



Collegiate Junior School for Girls

Dear Parents,

Our 2019 budget meeting was held on the 24 October 2018, at which time the fee structure for 2019 was resolved and ratified.

The meeting was pleased to resolve that the increase was limited to an increase of 7.8%, without in any way compromising on the facilities and/or education standards.

THE ANNUAL SCHOOL FEES FOR 2019 WILL BE R27 335.00

SCHOOL FEE STRUCTURE

2019 School fees paid in full by 30 th November 2018 discounted by 10%	R 24 600.00
2019 School fees paid in full by 31 st January 2019 discounted by 7.5%	R 25 280.00
Monthly: January 2019 to November 2019	R 2 485.00

School fees are due and payable by the 31st January 2019, however the school allows for the payment thereof to be facilitated by the payment mechanisms mentioned in paragraphs 2-5 below.

The School fee billing system starts from January 2019 through to November 2019 (11 months) as detailed in paragraph 2.

Neither specialised Music tuition nor After-care are an extension of the formal school programme, nor are they intended to be an extension of the classroom. Both are a voluntary service, which carry an additional cost. Sport / Cultural tours also carry additional costs.

MUSIC FEES

Individual tuition per pupil, per instrument	R 300	R 3 000
Group tuition per pupil, per instrument	R 225	R 2 250
Instrument hire, per pupil, per instrument	R 200	R 2 000

AFTER-CARE

12h30 to 17h15 per pupil	R 460	R 4 600
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CASUAL AFTER-CARE

R 40 per session

Please note that the After-care and Music monthly billing starts in February 2019 and runs through to November 2019.

PAYMENT OPTIONS

1. **Parents who have registered their children for the 1st time for 2019**, and who have already paid a deposit will be credited with this amount being your January 2019 school fee payment. You will be required to start paying your next instalment from February 2019.
2. **Existing parents** are required to start paying their first instalment of 2019 school fees in January 2019 to November 2019.
3. **Bank Details: Standard Bank PE Branch 050017 Acc No: 080 136 982**
4. 2019 School fees paid in full by November 2018 will qualify for a 10% discount.
5. 2019 School fees paid in full by the 31st January 2019 qualify for a 7.5% discount.
6. **Please note that discount applies ONLY to School Fees and NOT Music and After-care fees.**
7. **Debit Orders:** Per your admission contracts, the use of Debit Order facilities is requested and encouraged for not only school fees, but also for After-care and Music tuition.
8. **Please note: Should school fees be in arrears, music and aftercare tuition will be discontinued immediately, until such time the school fees are brought up to date.**

EXISTING DEBIT ORDER HOLDERS. IF YOU NO LONGER REQUIRE YOUR DEBIT ORDER TO CONTINUE FOR 2019, PLEASE NOTIFY MRS SAPORTA BY 10th January 2019. Email address: suesap@collegiate.co.za.

I wish to extend my appreciation to you for the timeous fee receipts every month and I encourage you to continue doing so in the new year. In our organization, **positive cash-flow is vital** if we are to continue managing our school effectively.

The School and Governing Body thank you for your continued support.

Yours faithfully

MR ROB LIBBRECHT
Treasurer: School Governing Body (SGB)

DATE: 25th October 2018

**RESOLUTION ADOPTED AT A MEETING OF PARENTS OF LEARNERS AT
COLLEGIATE JUNIOR SCHOOL FOR GIRLS HELD ON 24 OCTOBER 2018 IN THE STAFFROOM**

IT IS RESOLVED AS FOLLOWS:

1. That school fees for 2019 will be determined and levied in accordance with the provisions of Section 38 and 39 (1) of the South African School Act (hereinafter 'SASA').
2. That the budget, as proposed by the governing body, be approved, and that the governing body be authorised to supplement any deficits that may arise on budgeted amounts for particular budget items, from surpluses that may arise on other items, provided that the total budget may not be exceeded without approval of a parent meeting.
3. That the proposed appointment of additional staff be approved.
4. That the sum allocated towards Section 38(a) payments (payments to state-employed members of staff) as reflected in the budget as tabled, be approved and that the School Governing Body is authorised to make such payments.
5. That school fees for 2019 shall be payable in accordance with the budget tabled by the governing body.
6. That school fees should be paid by 31 January 2019 in full. The SGB allows for other payment options subject to timeous monthly payment thereof and by 30 November 2019 reflected in 6.1 to 6.3. Specific arrangements for the payment of school fees shall be as follows:
 - 6.1 A voluntary payment in full by 30 November 2018, in which case a discount of 10% is granted or
 - 6.2 A 7.5% discount if fees are paid in full by 31 January 2019 or
 - 6.3 One-eleventh of the annual school fee will be paid on the last day of every month, January to November.
7. That the full outstanding school fees shall immediately become due and payable should any installment be outstanding by the due date. Furthermore, should school fees become outstanding, music tuition and after-care will be stopped with immediate effect.
8. That all parents shall be obligated to pay school fees, unless they have been granted exemption from the payment of school fees in accordance with the provisions of SASA, any applicable regulations as well as this resolution.
9. That parents who argue that they are cannot afford school fees, and therefore lay claim to full, partial or conditional exemption from the payment of school fees (hereinafter referred to as an 'applicant(s)'), shall apply for such exemption from the governing body in terms of Section 39(4) of SASA, the regulations envisaged therein and as well as this resolution.
10. That the applicant shall convince the governing body on a balance of probabilities that he/she she is entitled to such exemption.
11. That the applicant's application:
 - 11.1 shall be in writing in the format prescribed by the applicable regulations;
 - 11.2 shall outline the total annual and monthly gross income and expenditure of the applicant him/herself, and any other person(s) who qualify as parent(s) of the relevant learner(s) in terms of SASA, and any other earner in the household, with supporting documents where possible;
 - 11.3 shall outline the assets (at market value) and liabilities of the applicant with supporting documents where possible;
 - 11.4 shall outline the composition of the applicant's family;
 - 11.5 shall indicate whether application is made for full, partial or conditional exemption of payment of school fees; and
 - 11.6 shall contain every possible relevant fact that the applicant wishes to provide in support of his/her application.
12. That the governing body shall be entitled to request or collect such information as it deems necessary for the fair and just evaluation of an application for exemption from the payment of school fees.
13. That no application that fails to comply with the prescripts in this resolution shall be considered, unless the governing body can be convinced of extraordinary circumstances that justify non-compliance with the procedure.
14. That the governing body shall be entitled to delegate to a governing body committee the competency to receive, consider or decide on application for exemption, as envisaged above.
15. That the applicant shall be informed in writing of the committee's decision within seven days of the date of such decision.
16. That an applicant who feels aggrieved by a decision of a governing body committee, as envisaged in paragraph 12, shall be entitled to appeal in writing to the governing body within 7 days of the receipt of the outcome of his/her application. The governing body shall not dismiss the appeal without affording the applicant the opportunity to be heard verbally.
17. That, subject to the applicant's right to appeal to the Head of Department for Education in terms of section 40(2) of SASA, the governing body's decision shall be final.
18. That the only measure for which the governing body committee shall judge whether or not to grant any type of exemption shall be the applicant's compliance with the exemption criteria, as per SASA and any applicable regulations promulgated in terms thereof.
19. That this resolution shall not preclude the parent or the school from entering into an agreement to pay school fees in a different way from that prescribed herein.
20. That the governing body shall be entitled to impose on an applicant such exemption conditions as it deems reasonable.
21. That **sport /cultural tours, private outsourced extramurals, the music and after-care services** are activities that **fall outside of the school programme** and are **not covered by the school fees**.
 - 21.1 That the fees for **music** and **after-care** are accepted as tabled in this meeting and are payable over the 10 months from February to November.
 - 21.1.1 That any non-payment of school fees (arrears) will result in immediate termination of these activities (listed in 21.1) and the same applies in the event of fees not being up-to-date for the services mentioned in 21.1.