

## **FINANCIAL COMMITMENT AND AGREEMENT**

The signing of the BSCS Financial Agreement and Commitment in this Application confirms that you commit to:

1. Prompt payment of school fees, which is essential for efficient administration of the School and assists BSCS to keep the fees as low as possible.
2. School fees are **payable on or before the 3th day of the month**. Statements are email or send on the 25<sup>th</sup> day of each month. Our preference is that fees are paid by **Debit Order**, as this eliminates the risk of having large sums of money in the office but also cuts out a lot of administration.

It is the parents' / guardians' responsibility to check their statement. Unless the school is notified, within 30 days of the date of the statement of any mistakes, the parent / guardian will be liable for the amount reflected on the statement.

3. Only if yearly fee is paid before the 31<sup>st</sup> of January a 5% discount shall be given.
4. School fees (referred to as monthly fees) are calculated annually but payable over a **11 months, ie. January to November or February/February or any other month to December as applicable.** Fees and must be paid by the 3<sup>rd</sup> of each month. All outstanding school fees must be paid before 7<sup>th</sup> November.  
Should the due date for payment fall in the holiday period you are still required to pay over before the 3<sup>rd</sup> of the month. The School does not take responsibility for fees sent to school with students or Taxi's until a receipt has been issued.
5. Should you have outstanding fees after the 7<sup>th</sup> of each month, a SMS will be sent out reminding you of your outstanding fees. Accounts, which are in arrears after the 8<sup>th</sup> day of the month, will result in your child/ren automatically being placed under probationary status at the school.

**Unfortunately, and under duress, if a monthly fee is not paid on time, your child/ren will be removed from the class to sit in the school office.**

Your child can only attend classes when your account has been paid in full. We are not Government Funded and the school or owner is not responsible for school fees.

6. **As of the 8<sup>th</sup> of the month a penalty fee of R200.00** will be charged on the full outstanding amount, until all arrears are paid. If a SMS has to be sent to you with regards to outstanding monthly fees, a charge of R30.00 will be added to your account; a phone call for the same reason will cost you an additional R30.00.

**No reports or transfer documents will be made available until such time as the account has been settled in full.**

Children of parents owing school fees will not be admitted to the school at the start of the new term.

7. **An amount of R800.00 will be charged should your account be handed over for debt collection. If any account goes into 60 days, it will be handed over to a debt collector for collection and we will report slow/bad paying to the I.T.C. Credit Bureau immediately. You will be expected to pay all the legal expenses incurred by yourself and Bet-Shalom Christian School.**

8. Resignation:  
**Should you wish to remove your child from the school, one Month notice must be given in writing. Resignation must be handed in before the 3<sup>rd</sup> of the month, no resignations are valid from 15<sup>th</sup> to 15<sup>th</sup> of a month. One calendar month resignations only. No resignations for the month of November and December will be accepted. Unless a re-location letter from your company is send to the school. You will be responsible for the payment of the school fees for this period even if the child leaves before the notice period is up. School records will not be forwarded to the new school until payment of all outstanding accounts are finalised.**
9. A 25% handling fee will be charged on any kinds of refunds.
10. Our approach to the School Fee Payments will not be casual, but strictly adhered to for the benefit of all students.
11. It is a requirement to sign the Financial Commitment document for each child on an annual basis if your child is accepted for the year.
12. Registration fees:  
 R500.00 (non-refundable) **IF NOTIFICATION OF WITHDRAWAL OF ENROLLMENT FOR 2020 IS NOT GIVEN BY 1 NOVEMBER 2019, YOU WILL BE HELD LIABLE FOR JANUARY 2020 SCHOOL FEE.**  
 Administration Fee (Annually) R400.00 per child already enrolled (non-refundable)  
 Textbooks and Scripts – **R800**  
**Parents are responsible for all stationery. See attached stationery list.**

School Fees Structure over 11 Months (If enrolled after January parents will be liable for December School fee.)

	<u>Half Day-Total</u>	<u>Full Day-Total</u>
Child 1	R 1826.00	R2077.00
Child 2	R 1766.00	R2016.00
Child 3	R 1727.00	R1978.00
Day fee	R 140.00	R 160.00
<u>(Incl all meals, snacks &amp; extra Activities, Swimming Lessons, Kiddynastics, Song &amp; Music lessons, Creative Baking)</u>		

13. I, the undersigned, hereby declare that I am not currently under financial administration, debt review or part of a financial rehabilitation programme. I declare therefore, that I am in a healthy financial position to enable me to fulfil my financial obligation to Bet-Shalom Christian School.

**We as parents/guardians hereby agree and acknowledge that we have read and understood the above Financial Commitment and responsibility.**

**Signature: Father/Guardian**

**Mother/Guardian**