



PRETORIA BOYS HIGH SCHOOL

SCHOOL FEE EXEMPTION POLICY

INTRODUCTION

- Parents may apply for a total or partial exemption from paying school fees. The granting of exemption will be subject to the criteria and procedures as set out below and parents who wish to avail themselves of the exemption will be required to adhere strictly thereto.
- Fee exemption applications will be assessed by the Finance staff of the school, approved by the SGB Finance sub-Committee and ratified by the School Governing Body.
- Fee exemption shall be governed by the SOUTH AFRICAN SCHOOLS ACT 84, 1996 and its Regulations, but the needs of the school necessitate the inclusion of additional criteria to determine fee exemption.

CRITERIA FOR FEE EXEMPTION

1. Applications for fee exemption will only be considered for tuition fees. Application for exemption cannot be made for any other fees charged by the school, such as boarding fees, or any other fees related to sport and/or cultural trips and excursions requiring additional monetary contribution by parents.
2. Applications for fee exemption will not be considered if any boarding fees are still outstanding for the year in which the application is lodged, or for any preceding year.
3. Exemption from school fees will be granted until the end of the year in which the application is lodged, on condition that parents inform the school of any changes to their financial position. Failure to inform the school in writing of any change in circumstances will result in an immediate review of the exemption.
4. Applications for exemption are for the current school year only. A new application must be made annually.
5. Irrespective of marital status, the combined gross income of both parents will be considered when assessing an application for exemption. In the case of unmarried, separated or divorced parents, the details, including combined gross income of both parents must be submitted.
6. "Income" means
 - Gross salary, wages or pension. Kindly note that 'salary' is the pecuniary return which an employee receives for his/her services and therefore includes all Cost to Company remuneration.

- Bonuses and overtime
 - Grants, donations and private loans
 - Funds received as a beneficiary of an estate or trust
 - Dividends and/or interest received on investments
 - Revenue derived from any form of business undertaking, including rental income.
7. In order to be considered for exemption, parents must comply with the following requirements:
- 7.1 The application must be in writing on the prescribed form as provided by the School
- 7.2 The applicant must annex the following original or certified documents to the application form:-
- Certified copies of identity documents of parent(s)/caregiver(s)
 - Latest monthly salary advice and IRP5 form or the written declaration by the employer verifying the correctness and the completeness of the statements made on the application.
 - In the case of own business, most recent audited financial statements
 - A copy of the latest income tax assessment (IT34)
 - Current bank statement(s) for 3 full months
 - Current bond and/or rental statement
 - Current water and light account and/or assessment rate account
 - In the case of a single parent, the latest court ruling in respect of the maintenance payment.
 - In the case of unemployment, proof of loss of employment, details of last employer, as well as an affidavit stating current status.
 - Current statements for any liabilities stated in the application.
- 7.3 Incomplete applications will not be considered and any application deemed to be incomplete will be treated as if application had not been made.
- 7.4 In the case of automatic exemption, satisfactory evidence must be provided that the pupil in question has been formally and officially placed in care.
8. Applicants will be required to sign and submit a sworn affidavit to the effect that all information supplied is true and that income, i.e. from formal and/or informal sources, has been declared. Special note should be taken that any person who supplies false information will be disqualified from further participation in the exemption scheme and will be liable for repayment of any subsidies received.
- In addition, the School Governing Body, if it deems fit, may institute legal and/or criminal proceedings.
9. The members of the Finance sub-Committee for Exemptions, or their designate, reserve the right to verify any document or statement made in this application.
10. The members of the Finance sub-Committee on Exemptions or their designate may visit the applicant at his or her residence.

11. Exemptions will be calculated on a sliding scale and may be total, partial or no exemption in terms of Schedule 6 of the Regulations for the Exemption of Parents from the Payment of School Fees, 2005 contained in the South African Schools Act 84 of 1996.
12. Conditional exemption may be granted to a parent who qualifies for either partial or no exemption, but supplies information indicating his or her inability to pay compulsory school fees due to specific personal circumstances. Where conditional exemption is granted, the Finance sub-Committee on Exemptions may attach such conditions as it may deem reasonable.
13. Nothing prevents a parent who has been granted any type of exemption from making a voluntary contribution to the school fund.

NOTIFICATION TO PARENTS

1. A notice informing parents of the availability of the Regulations relating to the Exemption of Parents from Payment of School Fees, and the Fee Exemption Policy will be displayed at the school's administration offices.
2. Reference to the availability of fee exemption will be made in the annual registration letter sent to parents during the third term of each school year.
3. The Fee and Continued Attendance Agreement will contain reference to the availability of fee exemption.

APPLICATION AND EVALUATION PROCEDURE

1. The applicant for this application, must be as follows: if the pupil's parents are:
 - a) Married – one application form is required and the particulars and documents of **both** parents, as defined by the SA Schools Act, are required. The applicant is defined as both parents combined. The definition of parent includes any person who has taken on the role of a parent.
 - b) Divorced – particulars of **both** parents are required. **Separate** application forms must be completed by **each** parent and the required particulars and documents of each applicant must be attached to separate application forms.
 - c) Widowed – One application form is required with the necessary documentation, including a copy of the death certificate of the deceased biological parent.
 - d) Unmarried – **Separate** application forms must be completed by **each** parent and the required document of that applicant must be attached to the application form. In addition to biological parent, the definition of parent includes any adult who has taken on the role of a parent.
2. Applications for fee exemptions must be made before 31st January of each year. Applications after this date will only be considered if it has been necessitated by a change in the applicant's financial situation.

3. The completed application form, together with all relevant documentation, must be submitted to the school's business manager. A parent/caregiver who is unable to complete the form, may request assistance from an educator, the headmaster, or any other person that is able to assist.
4. An applicant must present his/her application in person or through a designated representative.
5. The members of the Finance sub-Committee on Exemptions or designated person will investigate all information in the submission for the purposes of ensuring that all details, as stated, are true and correct before the application will be considered. Proof must be submitted with all declarations. Should any information be found to be false or of a questionable nature, the application will be rejected in full and no further negotiations will be entered into between the School Governing Body and the applicant.
6. The School's Finance staff must inform the applicant of the decision of the sub-Committee on Exemptions, and the reasons thereof, within 7 (seven) days of coming to a decision.
7. A parent who is dissatisfied with the decision of the sub-Committee on Exemptions may, in writing and within 30 (thirty) days after receipt of the notification of that decision, appeal to the Head of the Department of Education in the Province.

Policy drawn and reviewed by	SGB
Date of review	November 2016
Signature of SGB Chairman	