



28 October 2022

Dear Parents/Guardians, current and first timers of **2023**

- We would like to express our appreciation for your support of the school. Without such loyal parent/guardian support, De Kuilen would not be able to maintain its proud tradition.
- The meeting with the governing body and the parents where the budget for **2023** was discussed and approved, was held on Thursday, 27 October 2022. Unfortunately, not all parents/guardians were able to attend, but we do appreciate the regular, faithful financial support we receive from the majority of the parents/guardians.
- During the aforementioned meeting of Thursday, 27 October 2022 **school fees totaling R22 200 per learner for 2023** were approved. It remains our school's aim to provide our learners with education of the best possible quality, which is why it is of the utmost importance that school fees be settled punctually. Without this, the school cannot function effectively and teaching would be curtailed as almost half of the staff is financed by means of school fees since the Department of Education makes only partial financial provision for the school.
- To accommodate parents/guardians, the following options of payment were also approved on the meeting of 27 October 2022:**

➤ Every learner must each pay **R800.00** school fees by no later than 27 January 2023 (at the very latest).

Options of payment of school fees for 2023 per learner	Discount	Tuition fees payable
4.1. All learners must each pay school fees for January 2023	None	R800
➤ The balance of school fees, namely R21 400 (R22 200 minus R800) can be settled in the following ways:		
4.2. 10 (Ten) monthly instalments from 01 Feb to 01 Nov 2023 . School fees are payable in advance on the 1st work day of every month.	None	R2 140 per month x 10 months
4.3. Annual payment of R22 200 payable before/on 01 February 2023	- R1 300	R20 900 per annum
4.4. Annual payment of R22 200 payable before/on 01 March 2023	- R900	R21 300 per annum
4.5. Annual payment of R22 200 payable before/on 01 April 2023	- R700	R21 500 per annum
➤ All school fees can be paid in cash/by direct bank deposit/internet banking (EFT)/monthly debit order.		

- School fees subsidy:** By law indigent (needy) learners are entitled to discount on school fees. Application forms are available from the principal as of **18 January 2023**. Completed application forms as well as documentation to verify the application must reach the principal, Mr J.H. Mellet by Friday, **17 February 2023** in order to be considered. **Incomplete applications will not be considered – (Refer to the SA Schools Act).**
 - Attached are all the required forms to be completed and returned by 30 November 2022 (new parents by 20 January 2023). All parents are to complete Sections A and B. Parents who would like to pay by debit order (renewable every year), must complete Section C to reach us by the closing date, 20 January 2023 for the first deduction on 01 February 2023.**
 - BANKING DETAILS: ABSA cheque** account number **4056574126**; **BRANCH CODE: 632005**; **REFERENCE:** Please use **learner's admission number as reference** to make internet (EFT)/direct deposits.
- Thank you for your co-operation.

E. W. SMITH

(CHAIRPERSON: GOVERNING BODY)



SECTION A: To be completed by all parents/guardians for 2023

DE KUILEN HIGH SCHOOL

PAYMENT OF SCHOOL FEES • TERMS AND CONDITIONS

1. De Kuilen High School strives to offer the best quality education to all learners. In order for the school to meet its financial obligations, the prompt payment of school fees is essential.
2. Both parents/the guardian(s) of every learner bear the responsibility for the payment of school fees for **2023**. **Should you not pay the full amount owed or miss out on payments before 01 November 2023**, the governing body of De Kuilen High School will have the right to refer **the full amount owed of 2023** to a debt collector. In this case you would be liable to pay the amount owed to the school of 2023 and - if legal proceedings were to be instituted against you - all costs, including tracing fees, collection commission on the amount referred, as well as all legal costs on an attorney- and client scale plus interest at 9.75%.
3. If you prefer to pay in monthly installments, **each instalment is payable in advance for every month commencing on 01 February 2023 and ending on 01 November 2023.** _

NAME OF LEARNER: _____ **GRADE:** _____ **(in 2022)**

Admission number _____

PLEASE NOTE: School fees totalling R22 200.00 per learner are payable for 2023.

- All accounts are payable before/on the 1st (First) work day of each month:
- School fees of R800.00 are compulsory for January and payable by 27 January 2023.

Payment of school fees for February to November Please indicate your preferred option of payment

	Yearly payment: before/on 01-02-2023: R22 200.00 – R1 300.00 discount = R20 900.00
	Yearly payment: before/on 01-03-2023: R22 200.00 – R900.00 discount = R21 300.00
	Yearly payment: before/on 01-04-2023: R22 200.00 – R700.00 discount = R21 500.00
	10 (Ten) monthly instalments of R2 140.00 each from 01 February 2023 to 01 November 2023. School fees are payable in advance on the 1 st work day of the month as from 01 Feb 2023 .
	Debit Order: 10 (Ten) monthly instalments of R2 140.00 each from 01 February 2023 to 01 November 2023. School fees are payable in advance on the 1 st (First) work day of the month as from 01 February 2023 . Please complete Section C where applicable.

BANKING DETAILS: ABSA cheque account number 4056574126

BRANCH CODE: 632005

REFERENCE: Please use learner's admission number as reference to make internet (EFT)/direct deposits.

SECTION B: To be completed by ALL parents/guardians for 2023.

PLEASE NOTE: Please complete this form and send it back to De Kuilen High School by **30 November 2022** (*new parents by 20 January 2023*). **NB: If we do not receive the completed forms by the date specified, the Governing Body of De Kuilen High School will assume that it is your intention to settle the school fees monthly.** Your co-operation in this regard will be in your own interest.

Name of learner: _____ Admission No. _____

GRADE (2023) _____

Name of learner: _____ Admission No. _____

(GRADE 2023) _____

PLEASE COMPLETE IN FULL:

<p>Father/Guardian Surname</p> <p>Full names</p> <p>Address: Code:</p> <p>Tel No Home Cell No. Work Tel No.</p> <p>Employer and address:</p> <p>E-mail address:</p> <p>Signature: ID Number:</p>

<p>Mother/Guardian Surname</p> <p>Full names</p> <p>Address: Code:</p> <p>Tel No Home Cell No. Work Tel No.</p> <p>Employer and address:</p> <p>E-mail address:</p> <p>Signature: ID Number:</p>

School fees subsidy: By law indigent (needy) learners are entitled to discount on school fees. Application forms are available from the principal as of **18 January 2023**. Completed application forms as well as documentation to verify the application must reach the principal, Mr J.H. Mellet by Friday, **17 February 2023** in order to be considered. **Incomplete applications will not be considered – (Refer to the SA Schools Act).**

SECTION C: FOR DEBIT ORDERS ONLY:

NB: PLEASE list all learners attending De Kuilen High School in 2023

Learner: _____ Admission No. _____ GRADE (2023) _____

Learner: _____ Admission No. _____ GRADE (2023) _____

Learner: _____ Admission No. _____ GRADE (2023) _____

If you prefer to pay by debit order, the first deduction will commence on **01** February 2023 (the **first working day** of the month) and the last will be on **01** November 2023.

The amount payable is **R2 140.00 per month for each learner.**

PLEASE NOTE: If the **1st** day of the month falls on a weekend, the debit order will be deducted on the **first** working day of the month, namely: **03 April; 03 July en 02 October 2023.**

Account particulars ONLY FOR DEBIT ORDER PAYMENTS	
Account holder: (Full Names)	
Name of Bank	
Name of Branch	
Branch Code (Upper right hand corner on cheque)	
Type of Account (Cheque/Savings)	
Account holder's Account Number	
Account holder's ID Number	

Signed by Account Holder: _____ Date: _____

I/We the undersigned hereby request and authorize DE KUILEN HIGH SCHOOL to debit my/our bank account on the **FIRST WORKING DAY OF THE MONTH** as per the agreed amounts according to my/our choice of payment.

PLEASE NOTE: R800.00 IS SEPERATELY PAYABLE AT SCHOOL FOR JANUARY 2023.

Signed at _____ on the _____ day of _____ 20____.

Parent/Guardian: _____ Returned to school on: _____