reserves the right to charge fees for those services.

5 ENROLMENT OR REGISTRATION FEES

The following regulates the charging of Enrolment or Registration fees,

- 5.1 Enrolment or registration fees are payable for every new learner.
- 5.2 Enrolment or registration fees are payable by new learners after the application form is submitted and the learner is accepted.
- 5.3 The learner’s place in the school is only guaranteed once the enrolment or registration fee is paid in full.
- 5.4 Learner enrolment is cancelled if enrolment or registration fees have not been paid within 7 working days from the date the learner is captured on the school’s enrolment system.
- 5.5 Enrolment or registration fees paid are non-refundable.

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6 ANNUAL RE-REGISTRATION FEES

The following regulates the charging of annual re-registration fees,:

- 6.1 Re-registration fees are payable by all learners, excluding new learners, by 31 October of each year for the following year.
- 6.2 TPS and its employees are excluded from paying re-registration fees for up to two learners per household.

7 SCHOOL FEES

The following regulates the charging of school fees,:

- 7.1 Fees are payable annually, quarterly or through 12 monthly payments.
- 7.2 School fees are payable in advance on the 1st day of each month for monthly payments, on the first day of each quarter for quarterly payments and by 31 January for annual fee payments.
- 7.3 Payment of school fees is not subject to presentation of a statement.

8 EXCURSION FEES

The following regulates the charging of excursion fees:

- 8.1 Excursion fees are charged whenever learners are going on a form of excursion where the costs are to be recovered from the participants.

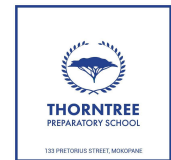
9 PAYMENT METHODS

- 10.2 Where payment by debit order is not possible, electronic fund transfers may be used. The responsibility to make the transfer on time remains with the payer.
- 10.3 TPS reserves the right to allow, at its own discretion, cash payment of fees into a school's bank account. The responsibility to make the transfer on time remains with the payer. The bank charges associated with the cash payment are charged to the student's account.
- 10.4 No cash payment of fees at schools is allowed.

10 GENERAL

- 11.1 Should an account holder query an amount on his/her account the total amount due for payment cannot be withheld as a result of the pending query. The amount under query should be deducted from the total amount due with the remainder balance not under query to be settled in full.
- 11.2 The same procedure and policies apply for staff accounts as for all other parents.
- 11.3 School leaver notices are not accepted during the fourth term (October and November). An account holder which has given notice during the fourth term must therefore pay fees and outstanding accounts until the end of December.

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11 AMENDMENTS

This policy can only be amended and reviewed in line with the Policy on Policies and Procedures (CURA01PO) and the TPS Delegation of Authority Matrix (CURA07PO). The individuals responsible for amendment and review of this policy are displayed on page 1 of this policy.

This policy must be reviewed biennially and in particular, within 24 months of the Current Approval Date displayed on page 1 of this policy

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