



## ST CATHERINE'S EMPANGENI

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Non Profit Organization : 072-220

### SCHOOL FEE PAYMENT POLICY

School fees are billed termly in advance and are payable by the first day of term.

#### **1. Annual upfront payment option**

Parents may elect to make payment of the year's school fees in full on or before the last working day of February each year. Parents who choose the annual upfront payment option qualify for a 5% early settlement discount on tuition fees only, provided payment is received in full by the last working day of February.

#### **2. Termly payment option**

School fees may be paid termly in advance by no later than the first day of each term. No early settlement discount applies under these circumstances.

#### **3. Debit order option (mandatory for all school fee payments other than those who have elected the annual upfront payment option or the termly payment option)**

To make the payment of school fees simpler and easier to remember, a debit order facility is now in place and parents can effortlessly make payment of their fees on a monthly basis by signing up. The monthly debit order will be calculated as the full year's fee divided by eleven months and payable from the end of January through to the end of November.

Any default in payment of the debit order renders the arrangement null and void and any incentives awarded will be withdrawn. The full term's fee becomes overdue and payable immediately.

Any fee charged by the school's banker as a result of a defaulted debit order payment will be recovered from the person responsible for payment of school fees by way of a charge against the school fee account on an out-of-pocket basis.

#### **Preferred payment methods**

We encourage parents to make use of the debit order facility as our preferred payment method.

We understand, however, that this may not be convenient for you and so parents who wish to pay their school fees up front or termly in advance may continue to do so by way of electronic funds transfer, credit card transaction or cash payment at the office. We appeal to parents, however, to please make use of the EFT option as far as possible. Credit card transaction charges and cash deposit fees are extremely expensive. Handling of cash also poses a very real security risk for the ladies in the office. We would far rather make use of your school fees to improve the educational experience of your child than to pay hefty bank charges! Please consider this carefully when making payment.