



Dear Association Member

15 July 2024

Updated Tuition Fee Payment Policy:

The Schools payment policy which was updated earlier this year, upon review needs further adjustments. Delayed payments place the School under tremendous pressure. Accordingly, the Board has revised the Payment Policy as follows:

There are still 2 payment options:

a). Pay by Term: The full fees for Term 1 are due by 30 September; fees for Term 2 by 31 January; and fees for Term 3 by 31 May. Alternatively,

b). Pay Monthly: This payment plan is only available if you sign the School's Monthly Payment Plan Agreement. The amount due for the year is split into 10 equal payments. Payments are due by the **7th of September**; 7th of October; 7th of November; 7th of December; 7th of January; 7th of February; 7th of March; 7th of April; 7th of May and the 7th of June. This splits the annual fee into 10 equal payments.

What happens if I don't pay on time?

Termly Payers in Arrears: If you have not paid in full by the end of the first month of the Term, then you will get a reminder. If still unpaid one week after the due date, then a SR 500 penalty fee will apply. If you have still not paid by the end of the 2nd month of the term (nor changed from a Termly payer to a Monthly payer by signing the Monthly Payment Plan Agreement), then an additional SR 500 penalty will apply and you will receive a letter advising that your child will be excluded if you have not settled the full amount (including penalties) within 5 days of the exclusion letter date. A Termly payer can never be more than **two** months in arrears without exclusion applying.

Monthly Payers in Arrears: If you have not paid by your instalment date (see above), then you will get a reminder. If still unpaid one week after the due date, then a SR 500 penalty fee will apply. If you have still not paid by the next instalment due date, then an additional SR500 penalty will apply and you will receive a letter advising that your child will be excluded if you have not settled the full amount (including penalties) within 5 days of the exclusion letter date. Monthly payers cannot be more than **two** instalments in arrears without exclusion applying.

As per existing policy: A student cannot start a new term before the fees for the previous term are cleared; nor can a new school year be started before the fees for the previous year are cleared. Exam Fees need to be paid before students sit their IGCSE/AS/A-Level exams). The School reserves the right to offset any amounts due against deposits held; to withhold exam results and/or school attendance certificates and to take all necessary legal steps.

If you are a parent who is not paying on time, you need to **contact the School urgently** to pay your dues and / or to work out a solution. Thank you for your understanding.

Yours faithfully,

Bart Labuschagne, Chair of the Board