



Hillcrest Primary School

16 November 2011

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Dear Parents/ Guardians

2012 BUDGET/SCHOOL FEES

This is a comprehensive information pack designed to assist you in completing the financial commitment documentation. Please take the time to read the information carefully and should you have any queries please do not hesitate to contact the Bursar, Mrs Karen Norton or Mrs Fiona Leitch on 031 765 1214 ext 105 between 07:30 – 15:00 / bursar@hillcrestprimary.co.za.

Please note: **EACH learner** requires a set of forms to be completed and returned.

It is important that the forms are completed and returned to the school no later than **Wednesday 23 November, 2011**.

The following pages are for your information.

Page 1 Covering letter from Principal and Governing Body

Page 2 School fee information letter and banking details

The following pages must all be completed, signed and returned to school.

Page 3 Declaration

Page 4 School Fee amounts and Commitment

Page 5 Checklist form

Page 6 HPS Development and Educational Trust Fund

Before returning the pack to school, please take the time to double check that pages 3 – 6 are fully completed and signed before returning.

Thank you to the parents who attended the Budget meeting on Wednesday 02 November and for your participation in approving the 2012 fee structure and other decisions made. As always, the majority of parents did not attend (despite the cocktail party!) and were thus not part of the decision making. Whilst we would prefer otherwise, we thank you for the silent mandate of the sound process and responsible financial management that is synonymous with Hillcrest Primary School. Special thanks go to our Treasurer, Mr John Schimper, for his professional presentation and for the many hours he spends preparing the budget, monitoring cash flow and chasing up arrear fees. Mr John Schimper is ably assisted by our Bursars Mrs Karen Norton and Mrs Fiona Leitch, and Mrs Vicky Moore (GB Chair) who has also put in a lot of time chasing up school fees. The fact that we are in a far better financial position than this time last year is a tribute to the hard work and dogged determination of these few people – thank you! Thanks must also go to the staff, both academic and administrative, for their part in drawing up the budget.

Thank you to all those parents who have prioritised and met their school-fee commitments this year, and for the many generous donations that have come in quietly from those able to make an additional contribution. We trust that parents with outstanding fees will meet their commitment before the end of the year. School fees are the life-blood of the school, and it is imperative that we continue to establish a culture of school-fee payment across the board, to be able to retain and develop the quality education we offer your children.

Please read the attached pack carefully and return your 2012 fee commitment form by Wednesday 23 November 2011. Non returners will be considered as FULL FEE payers in ADVANCE in accordance with the South African Schools Act 84 of 1996. Non payment at the end of January 2012 will initiate collection of fees.

For your edification, a summary of “cuts” from the 2012 budget will be circularised to you next week.

We look forward to seeing many of you at the year-end functions.

Yours sincerely

Sally Chapman
PRINCIPAL

Mr John Schimper
GOVERNING BODY TREASURER

Mrs Vicky Moore
GOVERNING BODY CHAIRPERSON



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Dear Parents / Guardians

SCHOOL FEES 2012: INFORMATION LETTER

At the Annual Budget Meeting held on 02 November 2011, a unanimous vote resolved that:

- ❖ Hillcrest Primary School is a fee paying school;
- ❖ The fees set at the meeting would be the fee for 2012;
- ❖ The Governing Body put in place procedures for eligible parents to obtain a total, partial or conditional exemption from paying school fees;
- ❖ Staff would be paid for performing duties beyond the scope of their job description.
- ❖ The 2012 Budget was accepted by majority vote.

The school fee for 2012 is:

Grade R & Grade 1	:	R 18 120
Grade 2 - 7	:	R 16 900
Remedial Unit	:	R 20 480
LEAP class	:	R 22 240

DISCOUNT STRUCTURE ON SCHOOL FEES

- ❖ 8% Discount on fee settlement in full before 31 December 2011
- ❖ 5% Discount on fee settlement in full before 28 February 2012
- ❖ Siblings (Conditions apply) :
 - 25% discount on 3rd child
 - 50% discount on 4th child
 - 100% discount on 5th child
- ❖ Please note: all siblings must be currently enrolled. The discount is for the oldest sibling.
- ❖ The Discount structure applies to compliant payers only (arrear fees do not qualify for discounts).
- ❖ Discounts on siblings: for eligibility please confirm with the Bursar
- ❖ At the request of our Parent body, these discounts may be donated to the HILLCREST PRIMARY SCHOOL DEVELOPMENT AND EDUCATIONAL TRUST and may express a wish for its application.

VOLUNTARY CONTRIBUTION OF DISCOUNT TO SCHOOL

It was agreed at a budget meeting that those parents who have the financial means and wish to make an additional contribution could elect to pay either a once-off donation or a monthly donation of either their discount or an amount of their choice. Allocation of this payment would be via the HILLCREST PRIMARY SCHOOL DEVELOPMENT AND EDUCATIONAL TRUST and may express a wish for its application. Please use the form at the end of this pack if you would like to make a donation to the Trust Fund.

PAYMENT METHODS

- ❖ For security reasons, no cash will be accepted at the school for school fees.
- ❖ All payments must include details for reference purposes: Proof of payment must be sent to the Bursar with Learner's full name, grade, account number and breakdown of payment for correct allocation.
- ❖ Preferred methods: Stop Orders / EFT.
Stop orders must be activated by the parent with own bank and proof provided to the Bursar (Mrs Norton or Mrs Leitch). Please ensure you have the correct account number and details.
- ❖ Cheques – can be deposited at the bank or sent into school with your child.
- ❖ Cash Deposits may only be made directly into the bank.

NON PAYMENT OF FEES

Parents who fail to pay and who have not been granted an exemption, will be handed over to our Attorneys for collection of these fees. Our legal representatives have been mandated to proceed with Warrants of Execution for the emolument attachment on salaries to clear school fee debts and legal costs, if necessary. We trust with every parent's co-operation we will not have to take this course.

Please be advised that if the full monthly school fee cannot be paid, a lesser amount in the interim is preferable to not paying anything at all. The bursar must be advised how and when the deficit will be settled.

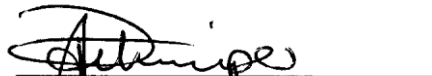
CONCLUSION

In the interests of the continued provision of quality education for your children, your fullest co-operation with regard to the payment of fees is imperative.

Yours faithfully



Mrs Vicky Moore
GOVERNING BODY CHAIRPERSON


Mr John Schimper
GOVERNING BODY TREASURER


Ms Sally Chapman
PRINCIPAL

BANKING DETAILS FOR SCHOOL FEE PAYMENTS

**HILLCREST PRIMARY SCHOOL
STANDARD BANK - HILLCREST
ACCOUNT NO: 250 834 901
BRANCH CODE: 045726**

Proof of payment must be sent to the Bursar:

- By hand
- By email: bursar@hillcrestprimary.co.za
- By fax: 031 765 1835

I / We fully understand that:

❖ **COMPULSORY SCHOOL FEES**

The payment of fees at Hillcrest Primary School is compulsory, according to the South African School's Act 84 of 1996.

❖ **PAYABLE IN ADVANCE**

School fees are payable annually in advance at the beginning of each school year.

The School Governing Body is prepared to consider an application for payment on a monthly basis provided:

- (i) There are no arrear fees from the current and/or previous years
- (ii) Proof of Payment is provided to the Bursar of debit order arrangement at bank

This undertaking in no way changes the fact that the payment of school fees at Hillcrest Primary School is a statutory duty and not a voluntary agreement, particularly not a credit agreement as defined in terms of the National Credit Act No. 34 of 2005.

❖ **CONCESSIONS / EXEMPTIONS**

In terms of the South African Schools Act 84 of 1996, a (i) conditional, (ii) partial, (iii) total, exemption of school fees may be applied for, and is only valid in respect of that year. Application for exemption of fees does not absolve one from commencing payment of fees in January until such time as a concession may be granted by the Governing Body. Concession forms must also be completed in full by Foster Parents requesting a concession. Application forms for such exemptions may be collected from the Bursar when school opens on 11 January 2012. A sub-committee considers all such applications based on the ability to pay school fees and applying criteria as stipulated by the South African School's Act 84 of 1996. An interview with the applicant will be requested. In the event of a partial or conditional exemption, failure to meet the remaining financial obligation may result in the withdrawal of the concession and immediate payment of the full amount due. Exemption applications provided by the school with full supporting documentation, (salary slips, water & electricity bills, bond/rental payments, any accounts, credit card payments, etc) must be lodged with the Bursar on or before 28 February 2012. Please Note: Concessions are not recovered from the State, but subsidised by the fee paying parents of the school.

❖ **LEGAL ACTION**

Legal action can be instituted against me/us should I/we default in payment.

❖ **CREDIT BUREAU SEARCH**

I authorize the school to do credit bureau searches on me/us and in the event of any school fees due by me/us not being paid, I/we authorize the school to inform any relevant credit bureau and have my/our name listed with them.

❖ **JOINTLY AND SEVERALLY**

Parents/guardians jointly and severally agree to pay the school fees commencing the beginning of the academic year.

❖ **CUSTODIAN PARENTS**

It is the responsibility of the custodian parent to ensure that the fees are paid and that this form is fully completed, signed and returned to the school. According to high court precedent, both parents are liable for the school fees irrespective of marriage status.

❖ **DEFAULTERS**

Should I/we default on the agreed payment plan, fees are immediately due in full. I/we will be liable for the full school fees and all costs incurred on the attorneys/client or collection agency scale, should fees be handed over. Costs for returned payments will be for the fee account.

❖ **DOMICILIUM CITANDI ET EXECUTANDI**

I/We choose the address specified as our residential address under the School Information Sheet as my/our chosen legal domicile for service of all legal notices and processes until I advise the school in writing of my/our new address.

Principals' signature: 

Date: 11 November 2011 Place: Hillcrest

Father's/guardian's signature: _____ Date: _____ Place: _____

Mother's/guardian's signature: _____ Date: _____ Place: _____



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SCHOOL FEE AMOUNTS AND COMMITMENT

Please use the following to assist you in your election of amount to pay. Please indicate by a \checkmark in the appropriate box which relates to your child's grade in 2012 and indicate your payment method below. Kindly sign the form where required.

<u>GRADE</u>	<u>SCHOOL FEE</u>	<u>LESS 8 % DISCOUNT</u>	<u>LESS 5 % DISCOUNT</u>	<u>MONTHLY PAYMENT AMOUNT</u>	
R & 1	R18 120	R16 670	R17 214	R1812	
2 - 7	R16 900	R15 548	R16 055	R1690	
<i>ONLY the LSEN unit has the option to choose either 10 months or 12 months</i>					
REMEDIAL	R20 480	R18 841	R19 456	R2048	R1707
LEAP	R22 240	R20 460	R21 128	R2224	R1854

COMMITMENT TO SCHOOL FEES 2012

LEARNER'S FULL NAME AND SURNAME: _____

CURRENT GRADE AND CLASS (2011) _____

PLEASE TICK NEXT TO THE APPROPRIATE BOX IN THE TABLE BELOW WHICH WILL INDICATE YOUR CHOICE OF PAYMENT METHOD FOR SCHOOL FEES 2012.

<u>Option:</u>	<u>GRADE R & 1</u>		<u>GRADE 2 - 7</u>		<u>REMEDIAL UNIT</u>		<u>LEAP</u>	
	<u>Amount</u>	<u>Tick Box</u>	<u>Amount</u>	<u>Tick Box</u>	<u>Amount</u>	<u>Tick Box</u>	<u>Amount</u>	<u>Tick Box</u>
Payment in full before 31 December 2011:	R16 670		R15 548		R18 841		R20 460	
Payment in full before 28 February 2012:	R17 214		R16 055		R19 456		R21 128	
10 Monthly Payments	R1812		R1690		R2048		R2224	
12 Monthly Payments (option for LSEN unit)	Please note: If 12 month option selected, first payment is due by 01 Jan 2012 and the last payment is due by 01 Dec 2012				R1707		R1854	

Signed Father/guardian: _____ **Date:** _____ **Place:** _____

Signed Mother/guardian: _____ **Date:** _____ **Place:** _____



Hillcrest Primary School

SOUTH AFRICAN SCHOOLS ACT 84 OF 1996 REGULATIONS FOR THE EXEMPTION OF PARENTS FROM PAYMENT OF SCHOOL FEES

CHECKLIST FORM

Mark with an X
YES NO

1	Have you been informed about the amount of the annual school fees to be paid?		
2	Have you been informed that you are liable to pay school fees unless you have an approved concession / exemption?		
3	Have you been informed about your right to apply for a concession / exemption from paying school fees?		
4	Do you wish to apply for such a concession / exemption?		
5	Do you wish to be assisted in such an application?		
6	Application forms for concession / exemption of school fees can be collected from the Bursar's office. Do you need to collect this form?		
7	Has the principal signed this particular form?		
8	Have you signed this particular form?		
9	I will return this signed form to the Senior Primary Office.		


PRINCIPAL


GOVERNING BODY CHAIRPERSON

SIGNATURE (PARENT)

DATE

CHILD'S FIRST NAME

SURNAME

GRADE



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HILLCREST PRIMARY DEVELOPMENT AND EDUCATIONAL TRUST FOR 2012

_____ (Parent's full name)

Parent of: _____

(Learner's full name)

Contact Details: _____

Would like to pledge the following to the Trust Fund:

Rand amount: R _____ as a once off payment

Rand amount: R _____ as a monthly payment over 10 months

BANKING DETAILS:

ACCOUNT NAME:

HILLCREST PRIMARY DEVELOPMENT AND EDUCATIONAL TRUST

FIRST NATIONAL BANK

ACCOUNT NUMBER: **6222 8388 577** (Cheque account)

HILLCREST BRANCH CODE: **223726**

Parent's / Guardian's Signature: _____ Date: _____ Place: _____