

## **DEBTOR'S MANAGEMENT GR RRR, RR - 7**

In terms of Section 39, 40 and 41 of **The South African School's Act**, parents are liable to pay compulsory school fees and the school may enforce the payment of these compulsory fees.

### **Payment of School Fees**

The **full annual school fees** are payable in advance by **31 January 2025**, **UNLESS** one of the provided alternate payment plans of choice, as you have indicated in the questionnaire, have been selected and adhered to.

### **Advance Discount Amount**

A discount of R2200 on the total amount will be granted should payment be made **in full before or on 31 December 2024** – this discounted amount only applies to **EFT** payments.

### **Monthly Payment option**

If this option is chosen, then payments are to be made over 11 months - **MONTHLY IN ADVANCE** (i.e: no later than **1<sup>st</sup> day of the 2025 school year (for Jan) and no later than 1 Feb (for Feb) - up to and including 1 Nov (for Nov)2025.**

### **Non-payment of school fees**

**In the event of the parents failing to make any payment as indicated by them on or before the due dates, then Hendrik Louw Primary School shall have the right to demand the immediate payment of the total amount owing to the school and take the necessary steps for legal action to commence.**

### **Non-submission of financial documents**

In the event of parents failing to complete and return the relevant documents as requested, herewith, it shall be assumed that the full annual school fee amount will be settled in full by no later than **31 January 2025**. If said payment is not made then Hendrik Louw Primary School shall have the right to demand the immediate payment of the total amount owing to the school and take the necessary steps for legal action to commence.

The parent further accepts that in such circumstances as stated above due to **non-payment / non-submission, the parent shall be liable for the payment of all legal fees on the attorney and client scale of costs, including collection commission and interest, incurred by Hendrik Louw Primary School** in demanding and enforcing compliance with the parent's obligations in terms hereof. In such a case, both biological parents' personal information will be disclosed to a Collection agency or lawyer's offices, in order for the fees to be collected successfully.

In terms of the SA Schools Act, parents are jointly and severally liable for the payment of the school fees irrespective of their marital status. In the event of non-payment of school fees the school will sue or list both parents irrespective of maintenance and court orders which may exist between the parties.

### **School account and other optional expenses**

The school account of a student includes and is made up of the following:

**School fees / Aftercare fees / Music fees**

**NB:** Attendance at the Hendrik Louw Aftercare as well as participation in the Hendrik Louw Music School, Tours and Camps is **subject to the student's school account at all times being paid and remaining up to date.** The attendance of these facilities can be suspended if the student's school account is in arrears and not kept up to date.

The **student's school account is always a priority** and will take precedence over any other payments to the school for sports / cultural / luxury or academic tours. If the student's school account is in arrears, and a parent makes a payment to one of the above optional extras, the payment can be assigned to the school account.

In the event of **Gr RRR & RR tuition fees being unpaid**, the relevant student will be required to **abstain from attending classes** and remain at home until such time as their school account is brought up to date and current, at which time the student may resume attending classes.

Unpaid, stopped or revoked debit orders shall incur a charge of R70.00

**If an INTERNET payment option** is selected, payment must be received on a monthly basis by the due date. Please note that it is **very important** that the correct reference is reflected on our bank account. Namely, the student account number, as per the Hendrik Louw Primary School statement of account (eg. "**DEW018**"). If the correct reference is used, then no proof of payment needs to be submitted.

**Hendrik Louw Primary School's bank account details:**

Bank	:	STANDARD BANK
Branch	:	STELLENBOSCH 051001
Account Number	:	063164825
Account Type	:	Current
Reference	:	<b>School account number as per fee statement</b>

If any other payment is to be made, OTHER THAN to settle the school account as above, then please ensure the relevant payment reference is used: the reason for payment as supplied by organizer of event + the surname, initial of the student (e.g.: MBAY Smit T / ORIV Jones A.)

**Partial or Full Exemption from the payment of School Fees**

We are sure parents/guardians understand and appreciate that the amount of **R24.00** - which is the amount that the state pays the school **per student, per month - is completely insufficient** to cover the reasonable running costs of a school. We therefore rely on our parents/guardians to pay the compulsory school fees and ask that they make the payment of school fees their highest priority. It would be impossible for us to enable the school to function successfully without the support and financial contributions of parents/guardians.

If parents/legal guardians however do find themselves in such a financial position where the payment of the full school fee amount is impossible, then an application can be submitted for possible partial or full exemption of school fees. Please note - such an application must be submitted by both biological parents/guardians and strictly managed according to WCED guidelines. In terms of the SA School's Act, the **payment of school fees is a compulsory statutory requirement**.

Exemption applications are done annually in advance, during the last quarter of the current year - for the year to come. These fully completed applications and original documents to be submitted to the Finance Office no later than **22 November 2024**. The outcome and/or communication of the Governing Body's decision will be sent by email.


These partially exempted fees are also payable over 11 months - **MONTHLY IN ADVANCE** (i.e: no later than **1<sup>st</sup> day of the 2025 school year (for Jan) and no later than 1 Feb (for Feb) - up to and including 1 Nov (for Nov)2025**).

Should a parent /guardian fail to apply for exemption as stipulated, they are responsible for the full annual school fee amount payable.

In cases where students are enrolled after the beginning of a school year, and parents need to apply for exemption the normal school fee per student per month are payable until the such time as the application process has been completed and written notification received as to whether exemption has been granted or not. The parent will be refunded the relevant amount in full, if they qualify.

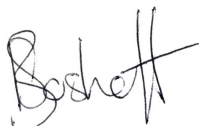
Thank you for your co-operation and continued support of your school, something without which would make it impossible for us to continue providing the high standard of quality education.

Yours sincerely



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**MS S Chamberlain**  
Chairman: GB



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**MS S Boshoff**  
Treasurer: GB



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**MR J HORNE**  
Principal



## **DEBITEURE BESTUURSBELEID GR RRR,RR - 7**

Kragtens Artikel 39, 40 en 41 van die **Suid-Afrikaanse Skolewet**, is ouers aanspreeklik om verpligte skoolgelde te betaal en die skool kan die betaling van hierdie verpligte gelde afdwing.

### **Volle betaling van skoolgeld**

Die **volle jaarlikse skoolgelde** is vooruitbetaalbaar teen **31 Januarie 2025**, tensy een van die gekose alternatiewe betalingsplanne, soos u op die vraelys aangedui het, gekies is en nagekom word.

### **Vooruit Afslag Betaling**

'n Afslag van R2 200 van die totale bedrag sal egter verleen word indien die betaling **teen of voor 31 Desember 2024** gemaak word. Hierdie afslag bedrag geld net vir **EFT** betalings.

### **Maandelikse Betaling**

Hier geskied betalings **oor 11 maande, MAANDELIKS VOORUIT** - (dws. **nie later as 1ste dag van 2025 skooljaar (vir Jan), nie later as 1 Feb (vir Feb), tot en met 1 Nov (vir Nov)2025.**

### **Wanbetaling van skoolgeld**

In die geval van die ouers wat versuim om 'n **betaling** te maak, soos deur hulle aangedui teen sperdatums soos benodig, behou Laerskool Hendrik Louw die reg voor om die onmiddellike betaling van die totale bedrag verskuldig aan die skool te eis en die nodige te doen om na regsaksie oor te gaan.

### **Nie-indiening van finansiële dokumente**

In die geval van ouers wie versuim om die nodige dokumente te voltooi en terug te besorg soos benodig, sal dit aanvaar word dat die volle jaarlikse skoolgelde vereffen sal word teen nie later nie **31 Januarie 2025**. Indien betaling wel nie geskied nie, behou Laerskool Hendrik Louw die reg voor om die onmiddellike betaling van die totale bedrag verskuldig aan die skool te eis en die nodige te doen om na regsaksie oor te gaan.

Die ouer aanvaar verder dat in sulke omstandighede, soos hierbo genoem as gevolg van **nie-betaling / nie-indiening dat die ouer aanspreeklik is vir die betaling van alle regs-koste op 'n prokureur-en-klieënt skaal van koste, insluitende invorderingskommissie en rente wat deur Laerskool Hendrik Louw aangegaan word** ten einde die ouer se verpligtinge in terme hiervan na te kom. In so 'n geval, sal beide biologiese ouers se persoonlike inligting aan 'n invorderingsagentskap of prokureur se kantoor oorhandig word ten einde die gelde te verhaal. In terme van die SA Skolewet is ouers gesamentlik en afsonderlik aanspreeklik vir die betaling van skoolgeld, ongeag hulle huwelikstatus. In die geval van nie-betaling van skoolgeld, sal die skool albei ouers dagvaar, ongeag onderhoud en hofbevele wat tussen die partye mag bestaan.

### **Skoolrekening en ander opsionele uitgawes**

Die skoolrekening van 'n student sluit die volgende fooie in:

#### **Skoolgelde, Nasorg- en Musiekfooie**

**LW:** Die bywoning van Hendrik Louw Nasorg sowel as die deelname aan die Hendrik Louw Musiekskool, Toere en Kampe **is onderhewig aan die betaling van die student se skoolrekening wat te alle tye op datum gehou moet word.** Die bywoning van hierdie fasiliteite kan dus opgeskort word indien die student se skoolrekening nie op datum gehou word nie.

Die **student se skoolrekening is altyd prioriteit** en sal voorkeur geniet bo enige ander betalings aan die skool vir sport / kulturele / luukse of akademiese toere. Indien die student se

skoolrekening agterstallig is, en 'n ouer 'n betaling na een van die bogenoemde opsionele ekstras maak, kan hierdie betaling na die skoolrekening toegewys word.

Indien **Gr RRR & RR Skoolgelde onbetaald** is, sal **klasbywoning gestaak** moet word totdat die skoolrekening ten volle opdatum gebring is, waarna die student mag terugkeer skool toe en weer by haar / sy klassie mag aansluit.

Onbetaalde, beëindigde of herroepde debietorders sal 'n koste van R70.00 per debietorder hê.

Indien die **INTERNET OORPLASING** opsie gekies is, moet betaling maandeliks geskied en teen die sperdatum. Neem asseblief kennis dat dit **baie belangrik** is dat die korrekte verwysing aangewys word op ons bankrekening. Naamlik die student se rekeningnommer, soos per die student se skoolrekening staat van Laerskool Hendrik Louw, bv. **DEW018**. Indien die korrekte verwysing gebruik word, is dit nie nodig om 'n bewys van betaling in te dien nie.

#### **Laerskool Hendrik Louw se bankbesonderhede:**

Bank	:	STANDARD BANK
Tak	:	STELLENBOSCH 51001
Rekening Nommer	:	063164825
Rekening Tipe	:	Lopende
Verwysing	:	<b>Student se rekening nommer soos op staat</b>

Indien enige ander betaling gemaak moet word, behalwe om die student se skoolrekening te vereffen soos hierbo, dan moet die betaalverwysing lees soos deur die skool voorsien vir die uitstappie, toer ens. Dus, die rede vir betaling soos verskaf deur die skool + die van van student (bv: MBAAI Smit C / ORIV Jones A)

#### **SKOOLGELDE / KWYTSKELDING VAN DIE BETALING VAN SKOOLGELD**

Ons is seker dat ouers/voogde verstaan en waardeer dat **R24-00** – die bedrag wat die staat aan die skool betaal per student **per maand**, nie naastenby genoeg is om die nodige bedryfskoste van 'n skool te dek nie. Ons maak dus staat op ons ouers om die verpligte skoolgelde te betaal en ons vra u om die betaling van skoolgelde u hoogste prioriteit te maak. Dit is nie moontlik om u skool suksesvol te laat funksioneer sonder u ondersteuning en finansiële bydraes nie.

Indien ouers/voogde wel hulself in 'n finansiële posisie bevind waarin die betaling van die volle skoolfonds bedrag onmoontlik is, dan kan 'n aansoek ingedien word vir algehele/gedeeltelike kwytstelling van skoolfonds indien hulle sou kwalifiseer. Let wel – so 'n aansoek moet deur **beide biologiese ouers/voogde** ingedien word en word streng volgens WKOD riglyne bestuur. In terme van die SA Skolewet is die **betaling van skoolgeld verpligtend**.

Alle aansoeke word jaarlikse vooruit hanteer gedurende die laaste kwartaal vir die jaar vir die komende jaar. Hierdie volledig voltooide aansoeke en oorspronklike dokumente word ingedien by die Finansiële kantoor voor **22 November 2024**. Die aansoeke word deur die Skool Beheerliggaam hanteer en die uitslag en/of kommunikasie sal aan u per epos gekommunikeer word.

Hierdie gedeeltelik-kwytgeskelde skoolfooie word ook **oor 11 maande betaal, MAANDELIKS VOORUIT** - (dws. **nie later as 1ste dag van 2025 skooljaar (vir Jan), nie later as 1 Feb (vir Feb), tot en met 1 Nov (vir Nov)2025**).

Indien 'n ouer versuim om aansoek te doen soos gestipuleer, dan is hulle vir die volle jaarlikse skoolgelde verantwoordelik **oor 11 maande betaalbaar, MAANDELIKS VOORUIT** - (dws. **nie later**

as 1ste dag van 2025 skooljaar (vir Jan), nie later as 1 Feb (vir Feb), tot en met 1 Nov (vir Nov)2025.

In gevalle waar studente eers in die nuwe skooljaar by die skool aansluit, sal ouers/voogde die normale skoolgeld per kind per maand moet betaal totdat die uitkoms van so'n aansoek om kwytstelling ontvang is. Indien 'n ouer kwalifiseer sal hulle terugbetaal word vir die bedrag van toepassing.

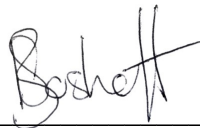
Baie dankie vir u samewerking en voortdurende ondersteuning ten opsigte van u skool. Daarsonder sou ons nie kan voortgaan om die hoë standaard van onderrig te kan voorsien nie.

Vriendelike groete



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**Me S Chamberlain**  
Voorsitter - BHL



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**Me S Boshoff**  
Tesourier - BHL



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**Mnr J Horne**  
Skoolhoof