



## CLARENDON

High School for Girls

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### SCHOOL FEE PAYMENTS POLICY – 2026

#### PREAMBLE

In terms of the South African Schools' Act, Act No. 84 of 1996, (hereafter referred to as "the Act"), a Governing Body must take all reasonable measures within its means to supplement the resources supplied by the State in order to improve the quality of education provided by the school to all pupils at the school. School fees are determined according to the needs and financial commitments of the school as indicated in the annual budget approved by parents. According to section 39 of the Act, school fees are compulsory. School fees constitute a statutory debt and need to be paid before other debts. In terms of section 40 of the Act, the School Governing Body is lawfully entitled to proceed further for the non-payment of fees. Clarendon High School for Girls is a Section 21 school and as such has to fund almost the entire operation of the school from school fees.

This includes:

- The maintenance and improvement of the school's facilities, buildings and grounds
- The payment of services to the school (telephone, electricity, water, sanitation)
- The purchase of educational materials and equipment
- The salaries of staff employed by the school

#### PAYMENT POLICY

1. New admissions to Grade 8 and to other grades:  
R3 000 contribution towards capital expenditure payable within 7 days of a position being offered to a new pupil.
2. DISCOUNTS:
  - An annual fee paid before 31 January 2026 (5% discount is applied)
  - Biological sibling (sisters) discount (5% discount is applied)
3. School fees to be paid over **11 months** by school debit order on 1<sup>st</sup>, 15<sup>th</sup>, 20<sup>th</sup>, 25<sup>th</sup> January to November each month or over **10 months** by EFT, monthly in advance on 1(2) January – 1 October. Current Debit order holders do not need to resubmit an application form. If you would like to have a Debit Order, please complete the attached form and return by 24 October 2025.
4. Should the school fees not be paid in one of the ways listed above, the full annual fee becomes payable and the account will be handed over to the school's attorneys for collection. This will incur additional costs payable to Clarendon High School for Girls, as well as to the school's attorneys.
5. Interest at prime overdraft rate + 3% p.a. will be charged on all late payments.
6. Debit orders which are not honored by the bank and are returned to the school due to there being insufficient funds in the debtor's account will incur a penalty of **R180** per incident.
7. All money received will first be allocated to current year school fees that are in arrears.
8. In the event of a pupil leaving the school, a full term's notice is required. Applications for withdrawal must be in writing and addressed to the Principal. Failure to do so would require payment of a month's fees in lieu of notice.
9. Parents may apply for an exemption in school fees, based on a formula published in the Government Gazette. Requests for an exemption in fees must be fully supported by the necessary certified and legal documentation and affidavits, and should be submitted to the Finance office by 14 November 2025 with no further extension. New applications have to be made every year and any reduction granted in a particular year will be for that year only. Late applications may only be made when a family's circumstances change as a result of retrenchment, divorce, disability or death. NOTE: Where an application for partial exemption from the payment of full school fees has been successful, no further discount (eg. for annual payment) will be allowed.

Details submitted by parents in support of their application for fee exemption will be treated in the strictest confidence. The submission of false information and/or the incomplete disclosure of information, may result in the rejection of the application and legal action.


10. The parents accept that the home and email addresses as elected by them in the application for admission into this school, including all subsequent years, will be utilised by the school and their attorneys as the chosen *domicilium citandi et executandi* (chosen address) of the parents in respect of all notices, correspondence, court processes and other documents. The parents accept that it is their responsibility to inform the school should they elect to change their home and email addresses.
11. Please note the following:
  - a) Additional charges may be levied for participation in voluntary non-compulsory excursions, tours, sports or cultural events organized by the School.
  - b) Certain subject departments require the payment of levies related to the cost of consumables used in these subjects.
  - c) Music pupils are required to pay hire charges (which include insurance) and to pay non-refundable deposits for the instruments borrowed from the Music Department.
  - d) Pupils taking additional examinable subjects will be required to pay additional fees per subject. These are payable in advance for the year.
  - e) Membership fees are charged for voluntary non-compulsory cultural / service societies of the school.

<b>SUMMARY SCHEDULE OF SCHOOL FEES FOR 2026</b>	
ANNUAL SCHOOL FEE PAYABLE	R57 034
If annual fee paid before 31 January 2026 (less 5% discount)	R54 183
Biological siblings qualify for a 5% discount	R54 183
Quarterly payments paid in the <u>first week</u> of each term	R14 259
Monthly payments <u>in advance</u> for 10 months (EFT) starting 1(2) Jan – 1 Oct '26	R5 703
Monthly payments for 11 months ( <u>school debit order</u> ) on either the 1 <sup>st</sup> , 15 <sup>th</sup> , 20 <sup>th</sup> , 25 <sup>th</sup> Jan - Nov '26	R5 185


<b>GRADE AND ACTIVITY RELATED EXPENSES</b>	
Consumer studies – Gr 10,11 & 12 (per annum – must be paid by 31 January 2026)	R250
<b>MUSIC:</b> Instrument non-refundable deposit (to cover expenses) Instrument Hire ( <u>must be paid during the 1<sup>st</sup> week of each term</u> ) Tuition Fees ( <u>must be paid during the 1<sup>st</sup> week of each term</u> ) If fees are not paid, there will be <u>no lessons</u>	R500 once off R2 000 (4 x R500) R2 800 (4 x R700)

<b>PENALTIES</b>	
Failure to comply with letter of demand from school	R400
Debit orders returned by the bank due to insufficient funds	R180
Interest on late payments ( <u>the first week of the month</u> )	Prime + 3%

**BANKING DETAILS:**  
**CLARENDON HIGH SCHOOL FOR GIRLS**  
 FIRST NATIONAL BANK  
 ACCOUNT NUMBER: 6205 914 6061  
 SOUTHERNWOOD: 210 221



**Mr R Knott**  
 Chairman  
 School Governing Body



**Mr R Kelly**  
 Finance Sub-Committee Chairman  
 School Governing Body