



OBSERVATORY

EDUCATION WITH HEART THAT KNOWS NO BOUNDS

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ANNUAL FEES: 2018

1. Introduction

- 1.1 Every parent wants what is best for his or her child. For this reason, the provision of a quality education for the child is of the utmost importance, and concerned parents go to great lengths to secure the best possible schooling, often at great sacrifice to themselves.
- 1.2 Schools, for their part, are acutely aware of the aspirations of parents for their children and strive to provide the best education affordable. No school can operate successfully if inadequately funded.
- 1.3 Unless indicated by context, all figures are amounts in rand (“R”).

2. New Learner Application and Placement Fee

2.1. Application Fee

A **non-refundable Application Fee of R380** is payable on application by a new learner. The Application Fee is applicable to all learners entering the College for the first time.

2.2 Placement Fee

To confirm acceptance of an offer of a place at the College, all applicants are required to pay a non-refundable **Placement Fee of R5,000**. This ensures your child’s place at the College. Once paid, it will **not** be refunded even if the learner withdraws before taking up the place reserved at the College. As from **2019, Placement Fee** will be increased to **R15,000**.

3. Funding, Operating Expenses, and Capital Projects at the College

3.1 School Fees

The fees are based on assumptions concerning annual salary increases, the number of learners enrolled each year and the expected rate of inflation. **If these variables change, further fees may be charged in the course of the year. Please note that this is an independent school and we receive no additional funds from the State.**

3.2 Student Levies

These are direct costs incurred by children and include library books, affiliation fees, exam levies, some stationery (PS), diaries etc. School levies and other compulsory levies (not included within the annual school fees), must be paid by 31 January 2018.

3.3 Maintenance Levy

R5 700 per family; this levy is used to cover the major maintenance projects of the College.

3.4 Parent Fundraising

This source of funds provides for additional equipment, resource materials and capital projects.

- 3.5 **High School Lockers**
These may be hired at **R160** per annum.

4. Account Statements

All monthly statements for school fees will be handed to learners around the 25th day of each month. Statements are posted during the December holidays for the following year's fees. *Should you wish to receive an electronic statement, please forward a blank e-mail to melanied@sacredheart.co.za.*

5. Acknowledgement of Debt

- 5.1 All parents are required to complete and sign the Acknowledgement of Debt on the reverse of the Learner Registration Form handed out annually.
- 5.2 Parents entering the College for the first time will be subjected to a Credit Bureau check.

6. Methods of Payments

- 6.1 **Electronic Fund Transfers/Direct Deposits into our Bank Account:** Parents are urged to use this method of payment as it is the safest.

BANKING DETAILS:

Name of Account	Sacred Heart College
Bank and Branch:	First National Bank, Eastgate
Account Number:	5039-1755-442
Branch Code:	257-705 (250-655)
Please reference as follows:	Parent College Account Number (3....)

- 6.2 **Debit Orders:** Arrangements can be made through the Bursar's office to have fees deducted by debit order. This is a convenient method for both the College and parents.
- 6.3 **Credit/Debit Cards:** Parents should take note that, when authorisation of a card payment is needed, there will only be three phone calls made and, if it is still declined, the parent must make other arrangements. Unfortunately, the College does not have the time to keep on pursuing authorisation on card payments.
- 6.2.1 We accept all major credit cards including Diners and American Express.
- 6.4 **Cash:** For security reasons, parents are requested **not** to pay their school fees in cash at the College. From 2017, the College will charge a **5% handling fee on all cash payments in excess of R5 000** for fees paid at the College. In order to avoid this, please deposit fees at any bank using the details given above.
- 6.5 **Cheques:** Current or post-dated cheques must be crossed "NOT TRANSFERABLE" and made payable to Sacred Heart College. Please write your reference/account number and child's name on the back of each cheque.

7 Payment of Fees

All fees are payable in advance. Parents are given a choice of options in deciding how to settle their accounts:

- 7.1 **Option 1:** Pay the full school fees and levies *in advance* and receive a discount which is determined at the time when the budget is approved each year.
- 7.2 **Option 2:** Pay **per term in advance** in three instalments on the **31 January, 31 May and the 30 September**.
- 7.3 **Option 3:** Sign a debit order or manual credit card form for each month dividing the fees owed into **10 equal instalments** commencing on the 31 January and concluding on the 31 October.

8 Default of Payments

- 8.1 Before 25 January of each year, parents need to have renewed their contract with the school by signing the annual Learner Registration Form in which they must have indicated their choice of one of the three options above.

- 8.2 It must be emphasized that, for effective financial control and cash management, parents cannot accumulate arrears.
- 8.3 Therefore, each account will be monitored at the end of each term to ensure that parents who opted to pay termly have done so, and parents who opted to pay monthly, have indeed kept their account up to date. Failure to meet contractual commitments will result in the following actions being taken:
- 8.3.1 A warning letter will be forwarded to the parents indicating that their account is in arrears, and a deadline date provided, for the settlement of the outstanding amount.
- 8.3.2 Should this deadline not be met, a Transfer Card will be issued, and the learner will be asked to leave at the end of the school term.
- 8.3.3 If the learner does not return, the account needs to be settled in full, or alternative arrangements need to be made with the Finance Department, and an Acknowledgement of Debt signed.
- 8.3.3.1 Failure to make an arrangement or settle the account in full, will result in the account being handed over for recovery.
- 8.3.3.2 Legal action will be taken against the parents.

9 Discounts Allowed

Where school fees and levies are paid annually in advance, a discount in respect of the **school fees** is allowed. Discounts on credit cards are lower due to bank charges. The discounts determined for 2017 are as follows:

If paid before:

1 DECEMBER 2017	7%
15 DECEMBER 2017	6.5%
31 JANUARY 2018	5%

10 Overdue Accounts

Interest at the prime overdraft rate will be levied monthly on all outstanding amounts.

11 RD Cheques and Debit Orders (“Return to Drawer”)

Only payments deposited directly into our bank accounts or bank guaranteed cheques will be accepted as further payment on accounts for which RD cheques have been received. Please note that a **R270** administrative fee will also be levied on every RD cheque or debit order received.

12 Term’s Notice

Parents are reminded that in terms of the agreement signed by them at the time of their child’s enrolment, they are required to give a **term’s notice in writing** (addressed to the Section Principal) if it is their intention to remove their child/children from the College. Alternatively, they need to pay a term’s fees in lieu of notice. Adequate notice is appreciated as it allows the College to make timeous arrangements for the re-allocation of the place at the College.

13 Total Annual Cost per Learner per Grade

13.1 The table below gives parents an overview of the total cost in terms of school fees and levies for each grade. Please note:

1. A *maintenance levy* of **R5 700** per family
2. *Subject levies* in the Senior High School (See Senior High School Tables)
3. *School magazine* at **R420** per family
4. *High School lockers* which may be hired at **R160** per annum
5. *Camp fees*

Total Annual Cost

(To be calculated by adding the School Fees by child and the Levy per grade)

GRADE	2018 FEES - PRIMARY SCHOOL						
	1ST CHILD	2ND CHILD	3RD CHILD	4TH CHILD	LEVY	MAGAZINE (PER FAMILY)	MAINTENANCE LEVY (PER FAMILY)
Creche	R 34 410	R 30 960	R 27 530	R 17 200	R 6 980	R 420	R 5 700
Play Group	R 41 990	R 37 790	R 33 590	R 21 000	R 9 790	R 420	R 5 700
Pre-Primary (000)	R 45 720	R 41 150	R 36 580	R 22 860	R 10 420	R 420	R 5 700
Pre-Primary (00)	R 45 720	R 41 150	R 36 580	R 22 860	R 10 420	R 420	R 5 700
Pre-Primary (Gr R/0)	R 56 570	R 50 910	R 45 250	R 28 290	R 11 050	R 420	R 5 700
Grade 1	R 70 570	R 63 520	R 56 450	R 35 280	R 11 710	R 420	R 5 700
Grade 2	R 70 570	R 63 520	R 56 450	R 35 280	R 11 580	R 420	R 5 700
Grade 3	R 70 570	R 63 520	R 56 450	R 35 280	R 12 460	R 420	R 5 700
Grade 4	R 70 570	R 63 520	R 56 450	R 35 280	R 9 420	R 420	R 5 700
Grade 5	R 70 570	R 63 520	R 56 450	R 35 280	R 9 160	R 420	R 5 700
Grade 6	R 70 570	R 63 520	R 56 450	R 35 280	R 9 940	R 420	R 5 700

GRADE	2018 FEES - HIGH SCHOOL						
	1ST CHILD	2ND CHILD	3RD CHILD	4TH CHILD	LEVY	MAGAZINE (PER FAMILY)	MAINTENANCE LEVY (PER FAMILY)
Grade 7	R 79 430	R 71 490	R 63 550	R 39 710	R 10 540	R 420	R 5 700
Grade 8	R 79 430	R 71 485	R 63 550	R 39 710	R 10 660	R 420	R 5 700
Grade 9	R 79 430	R 71 490	R 63 550	R 39 710	R 10 780	R 420	R 5 700
Grade 10	R 88 650	R 79 780	R 70 910	R 44 320	R 9 030	R 420	R 5 700
Grade 11	R 92 960	R 83 670	R 74 370	R 46 480	R 9 030	R 420	R 5 700
Grade 12	R 92 960	R 83 670	R 74 370	R 46 480	R 9 030	R 420	R 5 700

14 High School Subject Levies 2018

Levies are charged for particular subjects in the High School. The levies will be shown on your February/March 2017 statement once your child's/children's subjects have been finalised.

High School Subject Levies 2018			
LEVY	Grade 10	Grade 11	Grade 12
Afrikaans / isiZulu	R 200	R 200	R 200
French Second Additional Language	R 280	R 280	R 280
Visual Art	R 760	R 760	R 760
Dramatic Art	R 760	R 760	R 760
Life Sciences	R 280	R 280	R 280
Physical Science	R 280	R 280	R 280
Advanced Program Maths / English	R 280	R 280	R 280
Accounting	R 0	R 0	R 200

15 Learner Material Levies

Learner Material Levies	
GRADE	LEVY
Grade 7	R 1 350
Grade 8	R 1 350
Grade 9	R 1 350
Grade 10	R 1 450
Grade 11	R 1 450
Grade 12	R 1 720

16. Advance Payment for Grade 1

An advance payment of R1 000 is required from all learners wanting to proceed from Grade R to Grade 1. This will be remitted off the first term fees of the following year. It is due by the last day of the second term. This payment will be forfeited if, for any reason, the place reserved in Grade 1 is not taken.

17. Other Compulsory Sundry Levies

As an independent Catholic school, we belong to various organisations to which we pay annual subscriptions. These include the CEB (Catholic Education Board), the IEB (Independent Examinations Board), the Marist Brothers Association and ISASA. Should a learner depart from the College during a year, these levies will **not** be refunded.

18. IEB Examination Fees

- 18.1 **Grade 12:** About one third of the IEB Senior Certificate Examination Fee is invoiced to parents over three years (Grade 10, 11, and 12). The fee for 2018 is R6 100.
- 18.2 The IEB requires that this fee be paid by 31 March every year. All Grade 12 learners, therefore, need to have paid the outstanding balance by then. *Please note, that the College will not enter a candidate whose examination fees, or any other fees, are outstanding **or in arrears**.*
- 18.3 Examination fees are paid over to the IEB and are only refundable by the College if a learner leaves the College before Grade 12.
- 18.4 Additional subjects over and above the normal 7 subjects will be at an additional charge of R1 050 per subject. Advanced Programme Maths and Advanced Programme English are charged in addition at a rate of R875 per candidate.
- 18.5 The annual registration fee per school for IEB exams is R9 000. We divide this by the number of learners we have in the current year and then bill your child accordingly.
- 18.6 All Grade 11 learners participate in the IEBT Assessments for Mathematics and Physical Science administered by the IEB. The cost is R160 per subject.
- 18.7 All Grade 10 and 11 learners participate in the Thinking Skills Examination at a cost of R160 per learner.

19. Grade 9 Subject Specific Examination, Assessments and Core Skills Tests

All Grade 9 learners participate in Subject Specific Examinations for English Home Language and Mathematics administered by the IEB. The cost is R160 per learner per subject payable on, or before, 31 May 2018.

20. ACER International Benchmarking Tests

- 20.1 All the learners from Grade 3 to 8 write English, Science and Mathematics tests, at a cost of R160 per subject.
- 20.2 Grade 9 and 10 write English and Mathematics tests, at a cost of R160 per subject.

21. Textbooks and Stationery

21.1 Primary School

All Primary School learners are required to purchase their own textbooks and stationery in accordance with the lists distributed each year. Some text books are included in the levies.

21.2 High School (Junior and Senior High)

21.2.1 Learners are required to purchase their own textbooks in accordance with the lists distributed each year.

21.2.2 Learners are required to purchase their own stationery.

21.2.3 Learners are required to have an iPad. This can be purchased through the school and the costs are given in a letter sent out in November 2017.

22. Annual School Magazine

The cost for the 2018 magazine is R420 per copy per family. Please note that this is a nominal fee, as the cost of producing the annual magazine is much higher than this.

23. School Camps

School camps will be held in 2018 for each grade in the Intermediate Phase and High School. Attendance at these camps is **compulsory** for all learners. Parents will be informed of the exact cost and venue at a later date. The camp fees will not reflect on the statements and must be paid before the commencement of the camp.

24. Other Charges

Additional charges are charged to cover Subject Olympiads, accommodation and outside transport for sport camps or tours. Over and above the grade camps, Matric learners may purchase a jersey, tie and ticket for the dance. Parents will be advised of the nature and amount of these charges during the year. The teachers or coaches will collect the money from the learners.

25. Aftercare

- 25.1 The College offers an Aftercare Programme which operates daily from 13h00 - 17h30, catering for learners from Pre-Primary to Grade 6. Aftercare is divided into two sections – Pre-Primary School and Primary School.
- 25.2 The Aftercare fees are R2 950 per term or R1 020 per month. For occasional attendance, fees are R120 per afternoon (from 14h00 – 17h30) or R80 per session (from e.g. 14h00 – 15h00). All monthly and/or daily fees will be indicated on the official College statement sent to parents towards the end of each month.
- 25.3 Billing starts from 14h00 for Pre-Primary and 15h00 for Foundation Phase and Intermediate Phase. Co-curricular activities are part of the school day.
- 25.4 Parents are charged a penalty if they fetch their child after 17h30.
- 25.5 A holiday programme operates daily during the holidays for all learners in the Pre-Primary School and Grades 1- 6. Notices of the programmes and charges are distributed towards the end of each term.

26. Home Work Class

- 26.1 The High School offers a daily homework class from 16h00 until 17h45 which caters for learners from Grade 7 - 12 who are waiting to be collected.
- 26.2 The Homework Class fees are R2 160 per term or R720 per month. For occasional attendance, fees are R80 per afternoon. All monthly and/or daily fees will be indicated on the official College statement sent to parents towards the end of each month. If your child is on the property after 16h30, they must attend homework classes.

Parents are reminded that the College accepts no liability for the safety of learners who are on College property after the end of the school day which ends at 17h30 in the Pre-Primary and Primary School and 18h00 in the High School or after official school activities.

27. Errors and Omissions

The College reserves the right to review and correct errors and to amend fees and levies during the year.

28. Payment Codes

For any Electronic Fund Transfers/Direct Deposits into our Bank Account we request that you use your COLLEGE ACCOUNT NUMBER (3....) together with the relevant code as listed below:

40004	MIDMAR	40028	GEO DEPARTMENT
40005	VENUE HIRE	40029	MATHS DEPARTMENT
40006	SPORTS TOURS	40030	PRESIDENTS AWARDS
40007	APPL/REGISTRATION/PLACEMENT FEE	40031	LLC CAMP
40008	DONATIONS – FIELD OF FLOWERS	40032	GRADE 7 CAMP
40009	RED/WHITE DAY/ROLLERBLADE	40033	GRADE 8 CAMP
40010	MATRIC DANCE	40034	GRADE 9 CAMP
40011	GRAHAMSTOWN FESTIVAL	40035	GRADE 10 CAMP
40012	TRANSPORT SOUTH/NORTH	40036	GRADE 11 CAMP
40013	MATRIC JERSEY, TIE, BEANIE	40037	GRADE 12 CAMP
40014	RE-UNIONS	40050	IPAD PROJECT
40016	IT MICROSOFT EXAMS	40051	GRADE 4 CAMP
40022	PRIMARY SCHOOL SINGAPORE	40053	GRADE 6 CAMP
40024	ENGLISH DEPARTMENT		
40025	AFRIKAANS DEPARTMENT		
40026	FRENCH DEPARTMENT		
40027	ZULU DEPARTMENT		
		LEARNER NR	POS / TUCKSHOP CARDS (Starting with 1_ _ _ _)

CALENDAR FOR 2018

TERM 1	Start:	Wednesday	15 January
	Close:	Friday	6 April
	Mid Term:	Friday	2 March
	Return:	Tuesday	6 March
TERM 2	Start:	Wednesday	2 May
	Close:	Friday	3 August
	Mid Term:	Monday	25 June
	Return:	Monday	2 July
TERM 3	Start:	Tuesday	4 September
	Close:	Thursday	6 December
	Mid Term:	Friday	19 October
	Return:	Tuesday	23 October

Example of School Fee Calculations:

SCHOOL FEES: GRADE 1 / 2018				
	STANDARD	IF PAID BEFORE 01/12/2017	IF PAID BEFORE 15/12/2017	IF PAID BEFORE 31/01/2018
MAGAZINE (PER FAMILY)	R 420.00	R 420.00	R 420.00	R 420.00
MAINTENANCE LEVY (PER FAMILY)	R 5 700.00	R 5 700.00	R 5 700.00	R 5 700.00
SCHOOL FEES	R 70 570.00	R 65 630.10	R 65 982.95	R 67 041.50
STUDENT LEVIES	R 11 710.00	R 11 710.00	R 11 710.00	R 11 710.00
TOTAL	R 88 400.00	R 83 460.10	R 83 812.95	R 84 871.50
TOTAL SCHOOL FEES	R 88 400.00	R 83 460.10	R 83 812.95	R 84 871.50
MONTHLY PAYMENTS (JAN - OCT)	R 8 840.00			
TERM PAYMENTS (JAN, MAY, SEPT)	R 29 466.67			

SCHOOL FEES: GRADE 8 / 2018				
	STANDARD	IF PAID BEFORE 01/12/2017	IF PAID BEFORE 15/12/2017	IF PAID BEFORE 31/01/2018
MAGAZINE (PER FAMILY)	R 420.00	R 420.00	R 420.00	R 420.00
MAINTENANCE LEVY (PER FAMILY)	R 5 700.00	R 5 700.00	R 5 700.00	R 5 700.00
SCHOOL FEES	R 79 430.00	R 73 869.90	R 74 267.05	R 75 458.50
STUDENT LEVIES	R 10 660.00	R 10 660.00	R 10 660.00	R 10 660.00
LEARNER MATERIAL LEVIES	R 1 350.00	R 1 350.00	R 1 350.00	R 1 350.00
TOTAL	R 97 560.00	R 91 999.90	R 92 397.05	R 93 588.50
TOTAL SCHOOL FEES	R 97 560.00	R 91 999.90	R 92 397.05	R 93 588.50
MONTHLY PAYMENTS (JAN - OCT)	R 9 756.00			
TERM PAYMENTS (JAN, MAY, SEPT)	R 32 520.00			