



Fish Hoek Primary School

ESTABLISHED 1928

GRADES: Pre R - 7

EXEMPTION FROM PAYMENT OF SCHOOL FEE POLICY

1. Fish Hoek Primary School has by law chosen to charge school fees.
2. Every parent who has a child/children enrolled at the school is legally obliged to pay school fees.
3. The school has the right to use any legal means required to collect unpaid school fees.
4. Any parent who has a child/children enrolled at the School has the right to apply for Exemption in respect of the annual fees owing.
5. Every parent must be advised of the above facts when they enrol their child at the school.
6. At the time of admission the parent must sign to acknowledge that they have been made aware of these facts.
7. Applications must be done on an annual basis, using the application form provided by the school.
8. The application form and accompanying documents must be collected and handed in at the Bursar's office by the parent. Once processed the parent will be notified in writing of the decision.
9. The parent is legally obliged to provide the school with any documentary proof of income (or other facts pertaining to their Exemption Application) the Governing Body of the School may request or require.
10. The School is obliged to keep all information received confidential, unless such information is required to be divulged to the Department of Education.
11. Before the school may take legal action for unpaid fees the school must try to obtain information to ascertain if the parent qualifies for an exemption. If the parent is uncooperative in this regard the school may proceed with legal action.
12. A formula and scale provided by the Department of Education is used in determining whether or not a parent qualifies for an Exemption in respect of school fees. The annual school fee charged by the school and **Gross Combined Annual Income of both parents is used in this calculation.**
13. Failure to pay reduced fees will be dealt with as prescribed in the school fee policy.

PLEASE NOTE:

The loss of income to the school i.r.o Exemptions is directly borne by the parents who are paying the full school fees.

It's all about our kids

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