

6 November 2023

Dear Sir/Madam

### **SCHOOL FEES FOR 2024**

The school fees for 2024 were adopted by a majority of the parents and guardians at the budget meeting held on 26 October 2023.

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: R31 500 per learner per annum**

The school fees for 2024 amount to **R31 500 per learner per annum**, payable as follows:

**a) Compulsory payment: R 1 500 per learner per annum (all learners)**

- A compulsory payment of **R 1 500** per learner per annum for all learners must be made before **7 January 2024**. It may be in cash or per internet transfer, direct deposit, or debit order.

**b) Once-off advance payment: R 31 500 per learner per annum:**

- Payable before 28 February 2024. No discount will be given for the advance payment of school fees for 2024, but the school is grateful to the parents who would exercise this payment method.

**c) Monthly debit order payment: R 31 500 per learner per annum:**

- **R3 000** per month from February 2024 to November 2024 (10 months).  
**(R 1 500 already paid before 7 January 2024)**
- Payment must be made in advance before the seventh (7th) of each month.
- Debit order forms are available at the school.
- For parents/guardians already paying by debit order, the compulsory payment of R 1 500 for January 2024 will be deducted by means of debit order. New enrolments will have to pay the R 1 500 by 7 January 2024 themselves.

**PLEASE NOTE**

- The day in January on which the R 1 500 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 before the 15th of each month for the following month. The compulsory R 1 500 must be paid in by the new parents and the parents who only apply for debit order payments from January 2024.
- 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.
- 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.
- Any changes to a debit order or requests to cancel a debit order in a subsequent month must reach the school before the 19th of the previous month.
- Debit orders with recovery dates that fall on a weekend, or a public holiday will be recovered the first working day thereafter.

**d) Monthly Cash Payments: R 31 500 per learner per annum:**

- **R 3 000** per month from February 2024 to November 2024 (10 months).  
**(R 1 500 already paid by 7 January 2024)**
- Payment must be made in advance before the seventh (7th) of each month.
- For payment by means of a direct banking deposit or internet transfer, use the learner's **school fees account number (starts with the first letter of the learner's surname and can be requested at [info@hstygerberg.co.za](mailto:info@hstygerberg.co.za) )** followed by the words "school fees" as reference (see banking details in point 7 below).

**Attached Appendix A must be completed by ALL parent(s), regardless of whether they are going to apply for exemption or not and sent back to school with the learner and submitted to the learner's register teacher or at reception.**

## 2. APPLICATION FOR EXEMPTION

- 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 by hand to be talked through.** Exemption applications may not only be drop off at 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 2024 **only** if it was submitted in the first school term.
- **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.
- **If full exemption is granted, parents will be requested to contribute R1 500 per year (R150 per month) if possible.**

## 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.*

From March, only the outstanding school fees accounts will be sent out. If you do not receive a school fees account, you can request a school fees account at any time at [skoolfonds@hstygerberg.co.za](mailto:skoolfonds@hstygerberg.co.za) /[info@hstygerberg.co.za](mailto:info@hstygerberg.co.za)

- 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 by the 7<sup>th</sup> 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 is deducted from the annual school fees amount to determine the adjusted school fees amount for the year that is then payable monthly.
- If a learner qualifies for an award, you will be notified by the school at the end of the 1st term 2024. If you do not receive a notice in this regard, the full school fees, as set out for the year, is payable.

#### 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@hstygerberg.co.za](mailto:skoolfonds@hstygerberg.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 2024 school fees will be accepted for dates after **30 November 2024**.

## 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](mailto:skoolfonds@hstygerberg.co.za).**

*The learner's school fees account number appears on the school fees account and parents can also call or e-mail the school fees department to obtain the school fees account number.*

**School fees payments can be made via EFT, direct bank deposit, cash payment at school or card payment at the school.**

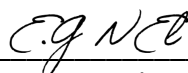
Enquiries regarding school fees must be made in writing by e-mail to [skoolfonds@hstygerberg.co.za](mailto:skoolfonds@hstygerberg.co.za) or [info@hstygerberg.co.za](mailto:info@hstygerberg.co.za)

**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.**



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Mr HN Van Der Colff  
Chairman: Governing Body



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Mrs EG Nel  
Acting 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) (school fees letter also available at school)**

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? **(Application form for reduction/exemption of school fees can be collected from the school fees office from 17 January 2024 or requested by email from 17 January 2024 for 2024)**

YES	NO
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SURNAME AND FIRST NAME OF PARENT/GUARDIAN: \_\_\_\_\_

SURNAME AND FIRST NAME OF LEARNER(S): \_\_\_\_\_ GR. \_\_\_\_\_ (grade in 2024)

: \_\_\_\_\_ GR. \_\_\_\_\_

\_\_\_\_\_  
Signature of parent/guardian:

\_\_\_\_\_  
Contact number of parent/guardians:

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

**The completed form must be returned to the school before or on 31 January 2024.**