



FINANCIAL STRUCTURE AGREEMENT



Updated March 2016
(Refer to Detailed Fee Structure)

1. Application Fee

A once-off Application Fee is payable when the Application Form is submitted.

2. Registration Fee

The Registration Fee is **non-refundable** and payable before the student's first day of school once the student has been accepted to the school.

3. Grade 1 Readiness Assessment

A once-off Readiness Assessment Fee is payable for Gr R students going to Gr 1.

4. Monthly Tuition Fees

Monthly Tuition Fees are payable **in advance** before the 3rd day of each month.

It will be seen as a breach of contract if fees are not paid by the 3rd. This will lead to the termination of the contract and as a result your child will not be allowed to attend school.

Process in the instance of a default of payment:

- i. **First** Reminder Letter via e mail - after the 7th of the month as well as a phone call.
- ii. **Final Demand and Warning of Suspension Letter** via email – 2 weeks after first reminder.
- iii. **Suspension Letter** via email and Communication Envelope – 2 days after Final Demand.
- iv. **Interest at the ABSA prime rate + 2%** will be charged on accounts outstanding for 30 days and more.
- v. Outstanding accounts will be handed over to an **attorney** who will charge interest and admin fees and issue a summons. The attorney's costs are for the debtor's account.
- vi. All the relevant information will be forwarded to Trans Union Credit Bureau and it will reflect on your credit profile and **credit record**.
- vii. **No records** will be released if children are transferred to a new school if all outstanding debt has not been paid.

5. Payment Methods

- a) Debit Orders (preferred payment method);
- b) Electronic Fund Transfers;
- c) Direct deposits into the school's account (No cash deposits. If a cash deposit is made into the school's account, the parents will be billed for the bank charges);
- d) No cash will be accepted for monthly fees.

6. Discount on Tuition and PACE fees

Discount will be given according to the fee structure for the year.

7. Ad Hoc Fees

Ad Hoc Fees will be billed as authorized by parents. (e.g. testing fees, camps, photos etc.). Ad Hoc Fees must be paid in cash if any fees are outstanding on the school account.

8. PACE Reconciliation

Pace Reconciliation takes place twice a year, in May and October.

9. Notice Period of School Membership

One calendar months' notice must be given in writing or a standard Resignation Letter must be signed at the school office.



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Students in CCS

Name	Surname	Learning Centre

Who is responsible for fee payment?

Name	Surname	Cell	Relationship to student

We, as parents/guardians of the above child/children understand and accept the Financial Fee Policy of CCS and commit to adhering thereto.

Name & Surname Father / Guardian	Signature	Date

Name & Surname Mother / Guardian	Signature	Date

Address to be used as domicilia citandi et executandi:



E-mail address to be used:

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Please ensure that all contact details are always up to date at the school office!

