



HOËRSKOOL – BRACKENFELL – HIGH SCHOOL

Privaatsak/Private Bag X03, Brackenfell, 7560 -- Tel. 021 981 5522

Epos/Email - schoolfees@brackenfellhs.co.za

26 October 2022

Dear Parent

2023 SCHOOL FEES PAYABLE

As approved at the Budget meeting for parents, held on 19 October 2022

The following information is very important so please ensure that you read through all the documentation, that you understand it, and that you fill in all the applicable forms completely and correctly.

The school cannot accept responsibility if you have not followed the correct procedure or if you did not hand in the necessary and/or correct information on time at the school.

1. FEES PAYABLE

School fees for the 2023 school year will be **R26 500** per learner and are compiled as follows:

- **First Instalment** R 1 500 – payable before **24 November 2022**. First instalment has to be paid before any textbooks will be issued.
- **Annual fees** R25 000 - payable before **28 February 2023**.

1.1 ONCE-OFF PAYMENTS

In the case of a **once-off** payment before or on 28 February 2023, the following discounts apply:

- EFT/cash/debit card/credit card payments: **R1 500 per learner**.
- Unfortunately, no cash payments will be accepted for the once-off payments.

1.2 MONTHLY PAYMENTS

If you prefer to make **monthly payments**, please note the following:

- 10 equal monthly payments for the period of 1 February 2023 - 1 November 2023 (per debit order or EFT)
- 12 equal monthly payments for the period of 1 December 2022 - 1 November 2023 (only debit order)
- Your debit order arrangements are only valid for the particular school year as stipulated on your form and **must be renewed each year**.
- Existing 2022 debit order payers must therefore also complete a new form for 2023.
- Hand in the original completed form at the financial office or you may scan the completed form and email it to schoolfees@brackenfellhs.co.za.

2. FIRST INSTALMENT

- 2.1 The first payment of R1 500 have to be paid before 24 November 2022 via EFT or credit card. Please do not pay with cash.
- 2.2 If your financial circumstances do not allow you, please make arrangements with the Financial Office via email schoolfees@brackenfellhs.co.za.
- 2.3 If you pay the first instalment (R1 500) before 24 November 2022, the learner may go directly to the Book Store and does not need a proof of payment or receipt.
- 2.4 If you pay the first instalment after 24 November 2022 or if you have made arrangements with the Financial Office to pay after text book issuing, then the learner has to first come to the **Financial Office** to collect the letter confirming that they may collect their text books before any payment has been made.

3. PAYMENTS

Payments can be made **directly into the school's account**. Please try to avoid any cash (cheques will not be accepted anymore) payments due to high banking costs and the high risks involved.

FNB, Branch code 210554, Account number 62620191198

Payments must indicate your child's reference and/or child's name, surname and grade.

4. TOTAL OR PARTIAL EXEMPTION OF SCHOOL FEES

Parents may apply for full or partial exemption of school fees in terms of Section 39 of SA School Act (Nr 84 of 1996) if they are financially unable to meet the obligation. If you have to apply, you may collect the application forms from the Financial Office (Mrs Felicity Kimber) from 09 November 2022 (between 08:00 and 14:00).

5. GENERAL RULES ABOUT SCHOOL FEES

- 5.1 Both parents of a learner are responsible for paying school fees, whether they are married, divorced or single.
- 5.2 **All components** of the school fees are paid in advance and the full amount is due and payable by the 28 February 2023. The Governing Body grants the option to pay the school fees as stated in paragraph 1. The Governing Body reserves the right to withdraw the concession to pay in instalments if payments fall in arrears. This means that when concessions are not met (i.e. monthly payments), the concession is withdrawn, resulting in all outstanding fees becoming payable immediately for the full academic year.
- 5.3 **If your school fees account payment is in arrears for longer than 30 days**, without an appropriate arrangement with the school -
- The school will immediately take legal action to recover the total amount outstanding. Legal action entails being handed over to solicitors/lawyers and the blacklisting of your name on the ITC data base.
 - Legal action will be taken against both parents, irrespective of any divorce agreement between the different parties, as both parents are accountable.
 - You will also be responsible for any additional costs (lawyer's fees, expenses, interest etc.) incurred in any way.
- 5.4 We once again appeal to you to keep your payments up to date to prevent the accruing of unnecessary costs. **Contact the Financial Office immediately to make a suitable arrangement** when things go wrong.
- 5.5 **If your financial circumstances should change in the course of the relevant school year**, you have to make an appointment with the Financial Office immediately to determine whether you qualify for any exemptions according to the conditions of the SA School's Act. Please take note of the fact that the longer you wait to address the problem, the longer before possible exemptions can become effective.

WHAT YOU MUST DO NOW

1. REGISTRATION NUMBER

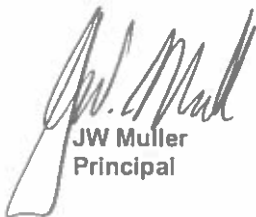
Make sure you received your REGISTRATION NUMBER. If not, please contact the Financial Office for your unique reference number. Use this reference number to pay your school fees via EFT or bring this number along if you are going to pay the first instalment fees in cash.

2. FORMS THAT HAVE TO BE COMPLETED AND HANDED IN

The attached forms **MUST** be completed, signed and handed in at the school.

- **Annual Confirmation Form** (all)
- **Regulations for the exemption of parents from payment of school fees** (all)
- **Debit Order Form** (only if you want to pay school fees monthly)

We appreciate your co-operation in this regard.



JW Muller
Principal