



**Soneike Private School**

**Fees Policy**

## Introduction

Soneike Private School operates as an independent educational institution, reliant exclusively upon the prompt and comprehensive settlement of fees to facilitate the requisite educational provision for its learners. While upholding its foundation on Biblical principles, the School is obligated, in alignment with all independent schools, to maintain sound financial solvency, thereby guaranteeing the uninterrupted delivery of educational services. Consequently, parents/guardians are required to fully comprehend and strictly adhere to the subsequent terms and conditions.

## Payment Terms

1. **Annual Calculation:** All School Fees, inclusive of Tuition Fees, are computed for the entirety of the academic year (January through December).
2. **Crèche Learners (Ages 0-4):** Fees for crèche learners are assessed on a monthly basis. Payment is due within the month the child commences attendance. For illustration, should a child initiate attendance in February, the fee corresponding to February is immediately payable. However, if a space is reserved for a child in January, and the child's attendance is deferred until February, the fee for January remains payable, as the parent/guardian has secured the enrolment slot for that month.
3. **School Learners (Grade RR to Grade 12):** Fees for school learners are charged per academic term. Should a child be registered for Term 1, the parent/guardian assumes responsibility for the full term's fees, even if the child's attendance only commences in March. The School undertakes the commitment to ensure the child receives adequate preparation for the term and will be issued a report card for Term 1.
4. **12-Month Payment Plan (Mid-Month Salaries):** For parents/guardians electing the 12-month payment plan and receiving their remuneration mid-month, the initial instalment is due on the 15th, 20th, or 25th of December, and the final instalment is due on the 15th, 20th, or 25th of November. The notion that payment on the 15th of January is acceptable constitutes a frequent misconception, as such a payment represents a delay of 15 days.
5. **Monthly Payments:** Fees are required monthly in advance, with payment due no later than the 1st day of each month.
6. **Late Payment Fee:** A late payment fee of R100 shall be imposed subsequent to the 6th day of the month, with an additional R100 levy applied for every ensuing

5-day period. The 6th day serves as a grace period for payments due on the 1st. A payment processed on the 7th will incur a R100 penalty. A payment on the 13th will incur a R200 penalty. A payment on the 19th will incur a R300 penalty. A payment on the 25th will incur a R400 penalty.

7. **Consequence of Habitual Late Payment:** Parents/guardians who exhibit a pattern of habitual late payments may jeopardise their child's re-registration eligibility for the subsequent academic year.
8. **Payment Method:** Fees must be remitted directly into the school's designated bank account via an irrevocable, self-arranged Stop Order or electronic funds transfer (EFT/internet banking).

### **Continuance of Enrollment**

1. A child's continued enrollment is strictly conditional upon the full and timely settlement of all monthly School Fees.
2. Should financial accounts remain outstanding by the close of the month, and in the absence of formally agreed alternative payment arrangements with Soneike Private School (SPS), educational services may be discontinued, and the account may be subjected to handover to a collections agency.

### **Non-Payment Consequences**

1. A child shall be suspended from attendance following one month of non-payment or delayed payment.
2. The School reserves the right to impose a penalty of R100 for every 5-day period that fees remain unpaid after the 6th of every month. This charge shall commence on the 7th.

### **Financial Responsibilities**

1. **Parent/Guardian Accountability:** Parents/guardians bear full accountability for the prompt and complete payment of all School Fees owed to Soneike Private School.
2. **Termination of Contract:** Failure to settle School Fees may result in the termination of the contractual agreement and the official deregistration of the child.
3. **Debt Collection:** Outstanding accounts will be transferred to debt collectors, who will impose a 30% collection fee, which shall be appended to the outstanding balance. The School requires the total outstanding payment. Should the debt collector be unsuccessful in securing payment, the account will be transferred to legal attorneys for a formal summons, and all associated legal costs will be borne

exclusively by the parent/guardian.

### **Payment Reference**

1. Parents must utilise the child's name and surname, separated by a space, e.g., Eira Cornelius.
2. Children with multiple names must use the first name and surname. E.g., Sarah Minnie Cornelius's reference will be Sarah Cornelius.
3. A space must always be included between the names; references such as Sarahcornelius are unacceptable, as the School employs a search method, not manual payment identification. Incorrect referencing will prevent the payment from being identified.
4. The child's full name and surname must always be written; abbreviations such as E. Cornelius are not permissible.
5. For sibling payments, each child must be paid for individually, utilising their respective name and surname as the reference.

### **Account Number**

The School assumes no responsibility for payments remitted to an incorrect account. The School has provided the parent with the official School account at Standard Bank. All fees pertaining to the School must be directed exclusively to that account. Payments made to an employee's personal banking details will not be the responsibility of the School, and any attempt to attribute blame to the School for employing the individual is unwarranted.

### **December Payment**

Failure to remit the school fees for December by the stipulated due date will result in the learner's removal from the returning list, necessitating a reapplication. This reapplication will be processed as a new submission, contingent upon space availability. Furthermore, the parent/guardian will be required to settle all outstanding fees, including any accrued penalty fees, and will forfeit the privilege of the 12-month payment plan.

### **Changing Plan**

Parents who have opted for the 12-month payment plan are not permitted to alter this arrangement after the 1st of January. Should a parent/guardian determine that they are unable to make the January payment, they are nonetheless required to make the January payment before they are permitted to change the payment plan thereafter.

## Discount for Annual Fee

The 5% discount is exclusively available to parents who effect the full annual payment on or before the 1st of January. Payments made after the 1st of January will not be eligible for the 5% discount, even if the full payment is made.

## Siblings Discount

This is strictly a sibling discount and does not extend to family members such as cousins. The School reserves the right to inquire into the relationship and may request corroborating evidence if there is reason to doubt the familial connection between the learners. The discount will be applied to learners considered siblings if they are financially dependent on the same legal guardian who has executed the financial contract.

## Additional Fees

1. **Co-Curriculum Programs:** Separate fees will be levied for Co-Curriculum programs, including, but not limited to, Computer Studies, Sport, and Educational Outings.
2. **Registration Fees:** Registration fees are strictly non-refundable.

## Notice Period

1. **Kiddies Planet Learners:** A formal notice period of one calendar month is required prior to the withdrawal of a Kiddies Planet learner.
2. **All Other Learners:** A formal notice period of three calendar months (equivalent to one term) is required prior to the withdrawal of all other learners.
3. **Formal Withdrawal:** All official notices of withdrawal must be submitted via the designated cancellation link provided by the School.

## Other Provisions

1. **Annual Fee Adjustment:** Fees are subject to an annual adjustment of 10%.
2. **Non-Refundable Fees:** No fees are refundable once remitted into the school's account if the parent/guardian maintains outstanding school fees for the year.
3. **Trust Fund Payments:** Payments originating from a trust fund and made to the school account are restricted exclusively to tuition or registration payments.

**Please note that this fees policy constitutes an accessible summary of the terms and**

conditions meticulously detailed within the Financial Contract executed by parents/guardians.

DECLARATION I/We, the undersigned, Hereby certify that the information provided herein is complete and accurate. We agree to the conditions as set out below. We accept that the school is founded on Christian principles and undertake not to undermine this position. Signed at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_\_\_\_.

Name: Parent / Guardian Name Parent / Guardian

\_\_\_\_\_ Signature:

\_\_\_\_\_ Witness Name and

Surname: \_\_\_\_\_ Signature:

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