

P.O. Box 40272  
Walmer  
Port Elizabeth  
6065  
Tel: (041) 582-3289  
Fax: (041) 582-3188



*No limits to learning*

21 Bird Street  
Central  
Port Elizabeth  
6001  
E-Mail: [info@elsen.co.za](mailto:info@elsen.co.za)  
Web Site: [www.elsen.co.za](http://www.elsen.co.za)

Reg. No: 2006/000013/08  
EMIS No: 101021

P.B.O. No: 930 021 079  
056-340-NPO

## SCHOOL FEE POLICY AND TERMS OF PAYMENT

The School Governing Body prepares the annual budget based on the requirements of the following year. This budget is used to determine the school fees.

Payment of school fees is compulsory and may be paid in the following ways:

- Payment in full by 31<sup>st</sup> January or on enrolment
- In advance by monthly debit order over 12 months (Annexure "C" of Parent/School Contract)

Interest will be charged on overdue accounts at the maximum rate of interest for incidental credit (refer to Parent/School Contract 7.1). Failure to settle overdue accounts timeously will result in the following:

- 30 days - referred to Governing Body.
- 60 days - handed over to the School's Collection Agent and the learner being sent home. The School will reserve the right to exclude the child from classes until all arrear school fees have been fully settled.

The school will not entertain any private meeting with the Headmaster or Bursar regarding fees that are outstanding for 60 days or more.

In the instance where a parent(s) / legal guardian(s) account is handed over to the school's Collection Agent for collection, the parent(s) / legal guardian(s) shall be liable for all fees, including legal fees, which may arise in consequence to the handover.

The school reserves the right not to register and enrol new learners should school fees from a previous school be outstanding

**While the school will endeavour to contact the person responsible for payment, in the case of divorced or separated parents, it is NOT the school's responsibility to follow up on payments being made by the 1<sup>st</sup> person as designated in the parent contract. This responsibility will fall on the 2<sup>nd</sup> parent /designated person.**

One full term's notice, in writing, is required when removing a learner from school for whatever reason. Failure to do so will result in full payment for 1 calendar term.

### **Enrolment fee:**

On acceptance, an enrolment fee is payable for all new learners before classes may be attended. This will secure the place offered. An invoice will be included in the acceptance pack.

**The school reserves the right to cancel the child's enrolment in the event that this fee is not paid.**