



## COUNTRY HOUSE SCHOOL FEE POLICY

**♻️ DON'T PRINT, AND GO GREEN, READ FROM YOUR SCREEN!**

**Please complete the below form electronically, fields are editable.**

We understand that parents' aspirations for their children include providing the best education they possibly can. In order to fulfil that mandate we need to ensure we are adequately funded and fees, as our only income source, are paid timeously. It is imperative that you understand and support Country House School Policy and Procedures.

Note that any reference to a "Parent" in our contracts is a reference to guardians and persons responsible for payment.

### NON-REFUNDABLE REGISTRATION FEE

Parents are required to pay a once off, non-refundable registration fee for every child admitted to Country House School.

### INVOICING

Invoices are sent out by the 20th of each month in advance for the following month. All monthly invoices in respect of fees (including but not limited to any additional charges such as aftercare, sundry accounts, extra curriculars or optional extra services) are emailed to parents. The onus is on the parents to immediately inform the Bursar when invoices are not received or of any change to their email addresses or contact details. ([bursar@countryhouseschool.co.za](mailto:bursar@countryhouseschool.co.za))

### INCREASES

Parents are entitled to elect (at enrolment and prior to the beginning of each academic year or on admission) whether to pay School Fees annually or monthly, the total costs of which will be set out in a Fee Schedule / Policy and communicated to the Parents on enrolment and in advance of any increases.

Parents acknowledge when signing the contract that they will automatically become responsible and liable for any fees, annual increases or changes made to our policies, unless written notice or communication has stated otherwise.

### TERMS

All fees are payable over 12 months and are due on or before the first business day of each month, commencing in January. As fees are due in advance, payments received from the 15th of the month onwards are considered as payment for the following month's fees. A statement from the school will constitute proof of the amount due with the proviso that Parents are entitled to object thereto within 7 (seven) days after receipt of such statement and provided further that such objection shall be in writing and be hand delivered to the Bursar.

### METHOD OF PAYMENT

The preferred method of payment is by Debit order or Electronic Funds Transfer (EFT).

Avoid making direct ATM cash deposits, this method reflects bank charges and will be added to your account.

Any unpaid fees must (upon notification by the Bursar) must be immediately replaced by an electronic card machine or cash payment to avoid immediate suspension of the student.

Parents must ensure that at all times their **CHILD'S NAME AND SURNAME (eldest sibling)** is included with the payment, enabling the Bursar to identify and allocate the payment accordingly.



## DISCOUNTS

### ANNUAL EARLY BIRD DISCOUNTS

Refer to applicable fee table on page 5

### SIBLING DISCOUNT

Siblings receive 5% discount on monthly school fees

#### TERMS

Discount is always applicable on the lesser amount

Discount is not applicable for afternoon care

Once you qualify for one type of discount, you cannot be eligible for another

## DEFAULT ON PAYMENTS

If payment does not reflect by the 7th day of the current month, the school reserves the right to impose a 2% interest per month, on the full amount outstanding on the account for any fees which show in arrears.

The School reserves the right to suspend any student from participating in the activities of the school, upon settlement of the outstanding fees the student will be admitted back to class.

Any failure by the student to attend classes will not reduce or in any way alter the Parent's liabilities in respect of payment of the fees due.

In the event that parents are experiencing any delays in paying fees by the due date an appointment must be set up with the Bursar within 5 (five) working days of such fees being due, adequate documentary proof of such financial difficulties must be furnished to the Bursar together with a suitable proposal for alternative arrangement for payment of outstanding fees. (acknowledgment of debt)

Such proposal will be put to the Heads and SGB of Country House School for their determination, their decision shall be made in their sole discretion and such decision shall bind the Parents as final.

Failure to follow the above procedure may result in deregistration of the student.

## NOTICE

Parents have the right to cancel this Contract at any time, for any reason, provided that you give the School a full term's notice, in writing, of this intention before the withdrawal of the Learner from the School. Alternatively, a full term's fees (including additional fees pro-rated for the term) is payable to the School in lieu of notice, and as a reasonable cancellation fee taking into account the nature of the educational services, capacity planning and reasonable potential to fill the vacancy.

## CHANGES

Parents are hereby advised that Country House School reserves the right at any time and in its sole discretion to vary the Fees Policy and Procedures provided for herein, any such changes shall immediately be advised to Parents in writing.

## BREACH

In the event of any breach of this Fees Policy and Procedures agreement both Parents will be liable, jointly and severally, for the payment of school fees irrespective of any maintenance and / or court orders which may exist between the parties. The parties to this application undertake to pay all legal costs, including attorney / client fees and collection costs incurred by the School in the event of the School having to take legal action against any Parent for the recovery of school fees. Any notice of legal action to be instituted against Parents and all processes may be served at the chosen domicilium citandi et executandi address as stated in the confirmation of receipt of the Fee Schedule and Policy.

## BANKING DETAILS

**COUNTRY HOUSE SCHOOL (Pty) Ltd**

**BANK:** First National Bank

**BRANCH CODE:** 210554 (Universal)

**ACCOUNT NO:** 62763447375

**REFERENCE:** CHILD'S FULL NAME & SURNAME (in event of siblings, kindly use eldest name & surname)

## DEBTORS MANAGEMENT POLICY AND PROCEDURE

### POLICY STATEMENT

As a business enterprise selling services and charging fees for those services, Country House School needs to engage with debtors and debtors who fall into arrears on their payments. This policy describes the principles that Country House applies in the engagement of such debtors.

### LEGAL COMPLIANCE

As Country House School debtors are mostly parents of learners enrolled at Country House School, principles and procedures followed in the engagement of debtors will always be in line with relevant legislation and regulations, including but not restricted to the South African Schools Act, 84 of 1996 and Provincial Regulations relevant to the registration of independent schools.

Country House School reserves the right to perform credit scoring on parents/guardians/account holders.

### CONTRACTUAL OBLIGATION

When enrolling learners at Country House School, parents/guardians/account holders sign a contract as part of their application and agree to pay the relevant school fees and, amongst other things, to:

- be jointly and severally responsible for the payment of all fees;
- punctually pay all fees and amounts owed, and
- accept the Schools financial terms and conditions, which protects the Schools right to implement legal proceedings against them should all amounts due not be paid in accordance with the terms and which may result in the cancellation of the contract.

### DEBT COLLECTION AND PROCEDURE

When collecting outstanding debts, Country House will escalate the process as follows:

1. If payment does not reflect in our account by the 7<sup>th</sup> of the current month, the School will communicate the outstanding debt to the parents / guardians / account holders to effect payment of amounts in arrears.
2. By the 15<sup>th</sup> of the current month, a 2% late payment fee will reflect on the debtors account, calculated on the full amount due.
3. The School will attempt to make payment arrangements with parents / guardians / account holders that would ensure the payment of amounts in arrears and prevent the necessity for Country House to take further legal action.
4. After 30 days a final reminder will be sent to the parent indicating that payment is due within 7 working days to obviate any further actions by the School.
5. If the above reminders have not elicited a response then a Final Letter of Demand (via hand delivered and sealed pupil post, E-mail, registered post, and/or invite parent to collect a written communication from the Head / Business Manager.
6. We will allow 20 working days for a response, failing which the School will consider legal action by handing over the debtor to a collection agency or attorney.
7. Default listing of parents / guardians / account holders for amounts in arrears.
8. We will take the necessary steps to terminate the relationship and contract.
9. During the process of debt collection, Country House School will respect the rights of learners as determined by the relevant acts and related provincial regulations.

### ANNUAL ROLL-OVER DEBT

It is the policy of Country House that admissions of learners are done annually as described in its various admissions policies, therefore we reserve the right to not enrol a learner in an academic year should any fees from a previous academic year be unpaid.

Should a parent / guardian / account holder make full payment of the outstanding fees from a previous academic year, we may, in its sole discretion decide to enrol the learner and reserve the right to make specific payment arrangements with the parent / guardian / account holder for the new academic year.

### AMENDMENTS

This policy is subject for review within one calendar year of the date of last review, update or amendment.

This policy may be subject to review, update or amendment within the set calendar year, if the same is required by or in terms of change in legislation, change in external policy guidelines and/or relevant court rulings.

## CALENDAR

<b>HOLIDAY PROGRAMME</b>	<b>Wednesday 10 January 2024</b>
TERM 1	Wednesday 17 of January – Wednesday 20 of March
HOLIDAY PROGRAMME	Monday 25 March – Thursday 28 <sup>th</sup> March
TERM 2	Tuesday 3 April - Friday 14 June
HOLIDAY PROGRAMME	Tuesday 18 June - Friday 5 July
TERM 3	Monday 8 July - Friday 20 September
HOLIDAY PROGRAMME	Wednesday 25 September - Friday 27 September
TERM 4	Monday 30 September - Friday 13 December

## WE WILL BE CLOSED ON THE BELOW DATES

Thursday 21 March – Human Rights  
 Friday 29 March – Good Friday  
 Saturday 27 April – Freedom Day  
 Sunday 16 June – Youth Day  
 Friday 9 August – National Women’s Day  
 Tuesday 24 September – Heritage Day

Friday 22 March – School Holiday  
 Monday 1 April - Family Day  
**MIDYEAR BREAK:** Wednesday 1 May – Friday 3 May  
 Monday 17 June – School Holiday  
 Monday 23 September – School Holiday  
**LAST DAY OF 2024:** Friday 13 December @14:00pm

## FEE SCHEDULE

ITEM	COST
<b>ADMISSION FEE</b> Payable once-off for each family on applying	R300 Non-refundable, non-transferable
<b>REGISTRATION FEE</b> Payable once-off for each student on admission	R1900 Non-refundable, non-transferable
<b>DAILY VISITORS - FULL DAY</b> 07:30am - 17:30am Strictly only applicable for visitors and holiday care students Days attending must be confirmed prior in writing	R160 daily fee Payment in advance before admission
<b>DAILY VISITORS - HALF DAY</b> 07:30am - 13:30pm Strictly only applicable for visitors and holiday care students Days attending must be confirmed prior in writing	R120 daily fee Payment in advance before admission
<b>TUTORING</b> Schedule a suitable time with the specific Teacher This service is only available for Country House Students	Hourly fee on Teachers discretion Payment arrangement on Teachers discretion

## WORKBOOKS, PRINTING & CONSUMABLES

DIVISION	ANNUAL WORKBOOKS & PRINTING	TERMLY CONSUMABLES
<b>PAYMENT TERMS</b>	Invoiced upfront for the year or on admission	Invoiced upfront per term, 4 x a year
<b>PRE SCHOOL</b>	<b>JNR.</b> R250 <b>SNR.</b> R350	R400
<b>GRADE R</b>	R1000 (includes Robotics)	R400
<b>GRADE 1</b>	R2200 (includes Robotics & Readers)	R400
<b>GRADE 2</b>	R2200 (includes Robotics & Readers)	R400
<b>GRADE 3</b>	R2000 (includes Robotics & Readers)	R400
<b>GRADE 4 - 6</b>	R1500 (includes E-notes)	R400
<b>GRADE 7 -9</b>	R1800 (includes E-notes)	R400

## SCHOOL FEES

### PRE SCHOOL DIVISION

PRE SCHOOL (LITTLE DUCKLINGS – LITTLE LAMBS)	FEE
<b>HALF DAY</b> OPENING TIMES: 7am - terms, 7:30am - holidays COLLECTION TIMES: 13:30pm, no later than 14:00pm INCLUDES: breakfast (arrival before 8am) lunch and holiday care	R2650 12 equal monthly payments, January – December R30 210 (annual payment before 31 <sup>st</sup> of December)
<b>FULL DAY</b> COLLECTION TIMES: 17:00pm, no later than 17:30pm	R3250 12 equal monthly payments, January – December R37 050 (annual payment before 31 <sup>st</sup> of December)

## PRIMARY SCHOOL DIVISION

**REMINDER:** PLEASE MAKE IT A PRIORITY TO ARRIVE ON TIME FOR SCHOOL

FOUNDATION (GRADE R – GRADE 3)	FEE
<b>HALF DAY</b> OPENING TIMES: 7am, arrive no later than 7:30am COLLECTION TIMES: Monday - Friday 13:30pm	R3000 12 equal monthly payments, January – December R34 200 (annual payment before 31 <sup>st</sup> December)
<b>AFTERNOON CARE</b> OPENING TIMES: 7:30am - holidays COLLECTION: no later than 17:30pm INCLUDES: lunch, 15:00pm snack and holiday club	R900 12 equal monthly payments, January – December

INTERMEDIATE (GRADE 4 – GRADE 6)	FEE
<b>HALF DAY</b> OPENING TIMES: 7am, arrive no later than 7:45am COLLECTION TIMES: Monday - Thursday 14:00pm, Friday - 13:30pm	R3200 12 equal monthly payments, January – December R36 480 (annual payment before 31 <sup>st</sup> December)
<b>AFTERNOON CARE</b> OPENING TIMES: 7:30am - holidays COLLECTION: no later than 17:30pm INCLUDES: lunch, 15:00pm snack and holiday club	R1000 12 equal monthly payments, January – December

SENIOR (GRADE 7 – GRADE 9)	FEE
<b>HALF DAY</b> OPENING TIMES: 7am, arrive no later than 7:45am COLLECTION TIMES: Monday - Thursday 14:00pm, Friday - 13:30pm	R3300 12 equal monthly payments, January – December R37 620 (annual payment before 31 <sup>st</sup> December)
<b>AFTERNOON CARE</b> OPENING TIMES: 7:30am - holidays Collection: no later than 17:30pm INCLUDES: lunch, 15:00pm snack and holiday club	R1100 12 equal monthly payments, January – December

## BURSARIES

Please only apply if your circumstances warrant assistance or you are facing financial desperation, this programme was created to alleviate burdened families, who are unable to further cut down on essentials needed to survive, kindly keep this in mind before applying.

The School Governing Body (SGB), Board, as well as the Heads follow a thorough evaluation process to determine which students are most in need when selecting recipients for the limited number of available bursaries.

CHS gives from 5% (partial) to (full) 100% bursaries to eligible families.

**EMAIL:** [bursar@countryhouseschool.co.za](mailto:bursar@countryhouseschool.co.za)



## ACKNOWLEDGMENT

**NOTE:** We urge parents to kindly select payment via debit order, this substantially reduces administrative burden to identify deposits into our bank account and allocate to the correct learner account, we rely on predictable monthly cash flows to manage our affairs accordingly and effectively.

We, the undersigned

Parent 1 full names	
Parent 2 full names	
Person responsible for payment of fees	

Residing at the

chosen domicillium citandi et executandi address	
chosen domicillium citandi et executandi address	
chosen domicillium citandi et executandi address	

Acknowledge receipt of the **FEE POLICY** and its procedures, we have read, accept and understand all the terms and conditions and the contents herein. These documents as amended from time to time, and are available on the Schools official website.

Please tick ✓ where applicable

<b>METHOD</b>	EFT		Debit order	
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Signed on this day		Of (month)		Year	
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Signature of Parent 1	
Signature of Parent 2	
Signature of person responsible for payment of fees	

## DEBIT ORDER INSTRUCTION FOR COUNTRY HOUSE SCHOOL

### BENEFICIARY DETAILS

<b>Name</b>	Country House School	<b>Company registration</b>	Reg: 2018/265335/07
<b>Email</b>	office@countryhouseschool.co.za	<b>Contact</b>	072 101 8282
<b>Address</b>	7 Witfontein street, Heather Park George	<b>Abbreviated name</b>	CHS11

### DEBTORS DETAILS

<b>Full name</b>		<b>Surname</b>	
<b>Cellular number</b>		<b>Commencement date</b>	

<b>Email address</b>	
<b>Physical Address</b>	
<b>The Agreement reference</b>	

### BANK DETAILS

<b>Bank name</b>		<b>Account name</b>	
<b>Branch</b>		<b>Account number</b>	
<b>Branch code</b>		<b>Account type</b>	

<b>1 Student name</b>		<b>Class / Grade</b>	
<b>2 Student name</b>		<b>Class / Grade</b>	
<b>3 Student name</b>		<b>Class / Grade</b>	
<b>4 Student name</b>		<b>Class / Grade</b>	
<b>Total amount</b>	R		

Please tick ✓ where applicable

Payment date			
<b>2nd</b>		<b>15th</b>	<b>26th</b>
<b>Debit</b>	For monthly school fees		

This signed Authority and Mandate refers to the Country House School (Pty) Ltd contract as dated on signature hereof (the Agreement). I hereby authorise the COUNTRY HOUSE SCHOOL (PTY) LTD financial department to issue and deliver payment instructions to the bank for collection against my account at the above-mentioned bank (or any other bank or branch to which I may transfer my account) on condition that the sum of such payment instructions will never exceed my obligations as agreed to in the Agreement, commencing on the commencement date and continuing until this Authority and Mandate is terminated by me by giving the COUNTRY HOUSE SCHOOL (PTY) LTD financial department notice in writing of no less than 20 (twenty) ordinary working days and sent by prepaid registered post or delivered by hand to bursar.

This authorised payment instruction must be issued and delivered as follows:

Debit my account with the debit amount on the Payment Day of each and every month commencing on the Payment Day of the month following the contract date. In the event that the Payment Day falls on a Saturday, Sunday or recognised South African public holiday, the Payment Day will automatically be the next ordinary business day. I understand that the withdrawals hereby authorised will be processed through a computerised system provided by South African banks and I also understand that the details of each withdrawal will be printed on my bank statement.

#### MANDATE

I acknowledge that all payment instructions issued by you shall be treated by my above-mentioned bank as if the instructions had been issued by me personally.

#### CANCELLATION

I agree that, although this Authority and Mandate may be cancelled by me, the cancellation will not cancel the Agreement. 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.

#### ASSIGNMENT

I acknowledge that this authority may be ceded to or assigned to a third party if the agreement is also ceded or assigned to that third party, but in absence of such assignment of the Agreement, this Authority and Mandate cannot be assigned to any third party.

<b>Signed on this day</b>		<b>Of (month)</b>		<b>Year</b>	
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<b>Signature</b>	
<b>Assisted by (where legally necessary)</b>	
<b>Capacity</b>	