

McAuley House

A Mercy, Catholic, Independent School



2020 TERMS AND CONDITIONS OF PAYMENT

1. New Learner Administration and Acceptance Fee

1.1. All learners entering McAuley House for the first time are required to pay a non-refundable Administration fee of R600.00 on application to McAuley House.

1.2. Acceptance Fee- To confirm acceptance of an offer of a place at McAuley House, all applicants are required to pay an Acceptance Fee of R7,000. This ensures your child's place at McAuley House. Once paid, an amount of R3500.00 will not be refunded even if the learner withdraws before taking up the place reserved at McAuley House.

2. Discount for Annual fees

Where school fees and capital levies are paid annually in advance, a discount is allowed. Discounts on credit/debit cards are lower due to bank charges.

The discounts determined for 2020 are as follows:

- 2.1. A settlement discount of 5%, when the total Annual Fees are paid in full by 31 January 2020 via EFT, stop order; future dated electronic payment, cheque.
- 2.2. A settlement discount of 3%, when the total Annual Fees are paid in full by 31 January 2020 via credit/debit/cheque cards
- 2.3. No discount will be given on fees paid in cash, cash deposit at bank or ATM deposits.
- 2.4. Discounts are only applied to **school fees and capital levy**.

3. Payment of School Fees

All fees are payable in advance and as follows:

- 3.1. **Annually** in full by the 31 January 2020 will receive a settlement discount as per point 2 above.
- 3.2. **Monthly** - Payment is to be made monthly on the first day of each month [commencing January 2020] by EFT, stop order; future dated electronic payment, cheque or debit/credit card and will be charged in line with the monthly fee schedule [payment spread over 10 months]
- 3.3. **Matric (Grade 12)**- School Fees for Grade 12 learners are to be paid as follows: R17 100.00 by 1st January and the balance thereof to be paid in five equal payments of R3,420.00. from 1st February to 1st June 2020.
- 3.4. In the interest of security, this office **DOES NOT ACCEPT CASH.**

Our account details are as follows:

| | |
|----------------|---------------------------------|
| Name | : McAuley House School |
| Bank | : Standard Bank |
| Account Number | : 003345521 |
| Branch Code | : 004805 - Braamfontein |
| Reference | : (Use learners account number) |

3.5. CASH DEPOSITS INTO OUR BANK ACCOUNT- Please note that due to the high banking charges levied on our account when cash is deposited, we will charge a fee equivalent of 5% of the cash deposit value to your account.

3.6. Unpaid or stopped cheques [Return to Drawer] will incur a charge of R270 and the full outstanding amount will become immediately due and payable.

4. Aftercare

Aftercare fee for 2020 is R610.00 **per month**. Aftercare is compulsory for all Primary (Grade 4-7) children at school after 3pm. Should your child not be registered at Aftercare and attends as a “casual”, you will be billed **R90** per day. All children must be collected by 5:30pm- a late charge of **R90 per 15 minutes** there-after will be billed. High School students collected after 5:30pm will also be billed a late collection fee as per above.

5. School “Extras”

An additional fee is charged in **November annually** to cover all “Extras”. These are direct costs incurred by children and may include school diary, library costs, some affiliation fees, some presentations and outings, some school and sporting activities.

Grades R – 3 receive part of their stationery, art materials, workbooks and readers from the school.

Grade 4 to 12 learners must purchase their own textbooks and stationery. A list of requirements is provided by the School annually.

The Extras fee is due by the 1 November annually and is considered a holding deposit for the following year.

EXTRA’S 2020 (Due 1/11/2019)

Grade R – 3: R3,500.00

Grade 4 – 12: R3,250.00

NB: This once-off fee IS COMPULSORY FOR EVERY LEARNER that is returning to McAuley the following year.

6. High School Subject Levies 2020

Levies are charged for particular subjects in the Senior High School. The levies will be shown on your February/March 2020 statement once your child’s/children’s subjects have been finalised.

Learners who take Consumers Studies as a subject are required to purchase a Chefs Apron and hat from the school.

| HIGH SCHOOL SUBJECT LEVIES 2020 | | | | |
|--|-----------------|-----------------|-----------------|-------------------------------|
| SUBJECT | GRADE 10 | GRADE 11 | GRADE 12 | PAYMENT RECURRENCE |
| Consumer Studies | R1,500 | R1,500 | R1,500 | Once Off |
| Dramatic Arts | R300 | R300 | R300 | Once Off |
| Advanced Program Maths | R400 | R400 | R400 | Monthly |
| Advanced Program Maths- Examination Fee | 0 | 0 | +R1100 | Once Off |

7. Payment of fees

7.1. School fee accounts are invoiced monthly in advance and are due on the 1st day of the month from 1 January to 1 October annually. Due statements will be sent via email and/or sent home with the learners monthly. Please note that it is the parent's/guardian's responsibility to keep the school informed of any change of particulars, being it email address, telephone numbers as well as residential address.

7.2. If for any reason a parent does not receive a statement, it is their responsibility to contact the Account's Office

7.3. If you receive a fee statement and you are not the responsible fee payer, it is your responsibility to ensure that the communication reaches the responsible party.

7.4. Any notice sent to the parent/guardian by pre-paid registered post, SMS/ WhatsApp or email shall be deemed to have reached the parent/guardian within 7 days after the date of dispatch.

7.5. Refunds for accounts in credit will be given only if a parent is withdrawing the learner from school and the appropriate required notice has been given.

7.6. No refunds in respect of Extras will be given.

7.7. The school reserves the right to review the admission of any learner in respect of whom monies are due to the school and are outstanding.

8. Default of Payments

8.1. It must be emphasized that, for effective financial control and cash management, parents cannot accumulate arrears.

8.2 McAuley House is affiliated to TPN Credit Bureau. All account payment profiles, patterns and behaviours are recorded monthly for the purpose as per the National Credit act.

8.3. Therefore, each account will be monitored at the end of each month to ensure that parents 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/guardians 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. Withdrawal of a Learner

9.1. 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 McAuley House. Alternatively, they need to pay a term's fees in lieu of notice. Adequate notice is appreciated as it allows McAuley House to make timeous arrangements for the re-allocation of the place at McAuley House.

10. Errors and Omissions

McAuley House School reserves the right to review and correct errors and to amend fees and levies during the year.

FEES 2020

| PRIMARY SCHOOL | School Fees | Capital Levy | TOTAL ANNUAL FEES | 5% Discount – If paid IN FULL by 31/01/2020 * (Not applicable to cash deposits, credit/debit card payments) | MONTHLY Over 10 months (1 Jan 2020 – 1 Oct 2020) |
|----------------|-------------|--------------|-------------------|--|---|
| Grade R | R29 000.00 | R3 500.00 | R32 500.00 | R30 875.00 | R3 250.00 |
| Grade 1 - 7 | R24 000.00 | R3 500.00 | R27 500.00 | R26 125.00 | R2 750.00 |

| HIGH SCHOOL | School Fees | Capital Levy | TOTAL ANNUAL FEES | 5% Discount - To be paid IN FULL by 31/01/2020 | MONTHLY Over 10 months (1 Jan 2020 – 1 Oct 2020) |
|-------------|-------------|--------------|-------------------|--|---|
| Grade 8 - 9 | R27 500.00 | R3 500.00 | R31 000.00 | R29 450.00 | R3 100.00 |
| Grade 10-11 | R30 700.00 | R3 500.00 | R34 200.00 | R32 490.00 | R3 420.00 |

| MATRIC | School Fees | Capital Levy | TOTAL ANNUAL FEES | 5% Discount – If paid IN FULL by 31/01/2020 * (Not applicable to cash deposits credit/debit card payments) | HALF the fees must be paid by 1 st January 2020 and the balance to be paid in 5 equal payments from 1 st February - 1 st June 2020 |
|----------|-------------|--------------|-------------------|---|---|
| Grade 12 | R30 700.00 | R3 500.00 | R34 200.00 | R32 490.00 | 1 st Jan – R17 100.00 1 st Feb – 1 st Jun R3 420.00 |

EXTRA'S LEVY 2020
(Due 01 November 2019)

Grade R – 3 R3 500.00
Grade 4 – 12 R3 250.00

This once-off fee IS COMPULSORY FOR EVERY LEARNER that is

AFTERCARE

Per Month- R610.00
Casual fee – R90.00 per day
Late collection fee – R90.00 per 15 min or part thereof

| SUBJECT LEVY | | |
|------------------------|--------------------------------|------------------|
| Consumer Studies | Grade 10-12 (Once off) | R1 500.00 |
| Dramatic Arts | Grade 10-12 (Once off) | R300.00 |
| Advanced Program Maths | Grades 10-12 (Monthly x 11) | R400.00 |
| | Grade 12 (Exam Fee - Once Off) | +1100 |

Standard Bank
Braamfontein: 004805
Account: 003345521