

24 October 2018

Dear Parents,

2019 SCHOOL FEES

At the Budget & AGM meeting held on 17 October 2018, the school fees for 2019 were ratified at R32 600.00 per learner per annum.

The payment of school fees is compulsory in terms of the South African Schools Act. School fees are also payable in advance and fall outside the National Credit Act. This means that your obligation to school fees comes before any credit payment e.g. repayment of hire purchases. Payment of school fees is the responsibility of both parents, even in the case of a divorce.

We urge all parents who may be in genuine need of financial assistance in terms of the subsidy system or who may have specific financial difficulties, to make an appointment early with the school bursar, Mrs Gillian Scott, to discuss and decide how best to pay their school fee obligation.

It is the school's last resort to hand over parents to debt collectors but unfortunately this will be done and the attachment of your assets by the sheriff of the court is not a pleasant experience.

The following options are available when deciding how you would like to pay your 2019 school fees. Please note that in order for the discounts to be applicable, we will adhere **strictly** to the cut-off dates.

1. Upfront settlement by 31 January 2019.

All payments made in full, strictly on or before 31 January 2019, will qualify for a 10% discount, reducing the annual fees to R29 340.00. **Credit card payments will not qualify for the discount.**

2. Upfront settlement by 28 February 2019.

All payments made in full, strictly on or before 28 February 2019, will qualify for a 7% discount, reducing the annual fees to R30 318.00. **Credit card payments will not qualify for the discount.**

3. Monthly debit order - Signed forms to be returned by Wednesday 21 November 2018.

Monthly payments made by debit order over 10 months with the school without default will qualify for a 5% discount in the last month, reducing the annual fees to R30 970.00.

Debit orders will run from February to November 2019 inclusive, for an amount of R3 260.00 per learner, dated for either 1st or 15th of the month, with the discount of R1 630.00 per learner given on the final instalment.

4. Monthly payments – on or before the 1st of each month

Parents not wishing to take up options 1, 2 or 3 above will be required to pay an amount of R3 260.00 monthly per learner for the months of February to November 2019.

NOTE : Only options 1 – 3 will qualify for discounts as outlined. Any other form of payment will NOT qualify for a discount and the full fees will be applicable per child enrolled.

A term's notice is required in the event of your child leaving the school; and payment of school fees for that term remains payable in full.

5. Subsidy payments

Subsidy application forms are available from the finance office and will be assessed in accordance with the criteria stipulated by the Department of Education.

All those who have received previous assistance and still require assistance MUST re-apply each year. Subsidies expire each year and are not carried forward.

It is imperative that all subsidy applications be collected before Friday 25 January 2019 and returned to the finance office before 28 February 2019. In accordance with the resolution passed at the AGM /Budget meeting no application will be accepted after this date.

Applications must be accompanied by ALL the required documentation and signed by a Commission of Oaths.

Should payment not be paid according to the above options, the account will be deemed to be in arrears, and the School will then proceed with legal action.

Direct deposits and Internet banking are highly recommended, and our banking details are as follows :

Name of account:	Chelsea Preparatory School
Bank:	Standard Bank
Branch:	Durban North
Branch code:	042826
Account No.:	251183734
Reference:	School account number/child's surname and first name (for example : TUCK James)

Please send proof of payment via email to the finance office (pjohnston@cdsp.co.za) to ensure the correct allocation of payments.

Please sign and return the attached form to school before Wednesday 21 November 2018 indicating how you intend to make your school fee payments for 2019.

Yours faithfully,



MR BRAD HERSELMAN
Chairman