COLLEGIATE JUNIOR SCHOOL FOR GIRLS

RESOLUTION ADOPTED BY A MAJORITY OF PARENTS OF LEARNERS AT THE ANNUAL BUDGET MEETING

Collegiate Junior School for Girls
Gqeberha, Kestell Street, Eastern Cape, South Africa

At the Annual Budget Meeting held on 10 November 2026.

It was resolved that:

1. Determination of school fees

In accordance with the provisions of Sections 38 and 39(1) of the South African Schools Act (SASA) school fees shall be determined by the parents, and that the appointment of additional staff and payment in terms of Section 38A of SASA be approved, where applicable.

2. Approval of the budget

The budget presented by the School Governing Body (SGB) at this AGM/budget meeting of parents be approved and that the SGB be authorised to supplement shortfalls that may occur in amounts budgeted for specific items from surplus amounts budgeted for other items, provided that the total budget may not be exceeded without approval at a special parents' meeting. The SGB Finance Committee may also use additional capital from the school's savings, after diligent consideration.

3. Annual school fees

School fees, as presented and approved at the AGM, shall be compulsory and the full annual amount becomes payable on the 31 January of the new academic year.

The SGB allows for other payment options subject to timeous payments thereof reflected in 3.1 to 3.3. Specific arrangements for the payment of school fees shall be as follows:

3.1 Full payment by the 31 December 2026, in which case a discount of 10% is granted or
3.2 A 7,5% discount if fees are paid in full by 31 January 2027 or
3.3 One-eleventh of the annual school fees will be paid on the last day of every month, January to November.

4. Annual music and aftercare fees

Music and aftercare fees are accepted as tabled in this meeting and are payable over 10 months (February to November).

5. Non-payment of school fees

The full outstanding school fees shall immediately become due and payable if any instalment is not paid in full on the due date, subject to applicable legislation and the school's approved fee policy. Both biological/adoptive parents or legal guardians are jointly and severally liable, regardless of divorce or maintenance orders. Furthermore, should school fees become outstanding, music tuition and aftercare will be stopped with immediate effect. Any amount paid to the school will first be allocated to the arrear school fees and then to aftercare and music fees owing.

6. What school fees cover

The school fees cover the learner's participation in Collegiate Junior School for Girls' approved academic programme, comprising the relevant phases and grades offered by the school.

6.1 Academic programme: The academic programme shall include all relevant subjects stipulated for the applicable grades in accordance with the Department of Basic Education's curriculum requirements.
6.2 Extra-curricular programme: The extra-curricular programme shall include the activities approved by Collegiate Junior School for Girls for the relevant grades.
6.3 Sport: The school's extra-mural programme shall include age-appropriate sporting activities offered by Collegiate, subject to the school's annual programme and timetable.
6.4 Educational activities and outings: Class outings and educational activities may incur an additional charge where applicable. Details will be communicated to parents in the relevant activity information and consent forms.

7. Activities not included in school fees

The following activities and services are NOT included in the annual school fees:

- Aftercare
- Private or individual music lessons.
- Private or individual sport lessons.
- Remedial lessons and other privately arranged tuition, including scribe for exam/test)
- Payment for additional staff needed for concessions during exams.
- Clubs such as Craft club etc.
- Grade 7 Hoodie
- iPads and Digital Textbooks for Gr 6 & 7

8. Tours

Overnight sport tours are not included in the annual school fee unless expressly stated otherwise. All tour costs, including entrance fees, accommodation, entertainment and meals, will be an additional charge where applicable. Any payment will also constitute consent of participation. Payment and consent arrangements will be communicated to parents in advance. Please note that if school fees are in arrears, the full tour cost will be payable, as the usual R1,000 subsidy will not apply. The cost of the team hoodie will also need to be included in the total amount payable.

9. Appointment of auditors

The SGB Finance Committee shall be mandated to appoint auditors to audit the school's accounts, in accordance with applicable legal requirements and the school's financial governance procedures.

10. Admission policy and delegation of duties

The Admission Policy of Collegiate Junior School for Girls shall be accepted and reviewed annually by the SGB, in accordance with applicable legislation and departmental requirements.

The SGB shall delegate admission-related duties and the collection of school fees and the administration of related exemptions to the Principal, where applicable and within the authority permitted by law.

11. Recovery of outstanding school fees

The cost of recovering unpaid school fees may be pursued in accordance with Sections 40 and 41 of the South African Schools Act and other applicable legislation.

Where legal action is instituted, the recovery of legal and collection costs shall be subject to the applicable legal requirements and any order of a competent court.

Parents' liability for school fees shall be determined in accordance with applicable legislation, including the provisions relating to parental liability and exemptions.

12. Processing of information

The school shall be authorised to process information about parents and/or legal guardians where reasonably necessary for the administration and recovery of school fees, subject to the Protection of Personal Information Act (POPIA) and other applicable legislation.

13. Verification of information

The school shall be authorised to verify information supplied by parents and/or legal guardians where reasonably necessary for the administration of school fees, admissions and fee-exemption applications, subject to applicable legislation.

14. Communication with parents

The school reserves the right to communicate with parents via D6, email and other approved communication platforms, as appropriate. Statements and other relevant communications may be handed to learners for delivery to their parents where appropriate and in accordance with the school's communication procedures.

15. Queries relating to statements

Should a dispute arise regarding a parent's statement of account, the Collegiate Junior School for Girls Bursar's Office should be notified promptly in writing via bursar@collegiate.co.za. If a statement is not received, the parent must contact the school to request a copy and ensure that the account is up to date.

PROCEDURE FOR APPLICATIONS FOR EXEMPTION FROM SCHOOL FEES

16. Obligation to pay school fees

All parents (biological/adoptive/legal guardians) shall be obliged to pay school fees at Collegiate Junior School for Girls, unless exempted in accordance with the South African Schools Act, applicable regulations and this resolution.

17. Applications for exemption

Parents who allege that they are unable to pay school fees and who seek full, partial or conditional exemption from payment of school fees (hereinafter referred to as an "applicant") shall apply to the SGB for exemption in the manner prescribed by Section 39(4) of the South African Schools Act, the applicable regulations and this resolution.

18. Burden of proof

An applicant shall demonstrate, on a balance of probabilities, that they are entitled to an exemption in terms of the applicable legislation and regulations.

19. Application requirements

Applications must be submitted in writing to Collegiate Junior School for Girls.

The application shall:

- Be in the form prescribed by the applicable regulations.
- Contain the annual and monthly gross income and expenditure of the applicant and all other persons who qualify as “parents” as defined in the South African Schools Act, together with documentary proof.
- Set out the applicant’s assets, valued at market value, and liabilities, supported by documentary proof.
- Contain particulars regarding the number of dependants of the applicant.
- Indicate whether the application is for full, partial or conditional exemption from payment of school fees.
- Include all other relevant facts which the applicant wishes to advance in support of the application.

20. Additional information

The SGB shall be entitled to request or obtain such further information as it may reasonably require for the fair consideration of an application for exemption from payment of school fees.

21. Incomplete applications

An application that does not comply with the requirements of the procedure determined by this resolution shall not ordinarily be considered unless the SGB is satisfied that exceptional circumstances justify non-compliance with the procedure.

22. Delegation of authority

The SGB may delegate the authority to receive, consider or decide on applications for exemption to a committee of the SGB, subject to the applicable legislation and the terms of the delegation.

23. Notification of decisions

The applicant shall be notified in writing of the decision within the period prescribed by the applicable regulations.

24. Appeals

An applicant who does not agree with the decision of the SGB shall be entitled to appeal in writing to the Chairperson of the SGB within the period prescribed by the applicable legislation and regulations.

25. Finality of decisions

Subject to the right to appeal to the Head of Department of Education in terms of Section 40(2) of the South African Schools Act, where applicable, the decision of the SGB shall be final, subject to any further rights available to the applicant under applicable law. Valid communications from the SGB regarding applications shall be in writing.

26. Criteria for exemption

The criteria for consideration of an exemption application shall be those determined by the South African Schools Act and the applicable regulations.

27. Alternative payment arrangements

This resolution shall not prevent a parent and the school from concluding a lawful agreement for payment of school fees in a manner other than that prescribed in this resolution, where permitted by applicable legislation and approved school procedures.

28. Conditions attached to exemptions

The SGB may attach lawful and reasonable conditions to an exemption where permitted by the applicable legislation and regulations.