

FINANCIAL POLICY – 2020

Leaders Christian Academy is run on corporate governance principles which include strict financial controls

- Tuition fees, aftercare fees and extramural fees are payable monthly in advance, January – December inclusive (i.e. for 12 months)
- Invoices and statements will be sent out by the 27th for the following month and the full account is payable by the last day of the month. NB: this includes holiday months.
- On the 3rd of the month if any fees have not been paid you will be sent a reminder and an administration fee of R200 will be added to your account. Immediate settlement will be expected. Your child may be suspended until the account is up to date.
- If the account is not settled by the date of the next statement (30 day account) your statement will reflect any overdue balances plus interest of 1% above the current Prime Interest Rate, in addition to the following months fees.
- If payments are still in arrears by the 7th of the following month you will be contacted, notifying you that the account will be handed over to our appointed lawyers for collection, and you will be billed a further R400 for this administration expense.
- If has become necessary to hand your account over for collection, your child will be deregistered and only permitted to return to school on re-registration and payment of full registration fees.
- If you wish to query your account, do not withhold or delay the required regular payments.
- NB: If you experience financial difficulties the onus is on the parent to submit a written request (before the penalties are enacted) stating the details of your situation and your proposed plan for debt repayment. Please address your letter to “The Chairman, School Board”, and it will be tabled for consideration at the next financial committee meeting.

Leaders Christian Academy aims to provide the best education it can in line with an affordable fee structure – please play your part by paying on time!

2020 FEES – LEADERS CHRISTIAN ACADEMY

1. APPLICATION FEE OF R300 FOR PROCESSING OF APPLICATION. (NON-REFUNDABLE)

2. REGISTRATION FEES (NON REFUNDABLE)

Little Leaders Preschool Grade R learners moving up to Grade 1 will pay a once off registration fee for the Academy of **R600**, providing their registration at Preschool has not lapsed through late payments.

Other learners pay a once off registration fee for the Academy equal to one full month's tuition fees. A learner's registration will lapse if all fees including December are not fully paid by the 31st December, or if the learner leaves the Academy and returns later. NB: Space for your child cannot be guaranteed if registration status is allowed to lapse.

3. TUITION FEES (NON REFUNDABLE)

Tuition fees are calculated as an **annual** amount payable in **monthly** installments for **12 months** of the year. The **full** monthly tuition fee is payable for December, January and other holiday months. Annual fees which are paid into our account **in advance** for the full year **by 31 December** will be subject to a discount equal to one free month i.e. pay for 11 months. Annual fees which are paid into our account **in advance** for the full year **by 31 January** will be subject to a 7% discount. I.e. pay for 12 months less 7%.

2020 Fee Structure:

GRADE	ANNUAL FEE	TOTAL MONTHLY FEES
Grade 1 – 3	R31 200	R2 600
Grade 4 – 6	R36 000	R3 000
Grade 7 – 9	R38 400	R3 200
Grade 10 – 11	R48 000	R4 000
Grade 12	R62 400	R5 200

Curriculum Fee: R1000

NB: Learners will normally be placed at their academic performance level and will not automatically be promoted to the next phase. **A R200 per month discount applies to a 2nd child and a further R200 per month for a 3rd child** from the same immediate family enrolled in either the academy or preschool. Stationary Packs will be available from the school. Cost to be advised per grade.

4. AFTERCARE FEES (NON REFUNDABLE)

The cost is **R500.00 per month x 12 months, payable in advance** (January – November), for regulars. For pre-arranged non-regulars the cost is R100 per day payable in arrears. Costs are invoiced with school fees on a monthly basis. A R200 per month discount applies to a 2nd child and a further R200 per month for a 3rd child from the same immediate family enrolled in either the academy or preschool.

5. INFORMATION ON PAYMENTS

Monthly payments are due in **advance**, January to December inclusive, and may be paid electronically or by stop order, cash or cheque. Payments may also be made at the school office or directly into our bank account. The onus is on the parents to ensure that the School is furnished with proof as to which child's fees have been paid. On direct payments or electronic payments put the child's full name as the reference. The School **bank account** is at **First National Bank, Account number: 62828444563**.

Parent Signature: _____

Parent Name _____

DATE _____



DOCUMENTATION REQUIRED FOR ADMISSION

- Application Form
 - Copy of birth certificate
 - Copy of clinic card
 - Copies of both parents ID's
 - 2 x I.D Photos of the child
 - Proof of address
 - Pay slip and three months bank statements
 - Report from previous school/Transfer card
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UNIFORMS-SUPPLIERS ARE EDENVALE OUTFITTERS

BOYS

- Grey Pants (Any Supplier)
- White Shirts (Any Supplier)
- Black Blazer
- Physical Education Track Suit
- Grey Socks (Any Supplier)
- Black Shoes (Any Supplier)
- Black/White Plain Takkies
- Navy Blue School Shorts
- Blue T-Shirt
- Tie

GIRLS

- School Dress
 - Black School Jersey
 - Black Blazer
 - Physical Education Tracksuit
 - White Socks
 - Black Shoes
 - Black/White Plain Takkies
 - Navy Blue School Shorts
 - Blue T-Shirt
 - Tie
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GENERAL UNIFORM RULES

- ONLY BLACK HAIR BANDS/CLIPS/PLAIN BLACK ALICE BAND
 - LONG HAIR TOUCHING THE SHOULDER MUST BE TIED UP AT ALL TIMES (PONY TAIL/PLAIT)
 - BOYS HAIR MUST NOT TOUCH THE COLLAR, EAR OR EYEBROWS
 - BOYS TO BE CLEAN SHAVEN
 - NO STREAKS OR ANY FORM OF COLOURED DYED HAIR
 - NO DREAD LOCKS ALLOWED
 - NO COLOURFUL TAKKIES
 - NO PIERCING JEWELLERY (A SMALL STUD EARING IS ALLOWED)
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OTHER RULES

- NO CELL PHONES ALLOWED
- NO CIGARETTES ALLOWED (NO SMOKING)
- NO DRUGS
- NO WEAPONS (NO SHARP OBJECTS, NO KNIVES, NO GUNS, NO STANLEY KNIVES)

DATE: _____

PARENT SIGNATURE: _____

STUDENT SIGNATURE: _____