

GENERAL FINANCIAL POLICY



Date of review of policy:

March 2022

Date of next review:

June 2023

Review members:

- Ms JL Stiff – Head of Finance

1. OBJECTIVES OF THE FINANCIAL POLICY

- To provide the School with the appropriate financial structure and funds to achieve its strategic objectives and to satisfy its stakeholders.
- To manage debtors effectively and efficiently.

2. STRUCTURE

All Royal Schools are registered as (RF) NPC companies with CIPC.

3. DETERMINATION AND UTILISATION OF SCHOOL FEES

- School fees are determined annually by the Board of Directors and are binding on all learners and Parents enrolled at the School.
- The Board of Directors reserves the right to amend fees any time during a specific year should circumstances beyond its control require the Board to do so (for example in the case of the reduction/withdrawal of subsidies by the Department of Education).
- School fees are utilised to finance the operational and maintenance costs of the School as well as for capital projects (such as the computer center) which are budgeted for annually depending on the financial position of the School.
- School fees are made up of two components, namely the education fees, to which the Education Provider is, and will be entitled to for providing the education services and the facility fees, to which the Facilities Provider is, and will be entitled to for making the school facilities available.
- School fees are set out in the Admission Application Form and are payable by the date(s) and in the manner and at the place described in such Admission Application Form.

- School fees shall escalate at least annually as notified by the School Provider to Parents during the last school term for the coming year or as notified at any other time by the School Provider to Parents.
- School fees are charged equally over 12 months of the year, except for grade 12s which are charged for equally over the first 10 months of the year.
- School fees and/or the payment obligations of the Parents may be changed on written notice to the Parents. Such notice should provide a physical address and/or an e-mail address to which the Parents may respond if the proposed changes are not acceptable to the Parents in respect of a learner. The Parents' response must be delivered to the School within 10 (ten) days of the date of the notice of such intended change(s). If the Parents do not deliver such notice within the 10 (ten) day period, it will be regarded that the Parents have accepted the proposed changes.
- Should a Parent notify the School that they do not accept the proposed changes with respect to a learner as above, such learner's admission to the School will cease with effect from the last day of the school term preceding the school term in which such proposed changes are to be implemented. The Parents will remain liable for the payment of any school fees or any other amounts owing by the Parents until the last date on which such learner is admitted to the School.
- No reduction or refund will be granted in respect any period that a learner is under suspension.

4. REGISTRATION FEE, ADMINISTRATION FEES AND STATIONERY FEES

- A registration fee is charged for all new learners which is included on the Parent's account in January and is payable on submission of the application for admission.
- A stationery fee is charged in January every year in respect of a start pack of stationery and photocopies.
- A Learner Admission Contract must be signed between the School and the Parent in respect of each learner.
- A profile is opened for each learner on the D6 system.

5. PAYMENTS AND STATEMENTS

- All account holders will be allocated a debtors code for each learner attending the School.
- An account is opened for each account holder on the Sage accounting system.
- Where there is more than one Parent, the liabilities and obligations of the Parents will be joint and several.
- Parents should notify the office of any change in their general information (for example address, telephone number or email address) in order for the D6 and Sage One accounting systems to be updated.
- Only administrative and staff in the finance department have access to the information included in the accounting system.
- Access to the accounting system is controlled by the use of passwords.

- All information will be treated as confidential.
- Parents will be required to consent to the collecting, storing and processing of information regarding the Parent and learner by signing the Learner Admission Contract.
- The School has the right to request a credit bureau check on the account holder.
- School fees are payable in advance even if no statement is issued. For example school fees for January are due and payable on 1 January
- Electronic statements are usually sent out on or close to the 25th of each month to the e-mail address provided by the Parent.
- Statements should be checked for any discrepancies. Queries should be lodged with the Debtors' Clerk within 30 days of receipt of the statement, failing which information on statements will be deemed to be correct.
- The amount paid each month must be at least the outstanding amount on the statement for the month.

6. METHOD OF PAYMENT

- Account holders are responsible for the prompt payment of school fees, which is due as per their agreement with the School and as determined from time to time by the School.
- For security reasons, Parents are requested to deposit fees directly into the School's bank account by EFT or to use the credit card facility or cash machine available at reception.
- Parents are encouraged to pay by debit order, as from 2021 all school fees must be paid by debit order or quarterly in advance.
- Parents are requested not to send learners to school with large amounts of cash for security reasons.
- The debtors code or the learners' name should be used as the reference for all payments.
- An administration fee of R60 will be charged for the identification of payments made with incorrect references.
- Cash payment should be paid by making use of the cash machine in reception. No cash payment queries can be investigated without the receipt which serves as proof of payment.
- Where a Trust Fund, company or third party is responsible for the payment of school fees, the School will not refund any monies to the account holder or any other third party without the written consent of the Trust, company or third party.
- Overpayments on accounts can only be refunded with the approval of the Financial Director and as per the Debtors policy.

7. DEFAULT PAYMENTS

- In the event that Parents fail to pay any instalment on the due date, the balance of the instalments, as well as any other amounts owed to the education provider and/or to the facilities provider will automatically become immediately due and

payable without any need for a notice to be given by or on behalf of the education provider and the facilities provider for this purpose.

- The School Manager does not have an obligation to extend any payment date but may do so in its discretion.
- An SMS or letter will be sent to all account holders whose accounts are overdue as per the debtors policy.
- An administration fee of R100 (R100 in 2021) will be levied for each unpaid debit order.
- Interest at a rate equal to 1 (one) percentage point above the published prime overdraft rate of Nedbank Limited may be charged on all overdue accounts, or if a lower maximum rate is prescribed by law in respect of that amount, then at that lower maximum rate.
- A late payment fee may be levied for each payment received after the due date.
- The account holders of all accounts which are overdue by 60 days or more will be notified of the intended blacklisting as per the debtors policy.
- All accounts which are overdue by 60 days or more will be handed over to a debt collection service which may result in the blacklisting of the account holder.
- The account holder will be held responsible for any debt collection, tracing and legal fees on an attorney and client scale, including collection commission, to the maximum extent permitted by law, in taking any legal steps or instituting any legal proceedings for the purpose of claiming the payment of any amounts due.
- Where an account is in arrears the Parent will be given one term's notice that Management reserves the right to refuse a child entrance to classes.
- In the last week of each term account holders with accounts in arrears will receive a letter from the School indicating that they are being given a term's notice should the account not be settled.
- The account holder can then decide to either:
 - settle the account before the start of the next term (in which case the learner can return to School); or
 - use the period of time to find alternative educational services for the learner.
- When an account is in arrears, a learner's admission may be terminated by giving written notice to that effect to the Parents and such termination shall be effective from the end of the school term following the term in which such notice has been given, provided that if this Contract is so terminated, the Parents will after the conclusion of that school term be provided with any progress reports or cards, transfer cards or any other results relating to a learner's performance.

8. CANCELLATION OF ENROLMENT

- A notice period of 1 term is required for any cancellation of enrolment due to outstanding fees.
- All learners and Parents are liable for the registration fee and the fee for the period actually spent at the School, subject to the notice period. Where a learner only attends classes for a portion of a month, the fee will be due for the full month, irrespective of the reason for the learner not attending the School.

- Should the account holder fail to notify the School of their intention to cancel registration the account holder will be liable for the full payment of school fees during such a period.

9. ADDITIONAL FEES

- The School may organise camps, excursions, sport events and other activities. Details of such events, including the costs, will be communicated to Parents via letters or SMS at least 7 days prior to the event. The fees for these are payable in advance.
- No learner will be permitted to participate in the relevant activity or event should the fee not have been paid timeously.
- The cost of ad hoc events will be included on the account holder's account.
- The cost of uniforms purchased from the School will be included on the account holder's account.
- The cost of repair or replacement as a result of any malicious damage or breakages to the School property, including textbooks caused by learners will be debited to the account holder's account.

10. FINANCIAL YEAR

The financial year corresponds with the academic year (1 January to 31 December).

11. DISCOUNTS

- A discount will be granted, as determined by Management at the outset of each financial year, to siblings.
- A discount of 5% will be applied to all account where the school fees are paid in full for the year before 31 January.

12. AMENDMENTS TO POLICY

The School reserves its right to deviate from this policy if it deems it necessary or appropriate and to amend this policy from time to time in accordance with any changed policy considerations of the School or legal developments.