

Payment Terms

Method of Payment

Payments can be made by cheque, in cash, via debit order or by direct deposit into the school's nominated bank account. Any banking fees will be for the account of the depositor/ payee.

Terms of Payment

The school fees are payable in advance. Payments terms, i.e. equal monthly instalments for 10 months (February until November), quarterly, bi-annually or annually are agreed upon at enrolment. Changes to these payment terms are possible upon application.

Debit Order Payments are possible on either the 1st or 15th of every month with the first instalment being on the 1st or the 15th February and the final instalment being on the 1st or the 15th November.

Payments for the quarterly or bi-annual terms should be made within the first 2 weeks of the quarter or half-year term in question.

Annual pre-payments should be made by latest 28 February.

In compliance with the National Credit Act 34 of 2005, Deutsche Internationale Schule Pretoria will conduct a Credit Enquiry on the parents or guardian for the purpose of setting a limit to services provided. I, as parent/guardian of the abovementioned learner/s, acknowledge that the information provided above is true and accurate and accept the conditions of entry into the school.

Discount

The following discounts will be granted:

5 % for full settlement of the annual fees on or before 28 February.

2.5 % for monthly payments by debit order

These rebates are not applicable if a reduction in school fees on social grounds has been granted.

Arrears

The account will be in arrears as soon as the monthly debit order payment has been rejected by the bank or if the advance payment due has not been settled as per the agreed term.

Interest and Collection Fees

A request for payment with a new payment deadline will be sent to parents with arrears. Should this deadline not be met again the account will be handed over to a debt collection agency and a collection fee of 200 Rand will be charged. All additional fees with regards to the collection of outstanding fees will be for the account of the liable person. The release of school reports may be denied and

further school attendance at the Deutsche Internationale Schule Pretoria may be refused.

Deferment of payment and reductions in school fees

Parents who experience difficulties with payments may apply for an extension in payment to the Financial Committee. In certain circumstances of hardship applications for a reduction in school fees may be submitted. These applications must be resubmitted on a yearly basis. Application forms are available on request at the school administration office and need to be submitted with all relevant documentation by the end of the first quarter to qualify for a reduction for the full school year. Application forms which are submitted after this time will only be taken into account from the date of submission of all relevant documentation.

Personal interviews

The Governing Body reserves the right to invite parents (or legal guardians) for a personal interview with members of the Financial Committee to assess the situation and clarify factual information.

Cancellation of enrolment

Cancellation of enrolment from the school can only be made for the end of a school term and notifications to the school have to be made in writing on the first day of the school quarter. School fees for an additional term will be payable upon late notification of a departure from the school.

Re-enrolment

Should a learner have been de-enrolled due to non-payment of school fees and would like to continue their school career at the DSP, the following applies:

- ✓ School management need to approve this move and
- ✓ Enrolment fees will have to be paid again, as per school fee schedule and
- ✓ A 30% deposit of the school fees needs to be paid.

Conclusion

All entities are acting responsibly and towards the well-being of the school, the School Association and the members.

I herewith acknowledge the terms and conditions of payment as set out above

Name:..... Class of oldest Child:.....

Signature:..... Date:.....