

FEE STRUCTURE AND POLICY – 2017

PRE-ADMISSION FEE (Non-Refundable)

An administration fee of R250-00 is payable for registration for a prospective student. Assessment bookings, where applicable, will only be confirmed once proof of payment has been received. This fee includes the compulsory Credit Risk Assessment (CRA) check.

ENROLMENT FEE (Non-Refundable)

A non-refundable administration fee of R4 000-00 is payable once a student has been offered a placement. Wait listing or Enrolment will only be confirmed upon the receipt of the enrolment fee, plus, the successful completion of the information and documentation as required in the Application Form.

ACADEMIC FEES

- ❖ The table below sets out the school fees for 2017. Certain extras will be payable during the year such as stationery, photographs, school excursions, exercise books, textbooks and external examination fees (when applicable). We will endeavour to keep these charges to a minimum.
- ❖ Siblings receive a 5% discount on Academic Fees payable.

ANNUAL ACADEMIC FEES				
OPTION	METHOD OF PAYMENT	GRADES	MONTHLY (Over 11 Months)	TOTAL PAYABLE
A	Annual Fee – payable by 31 st December 2016	0 - 3	-	R52 470
		4 - 7		R63 160
B	Monthly Fee - payable over 11 months. (W.E.F 1 st January 2017)	0 - 3	R5 300	R58 300
		4 - 7	R6 380	R70 180

EXTERNAL EXAMINATION FEES

Grade 6 Cambridge Checkpoint Exams: Maths, Science and English ± £17.00 per subject.
 (Exact Rand values will be determined by the prevailing exchange rate)

PAYMENT METHODS

OPTION A – This option is the 10% discounted fee on the annual amount. To qualify for this discount the total amount is to be paid on/before 31st December 2016. Payment can be made by way of a cheque or direct transfer into the bank account and payment must reflect on our bank statement no later than 31st December 2015.

- ❖ **NB: Discounted payments received after 31st December 2016 will be reversed.**

OPTION B – The Monthly payments via a Debit Order facility or Direct Transfer. Debit order authorisation is included in the contract of enrolment. Kindly contact our Accounts Department for details.

DIRECT TRANSFERS:

If you are making a direct transfer into our account, *please state your Child's name and School Fee Account No. as your account reference.* Banking details are as follows:

Account Holder : Canterbury Preparatory School
 Account No : 62565887860
 Bank : FNB
 Investec branch code : 255 955
Reference : Child's Surname & School Account No. (If applicable)

SPORTS & EDUCATION TOURS

All funds relating to sports and educational excursions must be paid in full prior to departure. If school fees are in arrears, students will not be permitted to go on any tour until the outstanding school fees are paid. In certain circumstances the price of the tours may be included in the invoice of your school fee account.

TERMS & CONDITIONS

A notice period of at least **One Full Term**, in writing, is required for the withdrawal of the student from the school. Please refer to the Enrolment Form with regards to the Fee Policy and other terms and conditions. A copy is available on request.

Fee Policy

- Fees are subject to an annual increase.
- A 5% sibling discount will be applied to the youngest sibling.
- Fees are payable monthly in advance with effect from 01 January.
- All other invoices are payable on presentation.
- Students whose accounts are in arrears will be suspended until the account is brought up to date.
- Overdue accounts will be charged interest at prime bank rate.
- All outstanding payments received will be applied firstly to reduction of interest, tuition fees and fees in lieu of notice, and then to the reduction of current fees.
- Payments returned by the bank for any reason will incur a surcharge.
- Any bank fees relating to cash deposits or credit card payments will be charged to the parents account.
- A full terms notice in writing, or the equivalent fee in lieu thereof is required prior to the withdrawal of a student.
- The school shall be entitled to instruct its attorneys to attend to any overdue accounts and the parents shall be liable for any costs incurred.
- The school shall be entitled to list defaulting debtors on Transunion ITC.