



TSHWANE CHRISTIAN SCHOOL

SCHOOL FEES PAYMENT PROCEDURES POLICY

JANUARY FEES:

ALL REGISTRATIONS (new learners) AND RE-REGISTRATIONS (existing learners)

January fees to be deposited into the school account and proof of payment must be handed in at the admin office before registration can be finalized

- **APPLICATION FEE:*** R100 (**NEW REGISTRATIONS ONLY**)
- **REGISTRATION FEE:***

Preschool – Grade 0 R1 000 (**NEW REGISTRATIONS ONLY**)

Grade1 – grade 12 R2 000 (**NEW REGISTRATIONS ONLY**)

- **SCHOOL FEES** (January): As per attached schedule
- **INCIDENTALS:** As per attached schedule
- **TEXT BOOKS:** To follow
- **STATIONARY:** To follow

New registrations

The office will assist to compile your personalised list (with amounts due and the total payable)

Re-registrations

You will receive a pro forma invoice in November detailing your dues for January

Fees payment: February - November

- **Remaining fees are payable in ten tranches (Feb-November) through debit order**
- A debit order provided by TCS needs to be completed, signed and returned to the school before 30 November of the year prior to registration.
- In the event of a debit order not being honoured by your bank, a deposit must be made into the school account within seven days of receiving notice, failing which, services to your family will be suspended until payment is received.
- In the event of the debit order not being honoured a second time in the same year, the contract between yourself and the school will be terminated forthwith.
- Details of your account will be referred to the appointed credit control company.

Please take note: As from 2019, a debit order **is the only vehicle** for transferring any, and all the above dues to the school (February – December). Any other method/means of transferring fees to the school will result in the transaction not being entertained by the school. (No direct bank deposits, cash, internet, cell phone, Speed point)

Exceptions:

- January statement (as in par 1 above) – direct bank deposit is required with proof of payment presented in person (not via a learner) at the office
- Parents paying fees in advance for the year/six months. Deposited as in previous bullet. (Discount applies)
- **Notice of withdrawal of learners must be submitted at least a term (3 full months) prior to the event.** (Parents remain responsible for the payment of fees for the full period). **AN APPEAL TO PARENTS**: As a Non Profit Company, fees are set at a minimum level to meet our expenses on a monthly basis. Faithfulness towards your commitment ensures the development and stability of your school.

BANKING DETAILS

- Bank: FIRST NATIONAL BANK
- Name of account: TSHWANE CHRISTIAN SCHOOL
- Branch: PRETORIA NORTH
- Branch Code: 251 045
- Account number: 5148 002 0001
- Type: CHEQUE
- Reference: **FAMILY CODE** (NOT TCS and **NOT** Tshwane Christian School)

(PLEASE KEEP THESE DETAILS IN A SAFE PLACE FOR FUTURE REFERENCE)

Queries: Contact us: **Phone:** 012 751 6747 078 586 4417 **Fax:** 086 655 8956; or

e-mail: Finance@tshwanecs.com

Applications are processed on a first come first serve basis. Avoid disappointment by applying early. Applications open!