



## SCHOOL FEES AND COLLECTION POLICY

### SUMMARY

- School Fees
- Billing process
- Woodcrest Academy banking details
- Collection of outstanding fees

**THE PARENTS OR LEGAL GUARDIANS OF A CHILD ENROLLED AT WOODCREST ACADEMY ARE JOINTLY AND SEVERALLY LIABLE FOR THE PAYMENT OF SCHOOL FEES IRRESPECTIVE OF ANY COURT ORDERS OR OTHER INTERNAL AGREEMENT BETWEEN THEM.**

### SCHOOL FEES

School fees are made up of three parts:

- A once-off non-refundable Registration fee to be paid in advance to secure your child's place at Woodcrest.
- A once-off School Development Fund to be paid in advance for the Pre-school and that may be paid in full or monthly in advance for the main school.
  - This fee will be waived for a learner who already has two siblings at the school or for the additional learners after the first two where three or more enrol together.
- Monthly tuition fees are based on the phase (Pre-school, Foundation, Intermediate or Senior) and may be paid in full or monthly from January to December in advance by the 1<sup>st</sup> day of each month.
  - A discretionary discount may be made available for full payment made up front by January 3<sup>rd</sup>.
  - A discount is offered to each learner who already has a sibling at the school.
- Please note that the discretionary discounts may be withdrawn should payments be in arrears.

School fees are determined by the school management following recommendations by representatives of the parent body at the Annual Budget Meeting.

The 2021 and 2022 fees are:

	<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	R3,000
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	R6,000
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

Proof of payment of Registration fee, School Development Fund (in part or full) and at least the first month's Tuition fee is required before a learner is considered to be enrolled.

On leaving the school, a full month's written notice to the Principal is required, failing which one month's Tuition fee will be charged to the account.

In the event of a learner leaving and then re-enrolling later, a R1,500 Registration Fee will be charged, and no School Development Fund will be charged unless there is a balance outstanding in which case this must be paid up.

## **BILLING PROCESS**

At the end of month, invoices will be sent via email for the following month's fees (to be paid in advance). This will be accompanied by a statement of the last three months' fees and payments.

If you do not have an email address these will be sent via SMS, and you will be billed for the costs of SMSs.

All billing queries should be directed via Whatsapp to 082 665 3265 and the accounts personnel will respond to your query. Please note that this not a manned telephone but is used for Whatsapp only.

## **BANKING DETAILS:**

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

For any initial payments please send a proof of payment with the learner's name/surname to [admin@woodcrestacademy.co.za](mailto:admin@woodcrestacademy.co.za). Please reference on-going payments with the learner's name/surname or enrolment number or, for multiple siblings, the WCA number on your invoice. Failure to do so may cause a misallocation of this payment.

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

## **COLLECTION OF OUTSTANDING FEES**

- Statements will be issued monthly or on request.
- Payment details are forwarded monthly to the TPN credit bureau, which will follow up any overdue payments and update parents' credit records accordingly.
- Please note that school fees are considered to be in arrears on the first day of the month as fees are due in advance.
- Interest on overdue accounts may be added at 8% per month.
- The procedure for unpaid or short-paid school fees will be:
  - In the first month you will receive an email requesting settlement of the amount.
  - In the second month you will receive an email notifying you that:
    - Your child will not be allowed to attend classes.
    - You will be receiving a letter of demand from TPN Collections.
    - Failure to settle the debt will result in your child being de-registered with Woodcrest Academy and steps will be taken to blacklist you through TPN on the national credit database which could negatively impact your ability to apply for credit of any nature.
  - In the third month you will receive an email notifying you that:
    - Your child has been de-registered with Woodcrest Academy.
    - You will be blacklisted through TPN.
    - You will be handed over to our Debt Recovery Agent
- In the event of blacklisting the matter will be handed to the Debt Recovery Agent's attorneys. Fees payable to the attorneys will also be payable by the parent.