

CHELSEA PREPARATORY SCHOOL

Chelsea Campus:

30 Chelsea Drive
Durban North 4051
Tel: +27 (031) 581 7660
Fax: +27 (031) 564 9454



Northway Campus:

139 Northway
Durban North 4051
Tel: +27 (031) 581 7686
Fax: +27 (031) 564 3870

9 October 2017

Dear Parents,

2018 SCHOOL FEES

At the Budget & AGM meeting held on 12 September 2017, the school fees for 2018 were ratified at R29 900.00 per learner per annum.

The payment of school fees is compulsory in terms of the South African Schools Act. School fees are also payable in advance and fall outside the National Credit Act. This means that your obligation to school fees comes before any credit payment e.g. repayment of hire purchases. Payment of school fees is the responsibility of both parents, even in the case of a divorce.

We urge all parents who may be in genuine need of financial assistance in terms of the subsidy system or who may have specific financial difficulties, to make an appointment early with the school bursar, Mrs Gillian Scott, to discuss and decide how best to pay their school fee obligation.

It is the school's last resort to hand over parents to debt collectors but unfortunately this will be done and the attachment of your assets by the sheriff of the court is not a pleasant experience.

The following options are available when deciding how you would like to pay your 2018 school fees. Please note that in order for the discounts to be applicable, we will adhere **strictly** to the cut-off dates.

1. Upfront settlement by 31 January 2018.

All payments made in full, strictly on or before 31 January 2018, will qualify for a 10% discount, reducing the annual fees to R26 910.00. **Credit card and debit card payments will not qualify for the discount.**

2. Upfront settlement by 28 February 2018.

All payments made in full, strictly on or before 28 February 2018, will qualify for a 7% discount, reducing the annual fees to R27 807.00. **Credit card and debit card payments will not qualify for the discount.**

3. Monthly debit order - Signed forms to be returned by Wednesday 22 November 2017.

Monthly payments made by debit order over 10 months with the school without default will qualify for a 5% discount in the last month, reducing the annual fees to R28 405.00.

Debit orders will run from February to November 2018 inclusive, for an amount of R2 990.00 per learner, dated for either 1st or 15th of the month, with the discount of R1 495.00 per learner given on the final instalment.

4. Monthly payments – on or before the 1st of each month

Parents not wishing to take up options 1, 2 or 3 above will be required to pay an amount of R2 990.00 monthly per learner for the months of February to November 2018.

NOTE : Only options 1 – 3 will qualify for discounts as outlined. Any other form of payment will NOT qualify for a discount and the full fees will be applicable per child enrolled.

A term's notice is required in the event of your child leaving the school; and payment of school fees for that term remains payable in full.

5. Subsidy payments

Subsidy application forms are available from the finance office and will be assessed in accordance with the criteria stipulated by the Department of Education.

All those who have received previous assistance and still require assistance MUST re-apply each year. Subsidies expire each year and are not carried forward.

It is imperative that all subsidy applications be collected before 29 January 2018 and returned to the finance office before 9 February 2018. Applications must be accompanied by ALL the required documentation and signed by a Commission of Oaths.

Should payment not be paid according to the above options, the account will be deemed to be in arrears, and the School will then proceed with legal action.

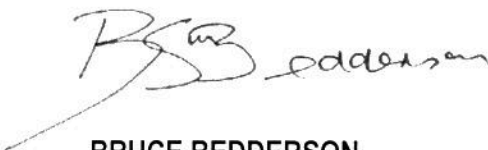
Direct deposits and Internet banking are highly recommended, and our banking details are as follows :

Name of account : Chelsea Preparatory School
Bank: Standard Bank
Branch: Durban North
Branch code: 042826
Account No.: 251183734
Reference: School account number/child's surname and first name (for example : TUCK James)

Please send proof of payment via email to the finance office (pjohnston@cdsp.co.za) to ensure the correct allocation of payments.

Please sign and return the attached form to school before Wednesday 22 November 2017 indicating how you intend to make your school fee payments for 2018.

Yours faithfully,



BRUCE BEDDERSON
Chairman



TO: Finance Office

RE: DEBIT ORDER FORM – SCHOOL FEES 2018



LEARNERS DETAILS:-

<u>SURNAME</u>	<u>FIRST NAME</u>	<u>GRADE (2018)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

BANK: _____ BRANCH NO. _____

ACCOUNT NO.: _____ TYPE OF ACCOUNT: _____

NAME OF ACCOUNT HOLDER: _____

Please draw against my account on the 1st **OR** 15th day of each month. Please tick (✓)

I hereby request and authorize you to draw against my account with the abovementioned financial institution,

the sum of _____ in respect of the
(amount in writing)

payment of the monthly instalment of school fees on the 1st OR 15th day of each month, commencing 1st/15th February 2018 and continuing until the 1st/15th November 2018. Such withdrawals from my bank account by you shall be treated as though I have signed them personally. I undertake to ensure that there is sufficient funds in my account to meet the debit order monthly. I understand that the withdrawals hereby authorized will be processed by computer through a system known as the ACB Magnetic Tape Service and I also understand that the details of each withdrawal will be printed on my statement. I agree to pay bank charges relating to this debit order instruction. This authority may be cancelled by me by giving thirty (30) days notice in writing, but I understand that I shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force if such amounts were legally owing to you. Receipt of this instruction by you shall be regarded as receipt thereof by my bank.

PLEASE NOTE that should the 1st or the 15th fall on a weekend and/or public holiday, funds will be withdrawn from your account on the first working day thereafter.

Parent's name : _____

SIGNATURE : _____

Telephone/Cellphone number : _____

Email address : _____

This signed and done at on this day of

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2018 PAYMENT OPTION FORM (PLEASE COMPLETE FOR EACH CHILD ENROLLED)

Name of pupil enrolled: _____

Full name of parent: _____

I hereby acknowledge that I am liable for the payment in full of the school fees for 2018 being R29 900.00, as set by the Board of Governors and ratified by the parents at the Budget meeting on the 12 September 2017.

I will make payment by the following option (please indicate your option with a tick)

1. Payment of R26 910.00 in full by 31 January 2018 (10% discount)
2. Payment of R27 807.00 in full by 28 February 2018 (7% discount)
3. Payment by debit order of R2 990.00 per learner per month for 10 months (February to November) with a discount of R1 495.00 per learner for November **provided all prior payments have been met without default** – completed debit order form attached.
4. Payment of R2 990.00 per learner monthly for 10 months (February to November) on or before 1st of the month.
5. Payment via subsidy – completed application attached.

I acknowledge that should I default on any of the discounted options, settlement of the full fee of R29 900.00 for the 2018 year, will be applicable.

I acknowledge that should I not make payment of the prescribed school fees, I will be handed over for debt collection and could face further legal action.

Signature of Parent

____/____/_____
Date