



HOËRSKOOL
TYGERBERG
HIGH SCHOOL

26 October 2020

Dear Sir/Madam

SCHOOL FEES FOR 2021

The school fees for 2021 were adopted by a majority of the parents and guardians at the budget meeting held on 21 October 2020.

Public school fees are a statutory duty in terms of the South African Schools Act No. 84 of 1996 (as amended), payable annually in advance at the beginning of each school year and such payment is compulsory, unless parents have been granted an exemption or partial exemption of school fees.

Irrespective of marital status or divorce agreements, both parents are jointly and severally liable for the payment of school fees. Any divorce order is inter partes binding on the parties thereto and does not affect the parents' liability to school fees.

However, in an attempt to reduce the financial burden on parents, the school is prepared to accept payments on a monthly basis. This accommodation to parents in no way changes the fact that the payment of school fees is a statutory duty and not a voluntary agreement, particularly not a credit agreement, as defined in terms of the National Credit Act.

Attachment A must be completed by each parent and returned with the learner to school or handed in at reception.

Therefore, the payment details are as follows for your notification:

1. SCHOOL FEES: R27 600 per learner per annum

The school fees for 2021 amount to **R27 600 per learner per annum**, payable as follows:

a) Compulsory payment: R 600 per learner per annum (all learners)

- A compulsory payment of **R 600** per learner per annum for all learners must be made before or on 31 January 2021. It may be in cash or per internet transfer, direct deposit or debit order.

b) Once-off advance payment: R 27 600 per learner per annum:

- Payable before or on 28 February 2021. No discount will be given for the advance payment of school fees for 2021, but the school is grateful to the parents who would exercise this payment method.

c) Monthly debit order payment: R 27 000 per learner per annum:

- **R2 700** per month from February 2021 to November 2021 (10 months). **(after payment of January's R 600)**
- Payment must be made in advance on or before the seventh (7) day of each month.
- Debit order forms are available at the school.
- For parents/guardians already paying by debit order, the compulsory payment of R 600 for January 2021 will be deducted by means of debit order. New enrolments will have to pay the R 600 for January 2021 by themselves.

PLEASE NOTE

- The day in January on which the R 600 debit order will be deducted from your account, will be the same day you requested us to deduct the normal monthly school fee debit order.
- All new applications for debit order payments must be made on or before the 15th of each month for the following month. The compulsory R 600 must be paid in by the new parents and the parents who only apply for debit order payments from January 2021.
- Current debit orders will automatically be adjusted to provide for increases and/or the number of children, unless a written request advising otherwise is received from the parent/guardian before or on 15 January 2021.
- If your debit order was cancelled in the previous school year, it is your responsibility to request the school to reinstate it.
- The school will cancel debit orders that are being returned as unpaid for the second time, and the parents/guardians will be advised that they must do the monthly payments themselves. Parents/guardians will further be liable for any banking charges and/or fines charged by the bank for the return of the debit order. Such costs will be added to the relevant learner's school fees.

d) Monthly Cash Payments: R 27 000 per learner per annum:

- **R 2 700** per month from February 2021 to November 2021 (10 months). **(after payment of January's R 600)**
- Payment must be made in advance on or before the seventh (7) day of each month.

- For payment by means of a direct banking deposit or internet transfer, use the learner's **school fees account number** followed by the words "school fees" as reference (see banking details in point 7 below).

2. APPLICATION FOR EXEMPTION

All parents/guardians must complete the attached annexure A, irrespective of whether they will be applying for exemption or not and hand it in at reception or have the learner return it to the school.

- Application for full or partial exemption of payment of school fees may be done by both biological parents (where applicable) or guardians submitting the official exemption application form, available at the school upon request. **Each exemption application must be handed in at the school fees office personally.** Exemption applications may not only be delivered to the school. No exemption application may be sent to the school via e-mail or fax.
- Exemption applications must be submitted before the end of the first term (circular 0020/2019). Only where a parent's financial circumstances have changed after the first term, will late applications be accepted.
- Exemption from payment of school fees is calculated from the date on which the parent/guardian qualifies for exemption in 2021.
- **PLEASE NOTE:** School fees are payable up to the date on which exemption is granted, after which the adjusted school fee amount will be payable, if applicable. Should the exemption outcome result in a credit on the school fees account, it may be returned.
- The applicant must keep a copy of the exemption application since the school does not make copies.
- Exemption is calculated in terms of the full school year for which application is made.
- The governing body must make a decision about the exemption application within 30 working days of receipt thereof, and advise the parents/guardians of such decision within seven (7) working days after making such decision.

3. ACCOUNTS IN ARREARS

Parents, regardless of their marital status, are jointly and separately responsible for school fees (family law), and if school fees remain outstanding, both parties can be handed over for collection of the school fees and become blacklisted. Irrelevant divorce arrangements, which of course do not bind outside parties.

- Parents/guardians will be informed of outstanding school fees on a monthly basis via e-mail and SMS. It is hence the responsibility of both biological parents (where applicable) or guardians to ensure that their contact details are correct on the school's database at all times. The school accepts no responsibility for school fee accounts that are handed over as a result of incorrect contact details.

- It is the responsibility of the parent receiving the school fees account to inform the other parent of the school fees account (this includes divorced parents). It is not the school's responsibility.
- If the school receives no reaction to outstanding school fee accounts, it may be handed to the relevant learner to give to his/her parents/guardians.
- An invoice and a reminder are sent out if the school fees have not been paid on the 7th of each month and is outstanding. Costs for sending a registered reminder will be recovered from the parent (s), by placing the costs on the relevant school fees account.
- Accounts in arrears for 90 days will be handed over to the school's attorneys for collection without further notice.

PLEASE NOTE: When a school fees account is in arrears and handed over for collection to the attorneys, the outstanding school fees for the full year will immediately become due and payable. Both parents will be jointly and severally responsible for the full outstanding balance of the school fees for the year, as well as for all legal cost incurred in the collection process on an attorney and client scale, interest and collection commission. After hand-over all payments must be made to the attorneys and not to the school. **When a school fee account is handed over to the attorneys for collection, no further application can be made for possible school fee exemption.**

- The task of the finance committee is, among others, to ensure that all parents/guardians faithfully meet their legal obligations with regard to the payment of school fees, and strict action will be taken against any parents/guardians who do not pay school fees regularly as required.

4. MERIT AWARDS

- If a learner qualifies for a merit award, this amount will be deducted from the school fee amount in order to determine the adjusted school fee amount for the year, payable monthly.
- If a learner qualifies for an award, the parents/guardians will be informed accordingly per e-mail and letter at the end of the 1st term of 2021. If parents/guardians do not receive a letter, full school fees as set out must be paid.

5. ARRANGEMENTS AROUND SCHOOL FEES

- Should you as parents/guardians wish to deviate from paying school fees on a monthly basis, you will have to submit a written request to the school fees section. Such request must be approved by the finance committee.
- Any arrangements and requests with regard to payment of school fees for the year are only valid for the year in which it is done. No arrangements will be carried over from one year to the next.
- A request for an arrangement can only be made per letter or e-mail (skoolfonds@hstysterberg.co.za). It remains the responsibility of the

parents/guardians to make sure that the school has indeed received such a request.

- **No telephonic arrangements will be accepted.**
- Divorced parents must make their own arrangements with regard to who will be accepting responsibility for the payment of school fees. The school does not make such arrangements.
- In the case of parents living separately, it remains the responsibility of the parent who receives this letter to inform the other parent.
- School fees is payable throughout the year and unfortunately no arrangement for payment can be made in December, nor to pay with bonuses in December.
- No arrangements for paying the 2021 school fees will be accepted for dates after **30 November 2021**.

6. ADDITIONAL SUBJECT FEES PAYABLE

- Learners who take Art at the Art Centre must pay the Art Centre and not the school.
- Learners who take Dramatic Arts must pay their subject fees directly to the Drama teacher.

7. INTERNET PAYMENTS AND DIRECT BANK DEPOSITS

Banking details for internet payments and direct deposits:

Name of account holder: Tygerberg High School
Bank: Absa
Type of Account: Cheque
Bank account number: 390 390 122
Branch code: 632005
Reference: **Learners school fees account number** followed by 'school fees'

Proof of payment must be e-mailed to skoolfonds@hstygerberg.co.za.

Enquiries about school fees can be done on weekdays between 08:00 and 14:30. Contact Number (021) 929 1461.

We are extremely grateful for all the parents/guardians who so faithfully meet their financial commitments to the school. This enables us to provide a service of excellence.



Mrs JL Falck
Chairman: Governing Body



Dr LS Herselman
Principal

ANNEXURE A

**SOUTH AFRICAN SCHOOLS ACT, NO 84 OF 1996
REGULATIONS FOR EXEMPTION OR REDUCTION OF SCHOOL FEES**

Please complete the following in full by marking the applicable block with an X.
(All parents/guardians must complete this form, irrespective of whether you wish to apply or not.)

1. Has the school/principal informed you of the amount payable for the annual school fees? **(see the attached school fees letter)**

YES	NO
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2. Has the school/principal informed you that you are responsible for paying school fees unless you have been granted full exemption? **(see the attached school fees letter)**

YES	NO
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3. Has the school/principal informed you that you are entitled to apply for exemption or reduction of school fees? **(contained in the attached school fees letter)**

YES	NO
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4. Do you want to apply for exemption or reduction of school fees? **(only before the end of the first term)**

YES	NO
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5. Do you need assistance to apply for exemption? **(make an appointment with Mrs Paulsen)**

YES	NO
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6. Has the school provided you with an application form? **(The application form for the reduction/exemption of school fees is available at the school fees office from January 2021)**

YES	NO
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SURNAME AND FIRST NAME OF PARENT/GUARDIAN: _____

SURNAME AND FIRST NAME OF LEARNER(S): _____(GR.)

_____ (GR.)

SIGNATURE OF PARENT/GUARDIAN:

CONTACT NUMBER OF PARENT/GUARDIAN:

Signed at _____ on this _____ day of _____
20____.

The completed form must be returned to the school before or on 31 January 2021.