

2021 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 R3,500.00 will not be refunded even if the learner withdraws before taking up the place reserved at McAuley House.

2. Discount for Annual fees

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

The discounts determined for 2021 are as follows:

- 2.1.** A settlement discount of 5%, when the total Annual Fees are paid in full by 31 January 2021 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 2021 via credit/debit/cheque cards
- 2.3.** No discount will be given on fees paid via cash deposit at bank or ATM deposits.
- 2.4.** Discounts are only applied to **Annual Fees**

3. Payment of Annual Fees

All fees are payable in advance and as follows:

- 3.1. Annually** in full by the 31 January 2021 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 2021] by EFT, stop order, debit 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: R18 100.00 by 1st January 2021 and the balance thereof to be paid in five equal payments of R3,620.00. from 1st February to 1st June 2021.
- 3.4.** In the interest of security, this office does not accept cash. Our bank account details are as follows:

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

4. Aftercare

Aftercare fee for 2021 is R630.00, billed monthly for 10 months. 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 **R100** per day. All children must be collected by 5:30pm- a late charge of **R100 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 to 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 the following year. The Extras for 2021 are as follows:

5.1. Grade R to 3 R3,500.00 Grade 4 to 12- R3,250.00

6. High School Subject Levies 2021

Levies are charged for particular subjects in the Senior High School. The levies will be shown on your February/March 2021 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.

SUBJECT	GRADE 10	GRADE 11	GRADE 12
Consumer Studies	R2,000.00	R2,000.00	R2,000.00
Dramatic Arts	R300.00	R300.00	R300.00
Advanced Program Maths	R450.00	R450.00	R450.00
Advanced Program Maths- Examination Fee	0	0	+R1,500.00

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 twice a month on the 15th and on the 25th of the month. 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. There are various methods of payment available to parents, namely: EFT, Debit Order, Stop Order as well as a Card/Swipe machine available on the premises. No cash will be accepted.
- 7.3. 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.
- 7.4. Unpaid or reversed debit orders/cheques [Return to Drawer] will incur a charge of R300 and the full outstanding amount will become immediately due and payable.
- 7.5. If for any reason a parent does not receive a statement, it is their responsibility to contact the Account’s Office
- 7.6. 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.

- 7.7. 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.
- 7.8. Refunds for accounts in credit will only be given when a parent is withdrawing the learner from the school and the appropriate required notice has been given.
- 7.9. No refunds in respect of Extras will be given.
- 7.10. 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. Accounts are to be paid monthly
- 8.2. McAuley House is affiliated to TPN Credit Bureau. All account payment profiles, patterns and behaviour 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.
 - 8.3.4. McAuley House School reserves the right to revoke any payment agreements previously accepted by us.
 - 8.3.4.1 Failure to make a suitable arrangement or settle the account in full, will result in the account being handed over for recovery.
 - 8.3.4.2 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

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

ANNUAL FEES 2021

PRIMARY SCHOOL	School Fees	Capital Levy	TOTAL ANNUAL FEES	5% Discount- If paid in full by 31/01/2021 (T&C's Apply)	MONTHLY Over 10 Months (1 Jan 2021- 01 Oct 2021)
Grade R	R 29,600.00	R3,900.00	R 33,500.00	R 31,825.00	R 3,350.00
Grade 1-7	R 24,600.00	R3,900.00	R 28,500.00	R 27,075.00	R 2,850.00

HIGH SCHOOL	School Fees	Capital Levy	TOTAL ANNUAL FEES	5% Discount- If paid in full by 31/01/2021 (T&C's Apply)	MONTHLY Over 10 Months (1 Jan 2021- 01 Oct 2021)
Grade 8 - 9	R 29,100.00	R3,900.00	R 33,000.00	R 31,350.00	R 3,300.00
Grade 10- 11	R 32,300.00	R3,900.00	R 36,200.00	R 34,390.00	R 3,620.00

MATRIC	School Fees	Capital Levy	TOTAL ANNUAL FEES	5% Discount- If paid in full by 31/01/2021 (T&C's Apply)	HALF the fees must be paid by 1 January 2021 and balance to be repaid monthly from February to June 2021												
GRADE 12	R 32,300.00	R3,900.00	R36,200.00	R 34,390.00	<table border="1"> <tr><td>01-Jan</td><td>R 18,100.00</td></tr> <tr><td>01-Feb</td><td>R 3,620.00</td></tr> <tr><td>01-Mar</td><td>R 3,620.00</td></tr> <tr><td>01-Apr</td><td>R 3,620.00</td></tr> <tr><td>01-May</td><td>R 3,620.00</td></tr> <tr><td>01-Jun</td><td>R 3,620.00</td></tr> </table>	01-Jan	R 18,100.00	01-Feb	R 3,620.00	01-Mar	R 3,620.00	01-Apr	R 3,620.00	01-May	R 3,620.00	01-Jun	R 3,620.00
01-Jan	R 18,100.00																
01-Feb	R 3,620.00																
01-Mar	R 3,620.00																
01-Apr	R 3,620.00																
01-May	R 3,620.00																
01-Jun	R 3,620.00																

EXTRAS 2021 (Due 01 November 2020)	AFTERCARE 2021
Grade R- 3 - R3 500.00 Grade 4-12- R3 250.00	Per month x10 - R630.00 Casual Fees- R100.00 per day Late Collection Fee- R100 per 15 minutes of part thereof.
COMPULSORY ONCE-OFF FEE for ALL learners returning to McAuley House in 2021	

SUBJECT LEVY		
Consumer Studies	Grade 10-12 (Once-Off)	R 2,000.00
Dramatic Arts	Grade 10-12 (Once-Off)	R 300.00
Advanced Program Maths	Grade 10-12 (Monthly x11)	R 450.00
	Grade 12 (IEB Exam Fee)	R 1,500.00

McAuley House School
Standard Bank
Acc No: 00-33-455-21