



## **Soneike Private School**

Policy for Non-Academic Services and Consolidated Payment (2026)

## **1. Scope and Purpose**

This policy governs the provision, financial settlement, and termination of Non-Academic Services offered by Soneike Private School. These services include, but are not limited to, Aftercare, Before Care, Transport Service, Lunch Service, School Locker Rental, and Holiday Service. The purpose of this policy is to enhance administrative and financial efficiency by integrating the charges for these essential services into a single, unified payment structure.

## **2. Consolidated Fee Structure**

### **2.1 Service Inclusion**

The following Non-Academic Services fall under the purview of this policy, and their associated fees shall be consolidated:

<b>Service Category</b>	<b>Description</b>
Aftercare	Supervised care provided to students beyond the standard school day hours.
Before Care	Supervised care provided to students prior to the standard school day hours.
Transport Service	Transportation services provided by the School.
Lunch Service	Provision of a daily school lunch for pupils not registered with Kiddies Planet.
Holiday Service	Supervised care or programmes conducted during school holidays (if applicable).

School Locker Rental	The rental of a school locker, with the provision of a padlock to the child for the secure storage of personal belongings.
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## **2.2 Payment Consolidation**

All charges for the Non-Academic Services enumerated above shall be combined into a singular, comprehensive amount on the official school invoice issued to the Parent/Legal Guardian, inclusive of the tuition fees. Parents/Legal Guardians are required to remit this consolidated sum to the School's designated bank account. For instance, if a child in Grade 1 utilises Aftercare and Before Care, the parent's payment will be R3650 (R2550 for tuition + R900 for aftercare + R200 for before care), with the required payment reference being the child's Name followed by their Surname, without any additional information.

## **3. Financial Terms and Payment**

### **3.1 Payment Method**

All payments for Non-Academic Services (the consolidated fee) must be transferred directly to the Soneike Private School bank account as detailed on the invoice. Payments via cash or any other method are not permitted, payment must be made exclusively to the School's approved banking details.

### **3.2 Application of Non-Payment Policy**

Should the consolidated fee for Non-Academic Services not be settled in full by the stipulated due date, the **Soneike Private School Non-Fees Payment Policy** (the same policy applicable to the non-payment of Tuition Fees) shall be automatically invoked and applied to the outstanding amount. The Parent/Legal Guardian is not permitted to separate these payments, asserting that an outstanding balance for a Non-Academic Service (e.g., Aftercare) allows for the termination of that service while maintaining school enrolment. The continued enrolment of the child is contingent upon the continuous payment of the consolidated fee.

## **4. Service Commitment and Cancellation Policy**

### **4.1 Annual Commitment**

By enrolling a child in any of the Non-Academic Services, the Parent/Legal Guardian is committing to the payment for the service for the entire calendar year (12 months), irrespective of the selected payment schedule (e.g., monthly or termly). This commitment is essential to ensure the operational viability and necessary staffing levels for the services.

#### **4.2 Cancellation Requirement**

Should a Parent/Legal Guardian elect to discontinue or cancel a Non-Academic Service for their child, a mandatory minimum notice period of one full calendar month must be provided to the school by completing the designated online cancellation form.

*Example:* To effect a service cancellation commencing from the beginning of February, the cancellation notice must be submitted no later than the first day of January. No cancellation of any service will be processed after October 31st.

#### **4.3 Cancellation Procedure**

The official link and requisite form for submitting a cancellation request for Non-Academic Services are accessible:

- Upon request from the School Administration Office.
- On the Soneike Private School website under the 'Enrollment' section.

Verbal notifications or informal requests shall not be accepted as a valid means of service cancellation. The effective date of cancellation shall be determined by the date the official cancellation form is received by the school administration.

### **5. Disclaimer**

The cancellation of academic enrolment remains distinct from this Non-Academic Services Policy, although the Non-Fees Payment Policy is applied uniformly to all outstanding balances owed to the school.

#### **Failure to Pay**

In the event of non-payment for any service provided by Soneike Private School, the school reserves the right to hand over the account to debt collectors, after which a 30% interest fee will be added to cover the cost of the debt collection. Should the debt

collector be unsuccessful in recovering the payment, the account will be transferred to lawyers for the issuance of a summons. Any additional legal and collection costs incurred shall be borne by the Parent/Legal Guardian.

## **6. Acceptance and Signature**

I, the undersigned Parent/Legal Guardian, hereby confirm that I have thoroughly read, fully comprehended, and unequivocally agree to comply with and adhere to all terms and conditions stipulated within this Soneike Private School Policy for Non-Academic Services and Consolidated Payment.

<b>Detail</b>	<b>Signature</b>	<b>Date</b>
<b>Student Name</b>		
<b>Parent/Guardian Name</b>		
<b>Parent/Guardian Signature</b>		

### **For School Use Only:**

<b>Reviewed By:</b>	<b>Date Service Commences:</b>	<b>Route No.:</b>