



COUNTRY HOUSE SCHOOL *Fee Policy*

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

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.

	ENROLMENT FEES	FEE
Admission: payable once-off for each family on applying	R300	non-refundable, non-transferable
Registration: payable once-off for each student on admission	R1900	non-refundable, non-transferable
High School Application: payable annually directly to think digital per child	R500	non-refundable, non-transferable

School FEES - CHS OFFERS 3 PAYMENT OPTIONS TO SUIT YOUR NEEDS!

OPTION 1	OPTION 2	OPTION 3
12 x MONTHLY PAYMENTS in advance by the 7th	4 x QUARTERLY PAYMENTS due last day of previous term	1 X ANNUAL PAYMENT Due 31 st of December

DIVISION/PHASE	OPTION 1		OPTION 2		OPTION 3	
	HALF DAY	FULL DAY	HALF DAY	FULL DAY	HALF DAY	FULL DAY
NURSERY						
Little Chicks (under 1 year)	R2850	R3400	R8294	R9894	R32 148	R38 352
Little Ducklings (1-2 years)	R2850	R3400	R8294	R9894	R32 148	R38 352
3-Day week (Nursery)	R1950		R5675		R21 996	
PRE-PRIMARY						
Little Bunnies (2-3 years)	R2950	R3600	R8585	R10 476	R33 276	R40 608
Little Piglets (3-4 years)	R2950	R3600	R8585	R10 476	R33 276	R40 608
Little Lambs (4-5 years)	R2950	R3600	R8585	R10 476	R33 276	R40 608
RECEPTION YEAR						
Grade R (5-6 years)	R3150	R1200	R9167	R3600	R35 532	R14 400
FOUNDATION PHASE						
Grade 1	R3400	R1200	R9894	R3600	R38 352	R14 400
Grade 2	R3400	R1200	R9894	R3600	R38 352	R14 400
Grade 3	R3400	R1200	R9894	R3600	R38 352	R14 400
INTERMEDIATE PHASE						
Grade 4	R3600	R1250	R10 476	R3750	R40 608	R15 000
Grade 5	R3600	R1250	R10 476	R3750	R40 608	R15 000
Grade 6	R3600	R1250	R10 476	R3750	R40 608	R15 000
Grade 7	R3600	R1250	R10 476	R3750	R40 608	R15 000
HYBRID HIGH SCHOOL #Think Digital	12 MONTHLY PAYMENTS CHS FEES		4 QUARTERLY PAYMENT CHS FEES		1 ANNUAL PAYMENT CHS FEES	
Grade 8 & 9	R2400		R6984		R27 072	
FET PHASE (+R900 SACAI fee)	CHS x 12		CHS x 4		CHS x 1	
Grade 10 & 11	R2400		R6984		R27 072	

THINK DIGITAL ACADEMY FEES (Grade 8–11)

PLEASE NOTE: Think Digital Academy fees are separate from Country House School's monthly fees.

Amounts are approximate and are set by Think Digital Academy.

Please confirm the exact amounts with Think Digital before enrolment.

GRADE	ESTIMATE ANNUAL FEE (excludes CHS Fees)	PAYMENT OPTIONS
GRADE 8 & 9	± R13 000 per year = +- R1100 p.m.	1 Payment (discount applies)
GRADE 10 (SACAI R900 p.a.)	± R18 500 per year = +- R1500 p.m.	Pay over 3 months.
GRADE 11 (SACAI R900 p.a.)	± R19 000 per year = +- R1600 p.m.	Pay over 6 months.

Printing & IT Levy

OPTION 1	OPTION 2
1 X ANNUAL PAYMENT PER YEAR Due 31 st of December	2 X PAYMENTS PER YEAR 1 st due: 31 st of December and 2 nd due: 1 July

DIVISION	OPTION 1	OPTION 2
PAYMENT TERMS	1 x payment per year (DUE: 31 st December)	2 x payments per year (DUE: 31 Dec. & 1 July)
NURSERY	R1950 (Little Chicks & Ducklings)	R975
LITTLE BUNNIES	R2200	R1100
LITTLE PIGLETS	R2350	R1175
LITTLE LAMBS	R2350	R1175
GRADE R	R2800	R1400
GRADE 1	R3250	R1625
GRADE 2	R3250	R1625
GRADE 3	R3250	R1625
GRADE 4	R3500	R1750
GRADE 5	R3500	R1750
GRADE 6	R3500	R1750
GRADE 7	R3000	R1500
GRADE 8 & 9	R1200 (laptop and earphones needed)	R600
GRADE 10 & 11	R1400 (laptop and earphones needed)	R700

Other Fees

SERVICE	FEE
DAILY VISITORS (refer to terms & cancellation policy pg. 6) 07:30am - 17:30pm STRICTLY trials (pre-primary ONLY), short-term & holiday visitors	R200 daily fee R900 weekly fee <i>Payment in advance before admission</i> <i>Days attending must be confirmed prior to attendance, in writing</i>
ONCE OFF AFTER CARE FEES (CHS students ONLY) 13:30pm – 17:30pm Learners attending extra murals/once-off internal arrangements	R90 daily fee <i>Kindly make prior arrangements</i>
TUTORING & BRIDGING CLASSES Schedule a suitable time with the specific Teacher	Hourly fee @R100 <i>Payment arrangement on Teachers discretion</i>

ANNUAL SYSTEMATIC TESTS

As a UMALUSI accredited school, CHS participates in annual WCED Systemic Tests for Grades 3, 6 and 9 in Mathematics and English Home Language. These externally benchmarked assessments aim to evaluate how well an entire school system, district and region is performing.

Fast Facts

NURSERY PHASE

- ✓ Please make it a priority to arrive before **8am daily** (to avoid disruption)
- ✓ Opening times: **7am - terms, 7:30am - holidays**
- ✓ Half Day collection times: **13:30pm, no later than 14:00pm**
- ✓ Full Day collection times: **17:00pm, no later than 17:30pm**
- ✓ Includes: **breakfast (arrival before 8am) lunch and holiday care**
- ✓ **3-day week** (only applicable to chicks & ducklings) collection times: **17:00pm, no later than 17:30pm**

PRE-PRIMARY

- ✓ Please make it a priority to arrive before **8am daily** (to avoid disruption)
- ✓ Opening times: **7am - terms, 7:30am - holidays**
- ✓ Half Day collection times: **13:30pm, no later than 14:00pm**
- ✓ Full Day collection times: **17:00pm, no later than 17:30pm**
- ✓ Includes: **breakfast (arrival before 8am) lunch and holiday care**

RECEPTION & FOUNDATION PHASE

- ✓ Opening times: **7am - arrive no later than 7:45am**
- ✓ Collection times: **13:30pm daily** (holiday care is not included)
- ✓ Aftercare collection times: **17:00pm, no later than 17:30pm** (7:30am drop-off during holidays)
- ✓ Aftercare Includes: **light lunch and holiday care**

INTERMEDIATE PHASE

- ✓ Opening times: **7am - arrive no later than 7:45am**
- ✓ Collection times: **14:00pm daily** (holiday care is not included)
- ✓ Aftercare collection times: **17:00pm, no later than 17:30pm** (7:30am drop-off during holidays)
- ✓ Aftercare Includes: **light lunch and holiday care**

HIGH SCHOOL

- ✓ Opening times: **7am - arrive no later than 7:45am**
- ✓ Collection times: **14:00pm daily**
- ✓ **Hybrid Hub**, combining online and in-person learning for a personalised, flexible experience
- ✓ **Desktops and laptops** are needed, as well as headphones (please avoid earphones or air pods)
- ✓ In collaboration with **Think Digital**

HYBRID HIGH SCHOOL (school-based online learning)

CURRICULUM: Think Digital Academy is our chosen online learning platform. However, we are willing to accommodate families who prefer another online curriculum or platform.

TEACHERS & SUPPORT: Our educators are all FET-qualified teachers who provide teaching, guidance and support throughout each learner's journey. They are more than facilitators.

REGISTRATION/ADMISSION: Must be done annually by **7 January** on the Think Digital website. It is not automatic. Register here: <https://za.thinkdigitalacademy.org/student-register-caps> - Select "Excluding Tutor Support". New registrations are Open all year, however Grades 10-12 cut-off is **31 July** of each current year.

EARLY BIRD: Register before **31 October** and get *5% - 10% off* (depending on payment plan). Payments start immediately after checkout.

STATIONERY & PRINTING: CHS stationery list aligns and is identical to that of Think Digital. Parents are to print all summaries/learning material for 2027. CHS will print exam papers, practice papers and intervention material.

TERMINATION: CHS = one term's written notice. Think Digital = annual commitment.

Payments are made directly to Think Digital. Any termination must be communicated directly with Think Digital.



CALENDAR 2027

HOLIDAY PROGRAMME	Monday 11 January & Tuesday 12 th January 2027
TERM 1	Wednesday 13 January – Friday 19 March
HOLIDAY PROGRAMME	Tuesday 23 March – Monday 5 th April
TERM 2	Tuesday 6 April - Friday 25 June
HOLIDAY PROGRAMME	Monday 28 June - Monday 19 July
TERM 3	Tuesday 20 July - Friday 17 September
HOLIDAY PROGRAMME	Monday 20 September - Monday 4 October
TERM 4	Tuesday 5 October - Friday 10 December
HOLIDAY PROGRAMME	Monday 13 December – Wednesday 15 December

WE WILL BE CLOSED ON THE BELOW DATES

Sunday 21 March – Human Rights Day	Monday 22 March – School Holiday
Friday 26 March – Monday 29 March EASTER WEEKENDS	
Monday 26 April – School holiday	Tuesday 27 April – Freedom Day
Saturday 1 May – Workers Day	Wednesday 16 June – Youth Day
Monday 9 August – Women’s Day	Friday 24 September – Heritage Day
LAST DAY OF 2027: Wednesday 15 December @14:00pm	

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)

NON-REFUNDABLE ADMISSION & REGISTRATION FEE

Parents are required to pay a once off, non-refundable admission (per family) and registration fee for every child admitted to Country House School.

The admission fee is required to conduct a credit check, which helps us assess financial responsibility before accepting a child into our programme. Once the student is accepted, a registration fee is expected to secure their place. This fee covers the administrative costs associated with creating a student profile, integrating their information into our accounting system, and maintaining our database.

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)

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, quarterly 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 (6%)

Should the annual upfront fees not reflect in our account before the 31st December, your account being automatically defaulted to the 12 monthly plan, with the invoice becoming due immediately (further refer to applicable fee table on page 1)

QUARTERLY DISCOUNT (3%)

Should the quarterly fees not reflect in our account before or on the last day of the preceding term, your account being automatically defaulted to the 12 monthly payment plan, with the invoice becoming due immediately

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, this will also apply for after care and full day fees, While changing to full-day is permissible at any time, adjusting to half-day is not (pro-rata costs will be calculated in such instances). Please complete the TERMINATION NOTICE LETTER and submit via email to the bursar. 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. REMINDER, written notice terminating your contract with the school does not automatically serve as notice to HopHouse and/or Country Swim School. Parents are reminded that separate and specific written notice must be given when stopping extracurriculars, respectively by the 1st day of the preceding month.

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

It is parents / guardians responsibility and legal obligation, as defined in Act 84 of 1996, Article 39, to consistently and fully pay school fees. 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 domicillium citandi et executandi address as stated in the confirmation of receipt of the Fee Schedule and Policy.

VISITORS (holiday care) AND TRIAL PERIODS (preschool division only)

CANCELLATION POLICY (Holiday Care Only):

- 48 hours' notice: Full credit will be granted. Less than 24 hours' notice: A 40% charge will apply.
- No notice / no message: 100% of the fee is forfeited.

Students visiting our **Preschool** Division for a trial period may do so for up to one month. Parents are kindly reminded that attending for only one or two days does not provide an accurate reflection of how a child will adapt within our school environment. For this reason, we strongly encourage a minimum trial period of consecutive days to allow for a fair and meaningful evaluation of the child's experience and school readiness.

- Attendance days must be confirmed in advance prior to admission.
- Full payment is required upfront for the confirmed period.
- A flat rate of **R900 per week** applies during the trial period.
- No credit or refund will be issued if a child attends fewer days than originally arranged.

FOR STUDENTS ATTENDING OUR HOLIDAY CLUB:

- ✓ Attendance must be booked and confirmed in advance.
- ✓ Full payment is required upfront before the child may participate.
- ✓ A flat rate of R200 per day applies.
- ✓ No credit or refund will be granted if fewer days are attended than originally booked.
- ✓ The above cancellation policy applies strictly to all holiday care bookings.

COLLECTION PROCEDURE

AFTERCARE COLLECTION POLICY & PROCEDURE: To ensure the safe and timely collection of students after school hours.

1. Preschool Students: Parents must collect their children directly from their registered classrooms.
 2. Grade R-3 Students: Will be escorted to the designated gate between 1:30 PM - 2:00 PM.
 3. Grade 4-9 Students: Will be escorted to the designated gate at 2:00 PM.
 4. Collection outside of the designated times: Report to reception, where your child will be called and brought forward.
- EXTRACURRICULAR ACTIVITY PARTICIPANTS: Will be escorted to the gate immediately following their sessions.

AFTERNOON CARE (accommodating students till Gr 7)

The fee includes holiday care and daily light lunch. Aftercare fees DO NOT cover pick-up or drop-off services for external students; an additional fee applies for transportation (one-way trips only). If a student participates in any extracurricular activity after school, parents/ guardians must arrange collection on these specific days. CHS provides pick-up services at the respective schools, at the same designated time daily. Further refer to the **AFTERCARE POLICY**.

Aftercare is an optional service, separate from tuition. If Aftercare fees are not paid by the 7th day of the month, the School reserves the right to suspend the child's Aftercare place after giving the Parent 7 (seven) days' written notice. For CHS learners, this will not affect their schooling. Suspension does not reduce or alter the Parent's liability for fees already due. The Aftercare place will be restored once the account is settled in full, subject to space being available.

LATE COLLECTIONS

FEES: (prior communication is essential, waiving of fee may be considered for isolated incidents)

- A R50 fee will be charged for students not collected by 14:16 hours, per child per days collected.
- A R100 fee will be charged for students collected after 17:31 hours, per child per days collected.

RESPONSIBILITY:

- The school's responsibility for students ends at the conclusion of school hours or extracurricular activities.
- Parents/guardians are responsible for collecting their children on time to ensure their safety.

NOTE: Late collection is considered disrespectful to the school staff, who may rely on public transport or have family commitments. Repeated late collection may result in further action, as deemed necessary by the school Heads. Your cooperation and punctuality are greatly appreciated.

EXTRA MURALS

In instances where extramural activities do not commence immediately after school hours, parents are kindly requested to make necessary arrangements for aftercare or late pick-up for their child. Please note that the presence of an extramural activity does not automatically extend the designated pick-up time. Therefore, we kindly request that parents do not assume they can stay beyond the scheduled pick-up time without prior arrangements. Should a parent require After Care services for a single day, they need to contact the school on or before the day, Parents will be billed at the end of the month accordingly. **(R90 per day, per child, includes lunch)**

EXTRACURRICULAR OUTSTANDING FEES

Regular and timely payment of extracurricular activity fees is required to ensure continued participation in these activities. Failure to pay fees regularly or making late payments will result in termination of participation. Additionally, priority is given to school fees, and parents/guardians must be up-to-date with their school fee payments to be eligible to register for extracurricular activities. If school fees are in arrears or regularly paid late, registration for extracurricular activities will not be permitted.

STATIONERY & TEXTBOOKS

To ensure timely access to required learning materials, parents/guardians are expected to purchase textbooks and stationery items within the first week of the academic year or on admission.

If textbooks and stationery items are not purchased within this timeframe, the school reserves the right to purchase the required items on behalf of the student. In such cases, the cost of the textbooks and stationery items will be invoiced to the parent/guardian's account, plus an added service fee.

Stationery items include, but are not limited to:

- Books - Erasers - Scissors - Markers - Paper/Files - Pens/Pencils - Glue/Art materials

ISSUANCE OF LEARNING, TEACHING AND SUPPORT MATERIAL

1. Textbooks/other learning materials provided by the school is issued in the first week of school or on admission date.
2. Parents sign a list indicating receipt and condition of learning materials received. (DISCLAIMER FORM)
3. At year-end or when a Parent terminates the enrolment contract, the materials must be returned and inspected, learning items damaged must be replaced or parents must pay the replacement value for damaged or lost resources.
4. Invoices will be generated, receipts are issued, and payments are recorded.

Note, it is the parent/guardian's responsibility to ensure that all required textbooks and stationery items are purchased in a timely manner for meaningful learning and to avoid disrupting teaching and hindering a student's academic progress.

ABSENTEEISM - PART-TIME LEARNERS – SCHOOL CLOSURES

As per the districts (DBE – Department of Education) guidelines CHS emphasize the importance of regular attendance to ensure students' academic success and overall development.

1. 40 DAYS ABSENT - FAIL BY DEFAULT: If a student accumulates 40 or more absences in a academic year, they will automatically fail, unless extenuating circumstances are proven with valid documentation.
2. CONTACTING PARENTS: If a student is absent for more than 10 days in a term, parents will be contacted to discuss the issue and potential support measures as well as if absenteeism is evident without valid evidence or reason.
3. DOCTOR'S NOTE REQUIRED: For any absence related to illness or medical reasons, a doctor's note must be provided to excuse the absence, especially if an assessment is missed. (Further refer to our ASSESSMENT POLICY and CODE OF CONDUCT)

REGULAR ATTENDANCE IS CRUCIAL FOR STUDENTS TO:

- Keep up with academic coursework and assignments
- Develop social skills and relationships with peers
- Participate in extracurricular activities and enrichment programmes
- Build a sense of responsibility and accountability

Fees for **3-DAY A WEEK or less** learners are charged at a fixed monthly rate to secure your child's admission.

- No Pro-Rata: Fees are not calculated per day and remain payable in full each month, regardless of attendance.
- No Credits, Transfers or Refunds: No credits, refunds, or discounts will be given for absences due to illness, holidays, public holidays, severe weather, or any other reason. Missed days cannot be transferred to other days, weeks, or months.
- Placement: Your child's place and staffing are reserved based on enrolment, not daily attendance.

1. In the event of closure due to **SEVERE WEATHER, NATURAL DISASTERS, GOVERNMENT MANDATES, NATIONAL/PROVINCIAL CLOSURES**, load shedding, or any other circumstances *beyond the reasonable control of the school, CHS will not be obligated to provide make-up lessons, credits, or refunds for missed days.
2. Such closures include, but are not limited to: heavy rain, strong winds, flooding, fire, pandemics/epidemics, civil unrest, and directives from the Department of Education or other authorities.
3. The safety of learners and staff is our first priority. Any decision to close will be communicated to parents as soon as possible via [WhatsApp / Email / D6].
4. While Country House School may, *at its sole discretion*, attempt to offer alternative arrangements or make-up lessons, there is *no obligation to do so*. This policy is in place due to operational costs and loss of income incurred during such closures. By enrolling, parents/guardians acknowledge and agree to this policy.

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

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 here in. These documents as amended from time to time, and are available on the Schools official website.

Please tick ✓ where applicable

METHOD	EFT		Debit order	
Signed on this day		Of (month)		Year

Signature of Parent 1	
Signature of Parent 2	
Signature of person responsible for payment of fees	

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

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 7th 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 15th 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, 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.

DEBIT ORDER INSTRUCTION FOR COUNTRY HOUSE SCHOOL

BENEFICIARY DETAILS

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

DEBTORS DETAILS

Full name		Surname	
Cellular number		Commencement date	

Email address	
Physical Address	
The Agreement reference	

BANK DETAILS

Bank name		Account name	
Branch		Account number	
Branch code		Account type	

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

Please tick ✓ where applicable

Payment date			
2nd		26th	
Debit for		Monthly school fees	Quarterly 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.

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

