

2021 KNIGHTS PREP SCHOOL 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 Placement Fee

Parents are required to pay a non-refundable placement fee for every child admitted to Knights and for 2021 the placement fee is R6 500.00.

The Grade 0000 class will start with a placement fee of R2500.00 and this will be topped up in January the following year to reach the full placement fee.

2. Invoicing

Invoices together with statements are sent by the 25th of each month in advance for the following month. All monthly invoices in respect of fees (including but not limited to any additional charges such as Aftercare or the Bridging Class) are emailed to parents.

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

3. Terms Associated with the Payment of Fees

All fees are payable over 12 months and are due on or before the first business day of each month, commencing in January. As fees are due in advance, payments received from the 15th 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 and be hand delivered to the Bursar.

Please note that the Bus service and Full Time Aftercare will be billed over 10 months from February to November.

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 5. Parents acknowledge that the amount to be deducted each month by way of debit order may vary, depending on the charges passed 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 cash or EFT on or before the last business day of each month prior to the due date. Parents must ensure that at all times 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 - Your Knights Account No
	New Parents - Your Child's Surname & Year of entry



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5. Discounts

Discount on advance payments is offered as follows:

- **Early Bird discount on Tuition fees:** 10% discount if paid on or before 30th November 2020 (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 15th January 2021 (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

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

6. 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.
- 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 arrangement for payment of outstanding fees. Such proposal will be put to 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.

7. 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.

8. 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.

9. 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 domicilium citandi et executandi address as stated in the confirmation of receipt of fees structure.

ANNUAL CHARGES

Development Levy R 1,678

Grade Levy - (see below) R 2,967

Tuition fees

Half day (*until 13:00*) - 3 day week R 25,290

Full Day (*until 17:30*) - 3 day week R 32,514

Half Day (*until 13:00*) - 5 day week R 42,146

Full Day (*until 17:30*) - 5 day week R 54,187

MONTHLY CHARGES

Monthly Cost of Levies - 12 months R 387

Development Levy R 140

Grade Levy R 247

Monthly Cost of Education - 12 months

Half day (*until 13:00*) - 3 day week (Mon,Wed,Fri) R 2,108

Full Day (*until 17:30*) - 3 day week (Mon,Wed, Fri) R 2,710

Half Day (*until 13:00*) - 5 day week R 3,512

Full Day (*until 17:30*) - 5 day week R 4,516

GRADE 0000 LEVY INCLUDES:

Agape Breakfast	✓
Concert Levy	✓
Ear and Eye Screening	✓
Enrichment Levy	✓
Facecloths	✓
Outing/Inning	✓
Paper Levy	✓
Photo Levy	✓
Playball	✓
Sensory Development	✓
Stationery Box	✓

KNIGHTS PREP SCHOOL FEES FOR 2021



	PRESCHOOL			FOUNDATION PHASE			INTERSEN PHASE			
	Grade 000	Grade 00	Grade 0	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7
Annual Charges:	R	R	R	R	R	R	R	R	R	R
Tuition Fees	52,189	52,189	54,301	75,973	75,973	75,973	77,080	77,080	77,080	83,893
Development Levy	1,678	1,678	1,678	1,678	1,678	1,678	1,678	1,678	1,678	1,678
Grade Levy - (see below)	2,697	2,697	3,967	3,437	3,437	3,437	1,930	1,930	2,400	2,750
Total Cost of Education	56,564	56,564	59,946	81,088	81,088	81,088	80,688	80,688	81,158	88,321
12 Monthly payments	4,714	4,714	4,995	6,757	6,757	6,757	6,724	6,724	6,763	7,360

This excludes bridging, bus and aftercare...refer to the additional costs on pg5.

	GRADE LEVY INCLUDES:									
	Grade 000	Grade 00	Grade 0	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7
#YoungKnights							✓	✓	✓	✓
Agape Breakfast	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Concert Levy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Conquesta Olympiad				✓	✓	✓				
Ear, Eye and Health Screening	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Enrichment Levy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Grade 7 Outing										✓
Grade 7 tshirt										✓
Gold Reef City Outing									✓	
Interhouse Spirit Levy				✓	✓	✓	✓	✓	✓	✓
LO Levy = Paintball/High tea									✓	✓
Locker Levy							✓	✓	✓	✓
IXL			✓	✓	✓	✓	✓	✓	✓	✓
Outings and Innings	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Paper Levy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Photo Levy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Playball	✓	✓	✓	✓	✓	✓				
Reading Circle							✓	✓	✓	✓
School Readiness Test			✓							
Stationery Levy (Box)	✓	✓	✓							
Technology Levy				✓	✓	✓	✓	✓	✓	✓
Theatre Levy				✓	✓	✓				
Time2Read			✓	✓	✓	✓				

ADDITIONAL COSTS



NON-REFUNDABLE PAYMENTS : NEW ENROLLMENTS	
<i>Placement Fee (once off, per child)- From Grade 000 - Grade 7</i>	R 6,500
<i>Application (per student)</i>	R 500
BRIDGING	
<i>Bridging per annum</i>	R 26,868
Total Monthly Cost of Bridging - billed over 12 months	R 2,239
<i>Bridging Levy Foundation Phase - charged once off with January fees</i>	R 500
<i>Bridging Levy InterSen Phase - charged once off with January fees</i>	R 445
BUS SERVICE	
1 Way Bus Service	R 4,380
Total Monthly cost of 1 Way bus - billed over 10 months	R 438
2 Way Bus Service	R 8,080
Total Monthly cost of 2 Way bus - billed over 10 months	R 808
FULL TIME AFTERCARE	
Full Time Aftercare - Half Day - until 15:30	R 14,790
Total Monthly cost of aftercare - 10 months	R 1,479
Full Time Aftercare - Full Day - until 17:30	R 20,740
Total Monthly cost of aftercare - 10 months	R 2,074
AD HOC AFTERCARE	
Half Day	R 88
Full Day	R 150
Waiting class	R 42