



# PRETORIA BOYS HIGH SCHOOL

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## PRINCIPLES OF FEES AND PAYMENT POLICY

### INTRODUCTION

- School tuition and boarding fees are determined annually by the School Governing Body and are binding on all pupils and parents (as defined by the SA Schools Act), enrolled at PBHS. These fees are binding once a resolution to this effect is adopted by a majority of parents attending a general meeting of parents convened to approve the annual school budget.
- Parents who cannot afford to pay tuition fees may apply for exemption of these fees as provided for by the SA Schools Act.
- Subject to any exemption referred to above, both parents, as defined in the SA Schools Act, irrespective of marital status and/or divorce settlement agreements, are jointly and severally liable for the payment of school fees determined by the School Governing Body.

### INVOICING & STATEMENTS

1. All fees are payable in advance and are due and payable on the first day of the academic year. Irrespective of payment plan choice made in the Fee and Continued Attendance Agreement, accounts will be debited in full with the annual fees in January.
2. Statements are usually sent out monthly and must be checked for any discrepancies. Queries need to be lodged within 30 days, otherwise information appearing on statements will be deemed correct.
3. Unless the appropriate tuition or boarding account code is reflected as part of the payment reference, payments received will be allocated proportionately between tuition and boarding fees.

### PAYMENT OF FEES

1. Despite the fact that all fees are payable in advance and full payment is due on the first day of the academic year, the school recognises that not all parents are in a position to do so, and therefore does offer alternative payment terms.
2. The following terms are available regarding the payment of annual compulsory school and boarding fees:
  - Annual – A settlement discount is applicable if fees are paid in full by the end of January of the applicable academic year. The amount of discount is determined annually by the School Governing Body as part of the School's budget process.

- Monthly – Ten equal payments payable monthly in advance from 1<sup>st</sup> January to 1<sup>st</sup> October of each applicable academic year. **This does not imply that parents have until October to settle the fee account. The minimum amount equal to a tenth of the annual amount must be paid each month.** Matric parents are required to settle their fees in nine equal payments from January to September.

Monthly debit order is the School's standard method of payment. Parents are required to sign a monthly debit order which would run uninterrupted for 12 months and be automatically adjusted at the start of each year in accordance with the annual fee increase.

Due to safety concerns for staff and pupils, the school would prefer not to receive cash payments. In the event that any cash payments are received, a 2% handling fee may be levied to the account to cover deposit and cash collection costs. The 2% cash deposit charge may also be levied on any bank branch cash deposits made by parents directly into the School's bank account.

#### **DEFAULT PAYMENT**

1. Any debit order that is dishonoured may attract a dishonour fee of R250 and will be levied to the fee account.
2. If the monthly in advance payment option is exercised, and such monthly payment is not received by the 7<sup>th</sup> end of each calendar month, the school reserves the right to charge interest on all overdue accounts.
3. Any account sixty days overdue will automatically be deemed to be in default and the entire balance due for all annual fees will become immediately payable in full. A letter of demand will be issued (by hand or registered post or electronically) notifying the account holder of the school's intent to hand the account over for legal collection. Legal proceedings to recover the full amount of school fees payable will automatically commence if the full balance of the entire annual fee due is not settled within 90 days of the letter of demand, in accordance with s41 of the SA Schools Act.
4. In the event that the School instructs its attorneys to take legal steps to enforce any of the School's rights, the Parents will become liable for and shall pay such collection charges and any legal costs on an attorney and client scale, which shall be lawfully charged by its attorneys.
5. As all school fees are payable in advance and payment is due on the first day of the academic year, the school reserves the right to issue a letter of demand for any overdue amount at any point during the academic year.
6. As both parents, irrespective of marital status, are jointly and severally liable for the payment of school fees in terms of the SA Schools Act, the school reserves the right to recover unpaid school fees from either/both parent(s) by due process, irrespective of which parent took responsibility for the payment in terms of the *Fee and Continued Attendance Agreement* or *The Agreement of Tuition*, or any other private agreement entered into by the liable parties to which the School was not party to.

7. In the event that any payment relating to boarding fees is not made to the School on the due date thereof and the account remains in default at the end of any School term, the School shall be entitled, entirely without prejudice, to terminate the right of the pupil(s) to reside at the boarding house forthwith upon written notice given to the parent(s).

#### **REGISTRATION FEE**

1. In terms of the GDE's Management Plan for admissions, parents/guardians are required to register pupils for each academic year. The payment of a registration fee, which forms part of the tuition and boarding (if applicable) fee for the forthcoming year, may be charged.
2. The amount is determined annually by the School Governing Body, payable during the final term of the preceding academic year and credited to the pupil's school fee account.
3. If any school fees are outstanding for the current year, this amount will first be allocated to those outstanding fees.

#### **ADDITIONAL PAYMENTS**

1. Non-Official Activities

In addition to official school activities, the school organises camps, excursions, sports events and other activities not covered by school fees and requiring additional payment from parents of participating pupils. Parents agree to these costs via specific letters and/or general newsletters, communicating the reason for these activities as and when they occur. The school reserves the right to debit the parent's fee account in cases where these payments are not paid. In the event that parents do not meet their basic financial obligations towards the school, the school reserves the right to review any involvement in school activities which are considered non-official or not part of the formal curriculum.

**NOVEMBER 2022**



**BUSINESS MANAGER**