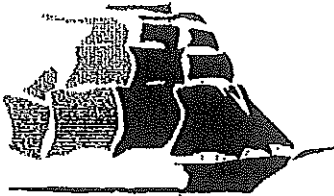


P O Box 3097
Prestondale
4021

FEES AND FEE POLICY
2012

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UMHLANGA COLLEGE

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14 September 2011

Dear Parents

The Board of Governors once again met recently to approve the budget for the year ahead. Although this year has, if anything, been tougher economically than 2010, there is much to be proud of when we reflect back on 2011. Mr Brooks has brought a firm hand to the helm to build on the legacy left by Mrs Reid, and, as is normal, when a new executive takes office, a fresh eye has been cast over the operations of the school. Part of this was a very constructive strategic planning exercise undertaken by Mr Brooks and his management team, in which the school's key goals for the short, medium and long term were reviewed. Obviously this exercise is an ongoing one, but it proved valuable in prioritising for our 2012 budget.

Although we are still constrained by the need to service our debt obligations, our cashflow continues to improve and we have been able to allocate more of our budget resources for capital improvements next year. These will include upgrading our Remedial Support unit, investing in the Senior Primary media centre and enhancing our IT infrastructure. We are also mindful of the need to remunerate our staff appropriately to ensure that we continue to offer the excellent education on which we have built our reputation. Most importantly, underpinning all of this, is our objective to offer value to parents in our community.

We are therefore pleased to advise you that, in striving to provide the best all round education for our children, we have still managed to contain the fees to an average increase of 9.3% for 2012.

The details of the new fees are set out on the attached schedule, which also sets out the terms and conditions relating to the payment of fees. In addition to the options set out on the attached schedule, the Board have again agreed to offer the 2 year upfront payment option. Not only will parents who opt for this method receive a 5% discount on the 2012 fees, but they can freeze the fees payable for the 2013 year and receive the 5% discount on this 2013 fee as well. We have also once again decided to offer the additional 1% discount on 2012 and 2013 fees if payment is made before mid-November 2011. Parents wishing to exercise any of these options are requested to contact the Bursars' office directly.


Please note that the Activity Levies have been increased by R5 per term for 2012 to ensure that we can still offer beneficial outings and activities for the children.

We are pleased to reaffirm that by far the majority of our parents exercise the highest level of responsibility in meeting their financial obligations to the School, and the Board believes it to be important that such parents have the reassurance that the School exercises strict discipline in the management of its fee collection process. The provisions set out in the previously circulated Payment of Fees Policy booklet are rigorously enforced, but as far as possible in a positive and considerate manner.

We would like to take this opportunity of thanking our parent community for its continual support. The responsible way in which our community continues to meet its financial commitment to the School provides the essential basis on which we strive to manage the affairs of the School and its continuing development as efficiently as possible.

Yours sincerely


Julian Beare
CHAIRMAN
BOARD OF GOVERNORS


Adam Pincus
CHAIRMAN – Finance Committee
BOARD OF GOVERNORS

“EDUCATING HEAD, HEART AND HANDS”



UMHLANGA COLLEGE

TUITION FEES 2012

Grade	Annual school fee (tuition only)	METHOD OF PAYMENT			
		Annually in advance	Annually in advance	Quarterly in Advance	Monthly by Debit Order Over 10 months (Jan to Oct)
		Payable on or before 18th day of November 2011 (6% discount)	Payable on or before 1st day of academic year (5% discount)	Payable on or before 1st day of term	Monthly amount (Jan to Oct)
	R	R	R	R	R
Playgroup	25 318	23 799	24 052	6 329.50	2 531.80
Grades 000 - 00	36 654	34 455	34 821	9 163.50	3 665.40
Grade R	38 867	36 535	36 924	9 716.75	3 886.70
Grades 1 - 3	51 682	48 581	49 098	12 920.50	5 168.20
Grades 4 - 7	58 615	55 098	55 684	14 653.75	5 861.50

Please note that the above fees pertain to tuition only and exclude levies and other adhoc charges. The levies for 2012 will be R105 per term per child plus a once off R150 charge per family for the school magazine. Adhoc charges such as workbooks, outings and athletics will be billed for as they arise during the year. Compulsory annual insurance is also billed to the school fee account in the first term. Aftercare charges are billed separately at the end of each term.

Parents wishing to pay by debit order must please complete the attached debit order instruction form and submit it to the Bursars' Office by no later than 20 November 2011. Please note that the actual debit order amount may vary from the estimate above due to the inclusion of the other adhoc charges referred to above. An administration fee of R100 will be charged if there is a default on any payment.

Please note that interest on overdue accounts will be charged at prime per month.

UMHLANGA COLLEGE

FEE POLICY AND PROCEDURES

1. Tuition Fees

Parents are reminded that fees and levies are raised quarterly and are payable in advance on or before the first day of each term.

2. Terms and Methods of Payment

- **Quarterly** fees paid in full on or before the first day of each term. (These are the standard payment terms as per 1 above)
- **Annual** fees paid in full on or before the first day of the academic year as specified on the Schedule of Fees.
- **Monthly** on the last working day of each month over 10 months. Parents wishing to exercise this option are requested to sign the attached debit order instruction and return it to the Bursar's office as soon as possible. No interest is charged on accounts paid by debit order but an administration fee will be charged in the event of a debit order being unpaid. In addition, if two consecutive debit orders are unpaid, the debit order will be cancelled and the full account will become due and payable immediately and will incur interest from such time.
- Payments can be made preferably by means of an internet transfer or direct deposit into the school's bank account. **Cash cannot be accepted at the Bursars' Office for security reasons.**

3. Interest

- As provided for in clause 2 of the Undertaking signed by parents, interest will be charged at the ruling prime overdraft rate on all balances which remain overdue in terms of the chosen payment option at the end of each month.
- Please note that any interest that may be earned on fees received in advance is for the School's account.

4. Non-payment of Fees

- The fees payable by parents are the School's primary source of both operating income and capital development finance. It is therefore essential that fee payments are made strictly in accordance with due dates as set out above, and the Board regards it as one of its prime responsibilities, in the interest of the pupils, and all other parents, to ensure that the agreed terms of payment are strictly enforced.
- It is school policy not to re-admit pupils if the previous term's fees are outstanding.
- The award of Bursaries and/or Scholarships is strictly on the basis that the remaining portion of the fees due is paid on the due date by the parent, guardian or other responsible person. Failure to maintain the fee account in this way will result in the withdrawal of the award.
- Attendance at aftercare is strictly subject to the account for the previous term having been settled in full.
- Pupils whose accounts are in arrears at the end of the previous term will not be allowed to participate in Sports or Cultural Tours or Excursions.

5. Notice of Withdrawal

The Undertaking signed by parents, under clause 4, requires that a full term's notice in writing to the Executive Head must be given in the event of a pupil not taking up enrolment or being withdrawn from the school. Failure to tender such notice will result in a term's fees being payable, and this will be strictly applied. An application for a waiver of this provision must be made to the Bursar in writing and must set out in full all extenuating circumstances.

6. Fee Account Management

Parents are strongly encouraged to make and maintain contact with the Bursar's office in any instance where difficulties arise in the payment of fees. Umhlanga College will at all times endeavour to find an acceptable accommodation in the form of a mutually agreed payment plan.

UMHLANGA COLLEGE

PAYMENT OF FEES

1. Preamble

- 1.1. Umhlanga College endeavours to assist parents/guardians (fee payers) in establishing mutually acceptable financial arrangements for the payment of fees.
- 1.2. The school acknowledges that financial difficulties may occur from time to time in the maintenance of fee payments by due date, and endeavours to exercise understanding and sensitivity in dealing with such circumstances.
- 1.3. The School encourages fee payers to make and maintain contact with the Bursar's office in any instance where difficulties arise in the payment of fees. The School will at all times be committed to finding an acceptable accommodation in the form of a mutually agreed payment plan.
- 1.4. The School acknowledges that the educational and personal welfare of the pupil should not, as far as possible, be adversely affected or influenced by such processes.
- 1.5. The School recognises, however, that it has a primary responsibility to its parent body, both present and future, to protect the financial stability of the School, and to be able to account for the management of its financial affairs on the basis of equitable and consistent treatment of all fee payers.
- 1.6. The regulations which follow in relation to the payment of fees have been approved by the Board of Governors.
- 1.7. The regulations will be enforced in terms of the formal "Undertaking" signed by fee payers on acceptance of a place at Umhlanga College.
- 1.8. In administering the regulations, the School will recognize positively those fee payers who initiate proposals for resolution of existing or anticipated financial difficulties, who maintain ongoing contact with the School, and who adhere to payment plans and undertakings given.
- 1.9. The rigorous application of the regulations presupposes that no alternative financial arrangements have been made to the satisfaction of the School.

2. Regulations

2.1. General

- 2.1.1. Pupils whose fee accounts reflect a balance equivalent to or in excess of one term's tuition fees will not be re-admitted in the following term and will be excluded from class attendance until such time as the payment in full is made or financial arrangements are made which are acceptable to the School.
- 2.1.2. Pupils whose fee accounts reflect a balance outstanding at year-end will not be re-admitted in the first term of the following year. Conditions as per 2.1.1 above will apply.

2.1.3. The School reserves the right to withhold reports and testimonials if the fee account is in arrears.

2.2. Bursary and Scholarship Holders

2.2.1. It is a condition of Bursary/Scholarship Awards that the balance of the fee account (fee payer contribution) is settled by due date (i.e. commencement of the term).

2.2.2. The Bursary/Scholarship will not be transacted for the current term if the fee account reflects an outstanding balance.

2.2.3. The Bursary/Scholarship will be withdrawn should the fee account remain consistently in arrears.

2.3. Extra-curricular Activities

2.3.1. Pupils whose consolidated fee account is in arrears at the end of the previous term will not be:

2.3.1.1. Admitted to private lessons for which the charges are raised through the school fee account ,
and/or

2.3.1.2. Allowed to participate in Sports/Cultural Tours or Excursions

2.3.1.3. Allowed to utilise the Aftercare Facility.

2.3.2. Moneys deposited with the School in respect of Tours/Excursions will be credited in the first instance against any outstanding fees if they are in arrears to the extent of one term or more.

UMHLANGA COLLEGE

DEBIT ORDER INSTRUCTION

PARENT:

PUPILS NAME/S:

ADDRESS:

OPTION 1: 10 months (January to October)

OPTION 2: Quarterly (January, April, June, October)

TO: UMHLANGA COLLEGE

PAYMENT OF SCHOOL FEES BY INSTALMENT

I/we hereby instruct and authorise you to draw against my/our current account with the undermentioned bank or any other bank or branch to which I/we may transfer my/our account, the amount necessary for payment of the monthly/quarterly instalment due in respect of school fees and other charges due on the last working day of each month/quarter. All such withdrawals from my/our bank shall be treated as though they had been signed by me/us personally.

I/we understand that the withdrawals hereby authorised will be processed by computer through a system known as Internet Banking Service and I also understand that details of each withdrawal will be printed on my bank statement or any accompanying voucher.

This authority may be cancelled by me/us giving you thirty days notice in writing, but I/we understand that I/we shall not be entitled to any refund of amounts which you have withdrawn while the authority was in force if such amounts were legally owing to you. Receipt of this instruction by you shall be regarded as receipt thereof by my/our bank (whichever it is or will be).

SIGNED AT ON THISDAY OF

.....
(SIGNATURE AS USED FOR SIGNING CHEQUES)

BANK DETAILS

BANK.....

BRANCH.....BRANCH NUMBER.....

ACCOUNT NAME..... ACCOUNT NUMBER

ACCOUNT TYPE (CHEQUE/SAVINGS)

.....

NB: Please attach a cancelled cheque for bank identification purposes