



SCHOOL FEE POLICY

REFERENCE	KP-POL-FIN-002	REVISION	3	
POLICY		REVIEWED DATE	MAY 2025	
		NEXT REVIEW DATE	JUNE 2027	
INITIAL DRAFTING COMMITTEE				
	<u>DESIGNATION</u>	<u>PRINT NAME</u>	<u>SIGNATURE</u>	<u>DATE</u>
PERSON RESPONSIBLE	PRINCIPAL	V. DE BEER		25/11/2021
COMPILED BY	DIRECTOR	AGJ ROUX		25/11/2021
REVIEWED BY	DIRECTOR	C ROUX		25/11/2021
REVIEWING COMMITTEE				
REVIEWED BY	DIRECTOR	C ROUX		26/05/2025
REVIEWED BY	BOARD MEMBER	N. OLIVIER		26/05/2025
APPROVED BY	PRINCIPAL	V. DE BEER		26/05/2025



TABLE OF CONTENTS

1.	INTRODUCTION	3
2.	TERMS AND DEFINITIONS.....	3
3.	SCHOOL FEE DETERMINATION.....	3
4.	ENROLMENT FEES	3
5.	RE-REGISTRATION FEES.....	3
6.	SCHOOL FEES AND AFTER CARE FEES	3
7.	PAYMENT OF FEES BY A THIRD PARTY	3
8.	EARLY PAYMENT DISCOUNT.....	4
9.	NOTICE PERIOD.....	4
10.	NO INSTALMENT ARRANGEMENTS (PAYMENT PLAN).....	4
11.	NONPAYMENT OF SCHOOL FEES BY CUTOFF DATE	5
12.	REFUND OR WAIVER OF SCHOOL FEES	5
13.	FEE INCREASES	5
14.	INFORMATION ABOUT FEES.....	5
15.	RECORD OF AMENDMENTS	6



1. INTRODUCTION

At **Kingston Private School** we are committed to providing a high standard of education to all our enrolled learners. Parents place a high premium on the education of their children and depend on us to remain a stable, sound and sustainable organization to supply that service.

School fees are a critical form of revenue for the school to provide resources, materials, facilities and equipment, Teachers, administrative and ground staff, and maintain building, grounds and other facilities. Therefore, the prompt payment of school fees is essential for any school to be functional.

The school does not receive any financial subsidy or assistance from any outside organization. We have to keep running the school, providing a high level of service on the income that is raised from school fees.

2. TERMS AND DEFINITIONS

TERM	DEFINITIONS
School Fees	All monetary charges charged by the school for tuition, services, activities, and facilities provided to students
Registration Fee	A fee paid to secure a learners' place for the upcoming academic year or term; usually non-refundable.
Term Fee / Annual Fee	Fees paid on a termly or yearly basis as determined by the school's billing cycle. This may include tuition and other service-related charges

3. SCHOOL FEE DETERMINATION

- 3.1 School fees are determined annually for a period of 12 months.
- 3.2 Parents / Guardians will be informed of changes in fees, in writing, at least one month prior to the changes becoming effective.

4. ENROLMENT FEES

- 4.1 Enrolment or registration fees are payable by new learners after the application form is submitted and the learner is accepted. The learner's place in the school is only guaranteed once the enrolment or registration fee is paid in full.
- 4.2 Learner enrolment is cancelled if enrolment fees have not been paid within seven working days from the date the learner is captured on the school's enrolment system.
- 4.3 Enrolment fees paid are non-refundable.

5. RE-REGISTRATION FEES

- 5.1 Re-registration fees are payable by all learners, excluding new learners, at the beginning of a year.

6. SCHOOL FEES AND AFTER CARE FEES

KP-POL-FIN-002	SCHOOL FEE POLICY	MAY 2025
POLICY		Page 3 of 6



- 6.1 School fees and After Care fees are payable in advance by the 3rd day of each month for monthly payments, on the first day of each quarter for quarterly payments and by 31 January for annual fee payments.
- 6.2 Fees are payable annually, quarterly or through 12 monthly payments (January to December)
- 6.3 Monthly fees are published on the Kingston Private School website in advance for all interested parties to view and note.
- 6.4 Parents / guardians are to pay the fees applicable to each month (as per invoice) directly to the schools nominated bank account.
- 6.5 Fees for each month are due and payable as cleared funds before the commencement of the month to which they relate. If an item on the fees invoice is under query, the 'undisputed' balance of that fees invoice must be paid.
- 6.6 During term holidays, **cash** payments will **no longer** be accepted at the school for the payment of school fees due to the school being closed. Accepted methods of payment for fees will only be EFT.
- 6.7 If your child/children are not in aftercare and they are still at school by 14:45pm, a penalty fee of R60.00 will be added for every day they are to be supervised.
- 6.8 If you child/children are in aftercare and they have not been collected by 17:15pm, a penalty fee of R60.00 every half an hour late collection, will be added for that specific day. This is to cover the costs of the personnel that have to stay at school to supervise the learner.

7. PAYMENT OF FEES BY A THIRD PARTY

- 7.1 An agreement with a third party (such as Trust Funds or Smart Funder) to pay the fees or any other sum due to the school does not release the parents from liability if the third-party defaults on the payment.
- 7.2 If Parents are removed from, or cancel their Trust Fund or Smart Funder agreement (forwhatever reason) and any fees are unpaid, the parent or guardian will be liable for the fees.

8. EARLY PAYMENT DISCOUNT

- 8.1 Fees which are paid in full by the 31st of January will qualify for an early payment discount of 3% per year. This discount does not apply to parents paying through a Trust Fund or Smart Funder scheme

9. NOTICE PERIOD

- 9.1 All notice is to be given one month in advance in writing and applies to school fees and aftercare. No notice will be accepted in the month of November, if given it will be null and void and you will be liable to pay until December (as per your signed application). The months' notice fee is liable for payment from date of notice.
- 9.2 The above applies under any circumstances.

10. NO INSTALMENT ARRANGEMENTS (PAYMENT PLAN)

- 10.1 There will no longer be any arrangements allowed for any outstanding school fees account made.

KP-POL-FIN-002	SCHOOL FEE POLICY	MAY 2025
POLICY		Page 4 of 6



11. NONPAYMENT OF SCHOOL FEES BY CUTOFF DATE

- 11.1 If the fees are not paid by the 3rd of every month, the parent or guardian will have 3 days to gather the money to pay the account in full.
- 11.2 If fees are not paid by the 3rd of the month a written letter will be sent of the outstanding balance. The letter it will state that your child/children will not be allowed to return to Kingston Private School, until full payment has been settled.
- 11.3 If your child does not return to school within 15 days (not a payment extension) of receipt of the letter your child/children will then be removed from the system. If you settle the account after 15 days you will have to pay the re-enrolment fee again.
- 11.4 If the fees are not paid within the 3rd day grace period and no communication is provided by the parent or guardian, the account will be handed over to the Attorneys. The parents will also be liable to pay all costs, fees, disbursements and charges including legal fees and costs reasonably incurred by the school in the recovery of any unpaid fees regardless of the value of the school's claim.

12. REFUND OR WAIVER OF SCHOOL FEES

- 12.1 There is a legal liability under a court order or under the provisions of this agreement to make a refund, fees will not be refunded or waived if:
 - 12.1.1 The learner is absent through illness; or
 - 12.1.2 Learner being locked out of school premises due to late arrival; or
 - 12.1.3 A term is shortened or a vacation extended; or
 - 12.1.4 The learner is released home before the normal end of the school day; or
 - 12.1.5 The school is temporarily closed due, for example, to adverse weather conditions; or epidemic outbreak.
 - 12.1.6 You as parent decide to take your child/children to another school for any reason, this includes school fees, aftercare, registration, re-enrolment, uniform etc. This includes if you are in credit or have paid for the whole year upfront.
 - 12.1.7 A pandemic

13. FEE INCREASES

- 13.1 Fees are reviewed annually and are subject to increase yearly, this includes the re-enrolment fee.

14. INFORMATION ABOUT FEES

- 14.1 The parent/s give consent to the school to make enquiries of the learners previous school for confirmation that all sums due and owing to such schools have been paid.
- 14.2 The parents also consent to the school informing any other school or educational establishment to which the learner is to be transferred if any fees of this school are unpaid



15. RECORD OF AMENDMENTS

DATE	CHANGES MADE