



BAY PRIMARY SCHOOL

2019

CHOICE OF PAYMENT AND STATUTORY OBLIGATION TO PAY SCHOOL FEES

At Bay Primary School, we firmly believe that each child is entitled to a sound education. In order to sustain the quality of education that is offered at Bay, it is the responsibility of every parent to pay school fees. While striving to provide this, we are also strongly aware of the need to keep fees affordable.

School fees, as determined by the Board of Governors and approved by parents at the Annual Budget Meeting held on 17 October 2018, are compulsory and are due and payable by 28 February each year. However, it is our policy to allow payment to be made monthly.

Name of Child/Children attending Bay Primary School IN 2019				
1		ID:	Grade:	
2		ID:	Grade:	
3		ID:	Grade:	

PAYMENT OPTIONS FOR 2019: (There is no discount for more than one child at the school)			AMOUNT	PLEASE ✓
GRADE R	ANNUAL PAYMENT	<u>Due in full by 28 February 2019</u>	R25 765	
GRADE R	MONTHLY PAYMENT	Per month over 10 months at R2 712 (1 February – 1 November)	R2 712	
GRADES 1-7	ANNUAL PAYMENT	<u>Due in full by 28 February 2019</u>	R20 550	
GRADES 1-7	MONTHLY PAYMENT	Per month over 10 months at R2 163 (1 February – 1 November)	R2 163	
DEBIT ORDER (Only complete if you intend to continue with an existing debit order)	Debit Orders – 1 st of the month. (Kindly complete DEBIT ORDER FORM if NEW or if CHANGES NEED TO BE MADE). All existing debit orders will automatically be increased as approved by the parent body. _____ SIGNATURE		✓ YES for DEBIT ORDER X NO for DEBIT ORDER	

IMPORTANT NOTICE ABOUT DIRECT DEBITS	
<ul style="list-style-type: none"> If you have NOT been paying by debit order, but wish to do so in 2019 - PLEASE COMPLETE THE DEBIT ORDER FORM ATTACHED TO THIS LETTER, AND RETURN IT TO THE SCHOOL no later than 1 December 2018. DEBIT ORDERS WILL BE PROCESSED ON THE 1ST OF EACH MONTH starting February 2019. FOR THOSE PARENTS WHO ALREADY HAVE AN EXISTING DEBIT ORDER PAYMENT WITH THE SCHOOL, YOU DO NOT NEED TO FILL IN ANOTHER FORM AS WE WILL ADJUST THE AMOUNTS EACH YEAR. If for any reason your account remains in arrears by 30 November 2019, the school will automatically process another debit order against your account on 1 December 2019 and will continue to do so until your account is settled in full. 	

FINANCIAL ASSISTANCE	Application forms must be collected in person from our Bursar between 9 January and 15 March 2019. <u>These are to be returned by no later than 31 March 2019.</u>	YES, WE WILL COLLECT THE NECESSARY FORMS	NO, WE DO NOT REQUIRE ASSISTANCE
----------------------	---	--	----------------------------------

INFORMATION REGARDING SUBSIDY APPLICATIONS			
<ul style="list-style-type: none"> • Please note that the Western Cape Education Department does not subsidise school fees, and any exemptions granted are ultimately paid for by fee - paying parents. • We recognise that some parents may need to apply for financial assistance and they would need to fill in the forms in full for both parents. You will need to disclose in full, with documentary proof, all income, expenditure, assets and liabilities. • Application forms have to be collected from the Bursar's office and signed for – forms cannot be emailed. • Applications must be lodged with the school before 31 March 2019 • Please note that Bay Primary School is a declared FEE - PAYING SCHOOL in terms of the relevant legislation, and that by enrolling your child/children at the school, you are accepting an obligation to contribute financially towards the education your child/children receive. 			
DATA PERTAINING TO THE PAYMENT OF SCHOOL FEES			
I/We understand that Bay Primary School is a fee - paying school, and I/we are willing and able to meet my/our obligations in this regard in full.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
I/We intend applying for a full or partial exemption to help meet my/our obligations in this regard.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
PLEASE COMPLETE THE FOLLOWING INFORMATION (BLOCK LETTERS) – BOTH PARENTS			
PARENT/GUARDIAN 1			
Details of Parents/Guardians responsible for School Fees: Please circle whether you are the child's biological parent / guardian / foster parent / sponsor			
Name:		Surname:	
Postal Address:			
Tel (h):		Cell:	
Tel (w):		Email:	
I.D.			COPY TO BE ATTACHED
PARENT/GUARDIAN 2			
Name:		Surname:	
Postal Address:			
Tel (h):		Cell:	
Tel (w):		Email:	
I.D.			COPY TO BE ATTACHED
BANKING DETAILS: Bay Primary School ABSA Bank, Fish Hoek Branch Code 632005 Acc NO: 0102 027 4880 Reference: Pupil's Name & Surname and Account No. (If known)			
IMPORTANT INFORMATION			
<ul style="list-style-type: none"> • By signing this application, I/we acknowledge liability for payment of all fees and that if this application has been signed by more than one parent, the liability of the signatories will be joint and several. • I/We choose domicilium citandi et executandi for any correspondence or the service of any court processes at the residential address recorded on the application form and acknowledge liability for all attorney and own client costs, plus collection commission in the event of any outstanding accounts being handed over to the school's attorneys for collection. 			
Parent/Guardian 1:		Parent/Guardian 2:	
Name _____		Name _____	
Signature _____		Signature _____	
Date _____		Date _____	

PLEASE RETURN ALL FEE FORMS WITHIN ONE WEEK OF RECEIVING THEM