

Uplands College

Fees & Payments Policy

Preamble

The College's vision is to be a leading South African Independent Co-Educational School. One of its goals to help achieve this vision is to maximize its financial strength by maintaining economic viability and utilizing assets wisely through prudent financial strength.

Aims

The key aims of the Fees Policy are to:

- Advise parents of school fees to facilitate budgeting for the cost of sending their children to Uplands College.
- Offer a range of payment methods to assist families with budgeting and flexibility in meeting fee commitments.
- Offer opportunities for families to discuss their needs in relation to fee charges.

Policy

Uplands College as an Anglican Independent School charges fees to recover costs associated with providing educational opportunities to students and generate sufficient surpluses to fund future developments. Timely payment of these fees is a condition of parents enrolling their children at the school. Fee increases will occur on a regular (usually annual) basis. However, the School undertakes that all increases are communicated to families in writing at least 30 days prior to the increase becoming effective. Additionally, the fees and supplementary charges do not include all extra curricular activities or other costs such as uniforms, textbooks or grade camps.

Principles of the Fees and Payments Policy

Payment

The preferred methods of payment for fees are:

- Cheque
- Electronic Funds Transfer
- Credit Card (Mastercard, Visa, Diners Club and American Express)

Cash is acceptable but not preferred due to the safety concerns for staff and students holding cash.

The following timing will apply for payment of fees

Advance Payments

Fees paid annually in advance will attract a 5% discount. In January of each year the school will advise the due date for payment. Payment of fees for future years is possible subject to negotiation with the Business Manager.

Payment per Term

Parents electing to pay per term must pay fees for the term within 14 days of the commencement of the term or 14 days from the statement date if statements are issued after students return to school.

Payment Monthly

Payments can be made monthly over 12 months from January to October without penalty. Arrangements to pay in this manner must be made in writing with the finance office.

Dishonour Fees

Any cheques banked that are dishonoured will attract a dishonour fee of R150 and may be levied to accounts. This is necessary to cover the cost of dishonour fees charged by our bankers.

Late Payment Fees

Fees that are not paid by the due date will attract interest at 2% above the prime rate.

Debt Recovery

The fees policy presumes that accounts will be paid as they fall due. Where families have refused to pay fees or arrangements acceptable to Uplands College cannot be made, the School will employ a number of measures to recover outstanding debts. This could include, but is not limited to, legal action and exclusion of students from the school.

The normal, but not exclusive process, which will be applied to recover outstanding fees is as follows:

- A reminder notice will be sent should fees not have been received at due date
- Should no effort be made to pay fees or contact the school to make arrangements after 21 days, a letter of warning will be sent.
- If fees are still outstanding after a further 14 days, a letter from the attorneys will be sent.
- If fees are still outstanding, without arrangement, at end of term, reports will be withheld.
- If outstanding fees have not been paid by the time the new term starts, the child will be suspended and the debt handed over for collection.

Uplands College reserves its right to skip one or all of the abovementioned steps especially in the case of a second offence.

Withdrawal of Students

One term's notice in writing is required in the event of a student's withdrawal. This correspondence should be addressed to the Head of School. In the absence of such notice one term's fee in lieu of notice will be charged. This provision will not apply if the Head of School is advised within 30 days of notification of a prospective fee increase. Calculation of the grace period will commence from the date of notice of the fee increase.

Fee Bursaries

Uplands College has an expectation that all fees and charges levied will be paid by families as they fall due. However, the School does acknowledge that situations arise that cause financial hardship in meeting fees. The School may consider requests for fee relief in terms of the school's bursary policy and in light of the needs of the family and the needs of the school to achieve its goal of maximizing financial strength. Typically such applications will involve a meeting with the Head of School and the provision of financial documents to support the application. The Bursary Committee will make any decisions in this regard.

Fees and Charges

Application for Admission

This is currently R400.00, non-refundable and covers the processing of applications for admission to the school.

Enrolment Deposit

This is a deposit of R6000.00 paid by 30 June of the year prior to commencement. For students starting immediately it must be paid on acceptance of the position. This deposit will be credited against the Debenture payment which is payable by 30 October of the year prior to commencement.

In the case of non-debenture fees, a deposit equivalent to 1(one) term's fees is payable and will be credited against the final account in the last year of school for the student.

In the event that students are withdrawn after paying the deposit but prior to commencing at Uplands College, the deposit will be forfeited.

Text Book Fee

A once-off Text Book Fee is applied in the first year of enrolment of the student. This covers the use of text books during the students career at the School.

Consolidated Fee

The consolidated fee is applied to the annual school magazine as well as transport to school fixtures. This is an annual fee.

Entertainment Fee

An annual fee for boarders only and covers the cost of the DSTV and video offering in the hostels as well as any ad-hoc outings at the weekend.

Medical Insurance

Medical insurance covers students in the event of accidental injury (medical expenses up to R20 000 not covered by medical aid), permanent disability of R50 000 and death cover of R5000. The policy document is available on request.

Day Scholar Teas

An annual fee for day scholars only that covers the provision of morning tea/juice and sandwiches served at break.

IT Fee

A yearly fee that is applied to the provision of the IT infrastructure, Internet and email access for the students.