

## VGHS SCHOOL FEE STRUCTURE FOR 2020

(As approved by the AGM on 10/10/2019)

All school fees are payable in advance. To accommodate parents, we offer 10% discount on School Fees if the annual fees are settled in full by the end of February. We also offer various payment options, as set out below.

### SCHOOL FEES GR 8 – 12

R24 800.00 per annum

#### INDICATE YOUR PAYMENT OPTION IN WRITING AT THE START OF THE SCHOOL YEAR

ANNUAL PAYMENT	AMOUNT
Annual fees	R 24 800.00
Less 10% for a total payment by end February	R 2 480.00
<b>TOTAL</b>	<b>R 22 320.00</b>

TERMLY PAYMENTS	AMOUNT
<b>A full payment is made by 1<sup>st</sup> day of term. Please note: these payment dates are non-negotiable</b>	
Term 1 – 15 January	R 6 200.00
Term 2 – 31 March	R 6 200.00
Term 3 – 07 July	R 6 200.00
Term 4 – 29 September	R 6 200.00
<b>TOTAL</b>	<b>R 24 800.00</b>

MONTHLY PAYMENTS	
ONLY PAYABLE BY DEBIT ORDER SYSTEM	
3 or 17 or 20 Feb	R 2 760.00
2 or 16 or 20 March	R 2 760.00
1 or 15 or 20 April	R 2 760.00
4 or 15 or 20 May	R 2 760.00
1 or 15 or 22 June	R 2 760.00
1 or 15 or 20 July	R 2 760.00
3 or 17 or 20 August	R 2 760.00
1 or 15 or 21 September	R 2 760.00
1 or 15 or 20 October	R 2 720.00
<b>TOTAL</b>	<b>R 24 800.00</b>
<b>Credit card facilities available</b>	

If you wish to make use of the Monthly Payment system complete the enclosed **DEBIT ORDER FORM** and return to the Financial Manager by **15 JANUARY 2020**

BANK ACCOUNT DETAILS	Contact Details
Account Holder: VGHS Bank: Standard Bank Account Number: 082 033 099 Branch: Grahamstown Branch Code: 051-001 <b>Payment Reference: Use surname of learner followed by first name and account number (eg.MAK01) to ensure that the correct account is credited.</b>	Telephone: 046 636 1550 Fax: 046 636 1620 e-mail: <a href="mailto:finance@vghs.co.za">finance@vghs.co.za</a> Fax to e-mail: Finance: 086 2193124 Office: 086 2193326

PLEASE PAY ATTENTION TO IMPORTANT ADDITIONAL INFORMATION ON PAGE 2

## VGHS FEES 2020: ADDITIONAL INFORMATION

At VGHS we strive not to burden our parents with additional requests for money, therefore many activities are included in the school fees. Kindly study information below and note **new information**.

### CAMPS, EXCURSIONS, DANCES, FORMAL SOCIALS AND SOCIALS

- The budgeted cost of the Gr 8–11 camps and excursions, the Gr 12 Farewell Dance are included in the school fees.
- All other functions, tours and camps are an optional extra. Full tour/camp fees must be paid by a specified date.
- Parents are advised that the dress code for Formal Socials, such as the Gr 11/12 Dance, the Boarders' Dance and the Gr 10 Spring Dance is **strictly** smart casual. Please do not spend money on semi-formal evening wear.

### OLYMPIADS & EISTEDDFODS

School fees include an allocation towards Olympiad and Eisteddfod entries to encourage broader participation, but learners may be asked to make a contribution.

### FEE EXEMPTION & ARRANGEMENTS

- VGHS Fee Exemption applications are available from the Debtor's Clerk.
- Exemption applications must be completed and submitted, including all specified relevant documents for assessment **within 30 days of collection**.
- Fee Exemption applications must be submitted **annually**. No applications will be accepted after **30 October**.
- Special arrangements to settle an account in any other way than payment in advance, including specific reasons, must be made annually **in writing** in January and must be approved by the Finances Committee of the School Governing Body.
- **PAYMENT OPTIONS MUST BE SPECIFIED IN WRITING AT THE START OF THE SCHOOL YEAR**

### LEGAL ACTION

- Please note that parents are jointly and severally liable for school fees
- All accounts are payable in advance – note Payment Structure on overleaf. Once a parent/guardian defaults on any payment, the full amount becomes payable immediately, and a Final Demand will be issued for the full amount. All arrangements to pay on a monthly basis must be done through the school **debit order system**.
- Accounts 90 days in arrears will be handed over to a collection company, and/or as per the policies determined by the School Governing Body and the South African Schools Act #84 Section 41.
- When a parent/guardian defaults on school fee payment, action will be taken per the Financial Policy of VGHS.
- In the event of legal action being instituted against a parent(s)/guardian(s) and legal costs do arise, the parent(s)/guardian(s) will be held liable for these costs.

### DEBIT ORDERS

Monthly payments must be done through the **School debit order system**, unless proof of a Stop Order is supplied to the Debtors' Clerk. There are three debit order runs: on the 1<sup>st</sup>, 15<sup>th</sup>, 20<sup>th</sup> of the month for your convenience. **Should any of these dates fall on a weekend or Public Holiday, the deduction will be made on the first working day thereafter.** Any defaults will be handled as specified under LEGAL ACTION.

### LIBRARY FINES AND BOOKS

All books not returned within two months will be charged to the learner's account at **R200 per book** or more if the book costs more to replace. Refunds will only be given up to one month from the date of the account, if the book is returned in a good condition.

### NAME BADGES

Lost badges are charged at **R30 per badge**.

### PROVINCIAL REPRESENTATION

In most cases the school is responsible for transport and organisation for provincial trials, but once the girl is selected as part of a team the responsibility of transportation is transferred to parents/legal guardians.

### STATIONERY AND STUDY GUIDES

Per 2020 Stationery Requirements Lists.

### VGHS TEXTBOOKS

No learner will receive VGHS textbooks or set of notes at the start of the year unless she has returned and/or paid for lost books of the previous year at **R200 per textbook, and R50 per set of notes**. Should a learner have paid for a lost textbook, and subsequently return the book in a good condition, she will be refunded.

### VGHS OLD GIRLS' UNION

Gr 12 accounts will be debited with a voluntary lifelong membership fee of **R150.00**. Gr 12s have up to the end of the first term to inform the Financial Manager if they do not wish to join the OGU, in which case the account will be credited.

### GR 10–12 ART FEES

The Johan Carinus Art Centre is a separate entity with its own staff and School Governing Body. Gr 10–12 VGHS learners taking Art must pay art fees directly to the Johan Carinus Art Centre.

### WITHDRAWAL FROM SCHOOL

A full month's notice is required, per the *Memorandum of Agreement*. Should the parent/guardian fail to, or be unable to give a month's notice, the parent/guardian will be liable for all fees and levies for one month ensuing the withdrawal, in addition to any unpaid fees and levies.