



# 2024 FEE POLICY AND PROCEDURES

## INTRODUCTION

We understand that parents' aspirations for their children include providing the best education they possibly can. In order to fulfill that mandate we need to ensure we are adequately funded and fees, as our only income source, are paid timeously. It is imperative that you understand and support Knights' Fee Policy and Procedures. Please note that any reference to a "parent" in this Fee Policy and Procedures document is a reference to guardians as well.

## PAYMENT OF FEES AND OTHER CHARGES

### 1. Non-refundable Fees

#### Application fee

A R500 application fee is payable on submission of your Application forms. No application will be processed until the application fee is received.

#### Placement fee

On acceptance of your application, you are required to pay a non-refundable placement fee of R6 500.00 for every child admitted to Knights.

The placement fee for the Grade 0000 will start at R2500.00 and the remaining balance of R4000.00 will be due in the January the child enters Grade 000.

### 2. Invoicing

Invoices together with statements are sent by the 25<sup>th</sup> of each month, in advance, for the following month's tuition. All monthly invoices in respect of fees (including but not limited to any additional charges such as Aftercare or the Assisted Learning Class) are emailed to parents.

The onus is on the parents to immediately inform The Bursar ([bursar@knightsprep.com](mailto:bursar@knightsprep.com)) of any change to their email address.

### 3. Terms Associated with the Payment of Fees

For 2024 parents have the option to pay over 10 or 11 months and fees are due on or before the first business day of each month, commencing in January. Parents are to select their preferred option of billing for the 2024 year.

A 12-month option will be available only to parents whose account was in good standing throughout 2023. For this option, please make contact with our Bursar.

Once a selection is made this cannot be changed for the remainder of the year, as the account will be set up according to the selected payment option. As fees are due in advance, payments received from the 15<sup>th</sup> of the month onwards are considered as payment for the following month's fees. A statement from the school will constitute proof of the amount due, with the proviso that parents are entitled to object thereto within 7 (SEVEN) days after receipt of such statement and provided further that such objection shall be in writing.

### 4. Methods of payment

**The preferred method of payment is debit order**, with the exception of fees paid in advance as provided for in Clause 6. Parents acknowledge that the amount to be deducted each month by way of debit order may vary, depending on the charges billed in the preceding month. Any returned debit order must (upon notification by the Bursar) be immediately replaced by an EFT or credit card payment to avoid immediate suspension of the learner.

If a debit order is not in place all payments may be made by EFT, Debit or Credit Card or Karri on or before the last business day of each month prior to the due date. Parents must ensure that their Knights school account number is included with the payment enabling the Bursar to identify and allocate the payment.

Banking details are as follows:

**Bank:** First National Bank

**Branch:** Sandton City

**Branch Code:** 250655

**Account No:** 62789816398

**Reference:** Existing Parents - Knights Account No / New Parents – Your Child's Surname & Year of entry

### 5. Cash Free Zone

In 2024 Knights will fully embark on becoming a cash free zone. The safety surrounding cash is something we take seriously for both our children and staff alike. The school has card facilities available for payments should parents find it more convenient to come into the office to make payments. For all school functions the payment method going forward will only be on Karri. We therefore encourage all parents to download the Karri App on their phone and start familiarising themselves with the App for 2024.

## FEE POLICY AND PROCEDURE continued...

### 6. Discounts

Discount on advance payments is offered as follows:

- **Early Bird discount on Tuition fees:** 10% discount if paid by EFT on or before 30<sup>th</sup> November 2023 (if paying by credit card the discount will be reduced to 7.5%)
- **Annually on Tuition fees:** 7.5% discount if paid by EFT on or before the 15<sup>th</sup> January 2024 (if paying by credit card the discount will be reduced to 5%)

Discount on siblings is offered as follows:

- 2nd child receives 5% discount
- 3rd child receives 7.5% discount

***When you qualify for one type of discount, you cannot be eligible for another.***

### 7. Default on Payment of Fees

- If payment is not received by the 7th day of each month, the school reserves the right to charge a penalty of R500 to the account for fees which are in arrears. Thereafter a R50 penalty will be charged per day that the current fees are still outstanding.
- The school reserves the right to suspend any learner from participating in the activities of the school. Upon settlement of the outstanding fees the learner will be admitted back to class.
- Any failure by the learner/s to attend classes will not reduce or in any way alter the parents liabilities in respect of payment of the fees due.
- In the event that parents are experiencing any delays in paying fees by due date an appointment must be set up with the Bursar within 5 working days of such fees being due. Adequate documentary proof of such financial difficulties must be furnished to the Bursar together with a suitable proposal for alternative arrangements for payment of outstanding fees. Such proposal will be put to the Knights Financial Committee for their determination. Their decision shall be made in their sole discretion and such decision shall bind the parents.
- Failure to follow the above procedure may result in deregistration of the learner at the end of the academic year.
- Knights is affiliated to TPN Credit Bureau, a registered credit bureau. All account profiles, patterns and behaviour is recorded monthly with the credit bureau for purposes as per the National Credit Act.

### 8. Notice

Parents are required to give one full term's notice on or before the first day of each term (in other words 4 months). If notice is given during the term, the parents will be liable for the following term's fees, in accordance with the Knights contract signed. This will include any applicable annual increases and levies as the case may be. Knights reserves the right to accept a shorter period of notice of termination should the Principal determine that this is appropriate as per the individual circumstances.

*Knights accepts provisional notice in cases where there is a possibility that your child might be leaving and we would encourage parents who have plans to move either due to relocation or any other reason, to rather give the provisional notice and avoid being liable for a full term when no notice is received.*

### 9. Changes in Policy

Parents are hereby advised that the Board of Knights reserves the right at any time and in its sole discretion to vary the Fees Policy and Procedures provided for herein. Any such changes shall immediately be advised to parents in writing.

### 10. Breach of the Fees Policy and Procedures

In the event of any breach of this Fees Policy and Procedures agreement both parents will be liable, jointly and severally, for the payment of school fees irrespective of any maintenance and/or court orders which may exist between the parties. The parties to this application undertake to pay all legal costs, including attorney/client fees and collection costs incurred by the school in the event of the school having to take legal action against any parent for the recovery of school fees. Any notice of legal action to be instituted against parents and all processes may be served at the chosen domicillium citandi et executandi address as stated in the Confirmation of Fee Structure.

# FEES FOR 2024



	PRESCHOOL	GRADE R	FOUNDATION PHASE	INTERSEN PHASE	SENIOR PHASE	CAMBRIDGE
	Gr 0000-00	Gr 0	Gr 1-3	Gr 4-6	Gr 7-9	IGCSE Y1
Annual Charges:	R	R	R	R	R	R
Tuition Fees	65 452	69 633	93 984	97 119	105 959	119 640
Phase Levy	1 895	3 325	2 720	1 540	1 690	2 480
<b>Total Cost of Education</b>	<b>67 347</b>	<b>72 958</b>	<b>96 704</b>	<b>98 659</b>	<b>107 649</b>	<b>122 120</b>
10 Monthly payments	6 735	7 296	9 670	9 866	10 765	12 212
11 Monthly payments	6 122	6 633	8 791	8 969	9 786	11 102

## Compulsory Amounts payable annually (NOT included in above levies)

Development Levy	2 085.00	Billed annually and payable by 31/01/2024
Grade 4 Camp	1 500.00	Billed annually and payable by 31/01/2024
Grade 5 Camp	1 700.00	Billed annually and payable by 31/01/2024
Grade 6 Camp	1 700.00	Billed annually and payable by 31/01/2024
Grade 7 Camp	2 900.00	Billed annually and payable by 31/01/2024
Campus Camp	2 900.00	Billed annually and payable by 31/01/2024
Grade 8-9 Textbooks	660.00	Billed annually and payable by 31/01/2024
IGCSE Y1 Textbooks	1 500.00	Billed annually and payable by 31/01/2024

## OPTIONAL EXTRAS

### ANNUAL CHARGES (due by 31 January 2024)

Eye Screening	R150.00
Ear Screening	R110.00
Concert USB	R210.00
Brain Profiling	R750.00

### MONTHLY CHARGES

	first payment	first payment	10 months	11 months
iPad - Deposit ( <i>payable by 15 December 2023</i> )	<b>R2 000</b>			
iPad instalments			R665	not optional
ALC (Bridging) Levy ( <i>once off by 31 January 2024</i> )	<b>R600</b>			
ALC (Bridging)			R3 436	R3 124
Bus ( <i>Fourways, Douglasdale, Bellairs</i> )				
- One Way			R800	R730
- Two Way			R1 495	R1 360
Aftercare				
- Full time full day			R2 565	R2 332
- Full time half day			R1 828	R1 662
Holiday Care full time (unlimited attendance during April and August Holiday Club)			R380	R345

### AD HOC CHARGES (billed as required)

Aftercare daily rate - Half day (up to 90min)	R115.00
Aftercare daily rate - Full day (over 90min)	R190.00
Aftercare daily rate - Waiting class (less than 60min - excl. food)	R55.00
Holiday Care full day	R220.00
Holiday Care half day	R180.00