



Fees Responsibility Form

Section A: Learner

Surname: First Names:.....

Parent or guardian

Surname: First Names:.....

Section B: Details of Person taking Responsibility for Fees

Name: Relationship:
ID Number:
Residential Address:
Postal Address:
Cell Number: Home Number:
Work Number: Email:
Name of Employer: Occupation:
Work Address:
Employer contact number: Email address:

CHOICE OF METHOD OF PAYMENT:

FREQUENCY:

1. School Development Fund: In advance for the year OR R500 monthly in advance
2. Monthly Tuition Fees: In advance for the year OR monthly in advance

METHOD:

1. Electronic Funds Transfer (preferably repeat payments).
2. Cash (not preferred for safety and tracking purposes).
3. Stop Order (organised by you and your banker).

BANKING DETAILS:

Account Name: WOODCREST ACADEMY Name of Bank: FIRST NATIONAL BANK, SCOTTBURGH
Branch and Code: 260-225 Account Number: 62651894191

FEE STRUCTURE:

	<u>2021</u>	<u>2022</u>
Once-off non-refundable Registration Fee:		
Pre-school (Grades RRR-RR)	n/a	R1,500
Main school (Grades R-9)	R3,000	<u>R3,000</u>
Learners coming up from the Pre-school will only pay the balance of the Registration Fee.		
Once-off School Development Fund:		
Pre-school school (Grades RRR-RR)	n/a	R2,000
Main school (Grades R-9)	R6,000	<u>R6,000</u>
Learners coming up from the Pre-school will only pay the balance of the School Development Fund.		
Monthly Tuition Fees: Pre-school Phase:	n/a	R2,400
Foundation Phase (Gr R-3):	R2,650	R2,850
Intermediate Phase (Gr 4-7):	R2,950	R3,200
Senior Phase (Gr 8-9):	R2,000	R2,950

When making a payment please send a proof of payment with the learner's name and surname to admin@woodcrestacademy.co.za. Failure to do so may cause a misallocation of your school fee payment.

When creating a stop order or scheduled payment, please send proof to admin@woodcrestacademy.co.za of such a facility being in place.

Please use the learner's name as the reference on any payments made. In the event of joint payments then the amount will be split evenly across the accounts of each learner.

Please use Whatsapp to refer any billing queries to 082 665 3265.

Section C: Credit Check Consent

Woodcrest Academy is affiliated to TPN Credit Bureau, a registered credit bureau; all account payment profiles, patterns and behaviour are recorded monthly with the credit bureau for the purposes as per the National Credit Act.

The undersigned parent or guardian consents to and authorises Woodcrest Academy, the service credit provider, via TPN to:

- contact, request and obtain information at any time from any supplier, service or credit provider (or potential credit provider) or registered credit bureau in order to assess the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the consumer / debtor; and
- provide information about the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the consumer / debtor to any registered credit bureau or to any supplier, service or credit provider (or potential credit provider) seeking a trade reference regarding the consumer's/debtor's dealings with the supplier, service and/or credit provider.
- conduct a verification check on the identity details provided in the application.

Personal Information Consent

The undersigned hereby consents to and authorises Woodcrest Academy to process their personal information for the purpose of credit checks and to facilitate the administration of the school.

The school is committed to protecting the privacy of all personal information provided, and to effect the constitutional right to privacy and fulfil its obligations under the Protection of Personal Information Act No.4 of 2013 (POPI). The school undertakes that personal information will not be processed for purposes prohibited by POPI and the principles contained in the Act, and will ensure the confidentiality of such information.

To be signed by the Person taking Responsibility for Fees

The undersigned state that:

- The information contained in Sections A and B is correct in every respect.

- They undertake to read the School Fees and Collection policy of Woodcrest Academy provided to them and accept that breach of these policies could result in the child being asked to leave the school.
- They agree to notify the school immediately in the event that any of the above information changes.

Signed: _____ Date: _____

Person Taking Responsibility for Fees
