



LAERSKOOL

Durbanville

PRIMARY SCHOOL

Weyerslaan
Durbanville 7550

Telefoon 976 8115 Telephone

Weyers Avenue
Durbanville 7550

E-pos / E mail: accounts@durbieland.com

Circular 1/2021

26 January 2021

Dear Parent

PAYMENT OF SCHOOL FEES FOR 2021

According to the resolution approved by all parents on 5 November 2020, **total school fees of R21 720** are **payable annually in advance** before 1 February. However, we realise that this is a large once off expense and therefore, **most schools allow parents to settle this on a monthly basis.**

School fees are **legally enforceable** in terms of section 39 of the South African Schools Act 84 of 1996. According to the terms of article 40 and 41 of the South African School Act, the governing body may enforce this act.

The following methods of payment may be used for school fees:

METHOD OF PAYMENT	AMOUNT
Once off payment before 28 February 2021	R20 820
Debit order payable over a period of 10 months (First payment 31 January to 31 October)	R21 020 (R2 102 per month)
Cash, EFT and credit card payable over a period of 10 months (First payment 31 January to 31 October)	R21 720 (R2 172 per month)

School fees may be paid as follows:

1. DEBIT ORDER SYSTEM

We would like to encourage the use of the debit order system. The school benefits by having a steady monthly cash flow and time is saved with regard to recovering debts.

1.1 Parents currently on the debit order system

Parents who have paid by means of the debit order system in 2020 do not have to complete a form again. The amount will be adjusted to R2 102. If a brother / sister joins or leaves Durbanville Primary, please make arrangements by e-mail at payments@durbieland.com. All new debitorders can also be send to this e-mail. **The first deduction for these debit orders will be on 29 January 2021.**

1.2 If a debit order is returned **more than twice** with insufficient funds, the debit order will be automatically stopped. A cost of R50 will be charged for a returned debit order.



Leendert Hols Snr | 082 650 1848

Leendert Hols Jnr | 079 544 0292



021 975 3188
43 Main Road, Durbanville, 7550.
www.rigroup.co.za

2. INTERNET PAYMENTS

If you make a monthly or a once off internet payment of school fees, **the family code or learner's school account number (NOT the learner's name)** must be clearly indicated on your statement as the **reference number**. Our bank details are as follows:

ABSA Bank Durbanville
Account No: 1410 670 115
Bank code: 63200500
Reference: Family code or Learner's school account number

Please e-mail the slip as proof of payment to e-mail address: accounts@durbieland.com

3. CASH AND CREDIT CARD PAYMENTS

We suggest that cash payments should be done **DIRECTLY AT THE BANK**, as it is a much safer option. If it is impossible to adhere to this request, you may use one of the following options:

- A cash payment directly to Mrs Boonzaaier at the finance office, whereby you will immediately be issued with a receipt.
- Credit card facilities are also available at the finance office for your convenience.

4. PROCEDURE FOR TOTAL OR PARTIAL EXEMPTION OF SCHOOL FEES

Parents who are not able to pay school fees and claim full, partial or conditional exemption of payment of school fees, must apply to the governing body for exemption in the manner prescribed by Section 39(4) of the School Act. **The total combined gross annual income of both biological parents (6.2 of the regulation) determines the criteria to qualify for partial or total exemption.**

Financial aid forms may be requested in Addendum B. We will send these forms (in a sealed envelope) by the end of February 2021. **Completed financial aid forms must reach Mrs Boonzaaier before 15 March 2021.** She will present your details to the school's financial committee for evaluation. **As a parent, you are responsible for the timeous handing in of these forms each year.**

Exemptions must be financed as an expense item in the school's annual budget. Application for exemption must therefore be handled with great circumspection by parents.

5. COMPLETION OF ADDENDUM B

All parents are expected to complete Addendum B for **each learner** after the perusal of this circular. Learners must hand in completed Addendum B forms to the class teacher by **Thursday, 18 February 2021**. A copy will be sent to the WCED. The original copy will be filed at the school.

6. ACCOUNTS IN ARREARS

The governing body **regards accounts in arrears as a serious matter** and will act against such parents in terms of section 41(1) of the Schools Act. **Thereafter, these accounts will be handed over to our debt collector. Interest and administrative costs will be added to the balance of your account.**

Once an account has been handed over, the debt collector will handle the account for **the remainder of the financial year**. All correspondence and collections will then be handled by the debt collector. Attached is the procedure that will be followed for accounts in arrears. See Addendum A.

Accounts in arrears are costly for the parents and the school. We would, therefore, like to encourage you to keep your account up to date, or to make an arrangement with Mrs Boonzaaier.

7. **ACCOUNT ENQUIRIES**

Account enquiries may be made to **Mrs Boonzaaier (finance office)** from 07:30 to 14:30 or via e-mail at accounts@durbieland.com. Kindly have your **reference number** at hand for **any** queries.

8. **CHANGE OF ADDRESS**

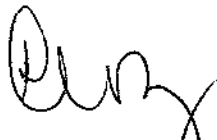
Kindly notify Mrs Boonzaaier of any **change of address** or **telephone numbers immediately**.

We would like to thank the parent body for their loyalty and support of the school. Thank you to all our parents who accepted their financial responsibility for the sake of realising the goals of the school.

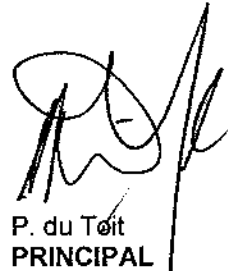
Yours sincerely,



H. van Zuydam
CHAIRMAN: FIN.COM



(Mrs) L. Oosthuizen
FINANCIAL MANAGER



P. du Toit
PRINCIPAL

DURBANVILLE PRIMARY SCHOOL

COLLECTION PROCESS OF SCHOOL FEES 2021

STEP 1	CIRCULAR 1	26 JANUARY 2021
STEP 2	SCHOOL FEES ACCOUNT	31 JANUARY 2021
STEP 3	PAYMENT 1 PAYABLE	31 JANUARY 2021
STEP 4	PAYMENT 2 PAYABLE	28 FEBRUARY 2021
STEP 5	NOTICE FROM SCHOOL <i>Yellow letter – first warning</i>	9 MARCH 2021
STEP 6	PAYMENT 3 PAYABLE	30 MARCH 2021
STEP 7	PAYMENT 4 PAYABLE	30 APRIL 2021
STEP 8	FINAL NOTICE OF SCHOOL FEES IN ARREARS	4 MAY 2021
STEP 9	HANDING OVER TO DEBT COLLECTORS	21 MAY 2021

During the year, all accounts that are two months in arrears will be handled according to Step 5.

SOUTH AFRICAN SCHOOLS ACT, NO. 84 OF 1996

REGULATIONS FOR THE EXEMPTION OF PARENTS FROM PAYMENT

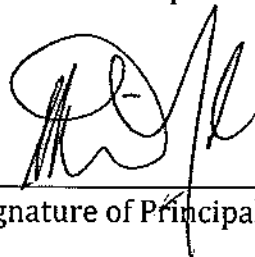
OF SCHOOL FEES

CHECKLIST FORM *

(Mark with a cross in applicable box)

- | | | | |
|---|--|-----|----|
| 1. Has the principal informed you about the amount of the annual school fees to be paid? | <table border="1" style="width: 100px; height: 40px; border-collapse: collapse;"> <tr> <td style="text-align: center; width: 50%;">YES</td> <td style="text-align: center; width: 50%;">NO</td> </tr> </table> | YES | NO |
| YES | NO | | |
| 2. Has the principal informed you that you are liable for the payment of school fees unless you are totally exempted from paying school fees? | <table border="1" style="width: 100px; height: 40px; border-collapse: collapse;"> <tr> <td style="text-align: center; width: 50%;">YES</td> <td style="text-align: center; width: 50%;">NO</td> </tr> </table> | YES | NO |
| YES | NO | | |
| 3. Has the principal informed you about your right to apply for exemption from paying school fees? | <table border="1" style="width: 100px; height: 40px; border-collapse: collapse;"> <tr> <td style="text-align: center; width: 50%;">YES</td> <td style="text-align: center; width: 50%;">NO</td> </tr> </table> | YES | NO |
| YES | NO | | |
| 4. Do you wish to apply for such application? | <table border="1" style="width: 100px; height: 40px; border-collapse: collapse;"> <tr> <td style="text-align: center; width: 50%;">YES</td> <td style="text-align: center; width: 50%;">NO</td> </tr> </table> | YES | NO |
| YES | NO | | |
| 5. Do you wish to be assisted in making such application? | <table border="1" style="width: 100px; height: 40px; border-collapse: collapse;"> <tr> <td style="text-align: center; width: 50%;">YES</td> <td style="text-align: center; width: 50%;">NO</td> </tr> </table> | YES | NO |
| YES | NO | | |
| 6. Has the principal provided you with the form (Annexure B) for application for exemption? | <table border="1" style="width: 100px; height: 40px; border-collapse: collapse;"> <tr> <td style="text-align: center; width: 50%;">YES</td> <td style="text-align: center; width: 50%;">NO</td> </tr> </table> | YES | NO |
| YES | NO | | |

P. du Toit
Name of Principal


Signature of Principal

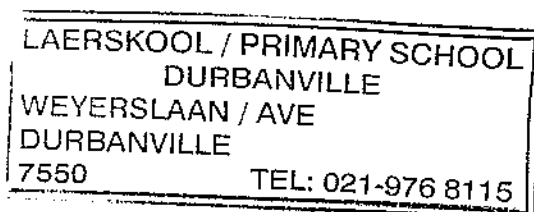
Date: 26 January 2021

Name of Learner and grade

Signature of Parent

Date: _____

School stamp:



Name of Parent