

# INKAMANA HIGH SCHOOL

Private Bag x9333

VRYHEID 3100

Telephone: 076 371 5499

E-mail: [principal@inkamana.org](mailto:principal@inkamana.org)

Web: [www.inkamanahigh.co.za](http://www.inkamanahigh.co.za)

Incorporating: St Scholastica's Girls' and St Joseph's Boys' Hostel



## 2023 SCHOOL FEE, CHARGES AND PAYMENT STRUCTURE: GRADES 8 - 12

The set school fees and charges for 2023 (excluding ad hoc costs in the year) have been finalised as follows:-

School- and Hostel fees: R 47 300

These fees exclude the following:

Stationery

Uniforms

Medical Fees\*

Transport Costs

All other fees incurred during the financial year, 2023, i.e.

Textbooks lost, excursions, fund raising etc.

\*Medical Fees: If your child needs a doctor / dentist / pharmacy, the account is paid by the parent / guardian.

**All the fees are payable in full before 16 October 2023 (Grade 8 – 11).**

**All the fees are payable in full before 16 September 2023 (Grade 12).**

As an allowance to assist the parents the following payment options are offered:

### **OPTION 1:**

1. A first compulsory payment of R 5 000 payable on or before 16 November 2022.
2. A second payment of R 39 000 **is paid in full by 31 December 2022,**
3. If your child will continue at Inkamana in 2024, a deposit of R 6 000 is due by 16 November 2023.
4. All fees incurred, which are excluded in the School- and Hostel fees must be paid in the month they are incurred.
5. Should you wish to take advantage of this discounted fee option, please note that it must be paid and reflecting in the school's account. Late payments will not qualify for the discount. There will be no exceptions after this date.

### **OPTION 2:**

1. A first compulsory payment of R 5 000 payable on or before 16 November 2022.
2. A second payment of R 40 000 **is paid in full by 31 January 2023**
3. If your child will continue at Inkamana in 2024, a deposit of R 6 000 is due by 16 November 2023.
4. All fees incurred, which are excluded in the School- and Hostel fees must be paid in the month they are incurred.
5. Should you wish to take advantage of this discounted fee option, please note that it must be paid and reflecting in the school's account. Late payments will not qualify for the discount. There will be no exceptions after this date.

### **OPTION 3:**

1. A first compulsory payment of R 5 000 payable on or before 16 November 2022.
2. A second payment R 40 500 **is paid in full by 28 February 2023.**
3. If your child will continue at Inkamana in 2024, a deposit of R 6 000 is due before 16 November 2023.

4. All fees incurred, which are excluded in the School- and Hostel fees must be paid in the month they are incurred.
5. Should you wish to take advantage of this discounted fee option, please note that it must be paid and reflecting in the school's account. Late payments will not qualify for the discount. There will be no exceptions after this date.

**OPTION 4:**

1. A first compulsory payment of R 5 000 payable on or before 16 November 2023.
2. A second compulsory payment of R 7 000 on or before the first school day in January 2023.
3. Monthly Fee payments are due in advance by the 16<sup>th</sup> of every month in advance.

	<b>Grade 8 - 11</b>	<b>Grade 12</b>
School- and Hostel fees	47 300	47 300
Deposit: On / Before 16 November 2022	5 000	5 000
Compulsory payment: On / Before the school commences in January 2023	<u>7 000</u>	<u>7 000</u>
Due	35 300	35 300
First payment: On / Before 16 February 2023	4 000	4 412.50
Second payment: On / Before 16 March 2023	4 000	4 412.50
Third payment: On / Before 16 April 2023	4 000	4 412.50
Fourth payment: On / Before 16 May 2023	4 000	4 412.50
Fifth payment: On / Before 16 June 2023	4 000	4 412.50
Sixth payment: On / Before 16 July 2023	4 000	4 412.50
Seventh payment: On / Before 16 August 2023	4 000	4 412.50
Eighth payment: On / Before 16 September 2023	4 000	4 412.50
Ninth payment: On / Before 16 October 2023	3 300	
Deposit for 2024: On / Before 16 November 2023	6 000	

4. If your child will continue at Inkamana in 2024, a deposit of R 6 000 is due on / before 16 November 2022.
5. All fees incurred, which are excluded in the School- and Hostel fees must be paid in the month they are incurred.

To ensure regular payment we advise that you go to you bank and arrange for a monthly debit order, please.

Should payment be made by a Third Party please provide the following information:

Name of Trust Fund/Sponsor: .....

Contact details: Tel: .....

Fax: ..... Email .....

Should any payments not be made on the nominated date, you will be exposed to implementation of the terms of the school financial policy, which includes:

- a formal demand of payment after default of 60 days
- notice and suspension after default of 90 days
- termination of the school contract and refusal of entry of the learner after default of 150 days
- with-holding of examination results, reports and testimonials
- renewal of contract will be revoked the next year

All payments are payable to:-

FNB:

Account Number: 62010058320

Account Holder: Inkamana High School

Branch: Vryheid

Branch Code: 27 05 24

Reference: Student number, initials, surname, grade e.g. 5432RGButhleziGr8

**Please ensure that the reference has ALL the information correctly for 2023.**

**Payment of fees:**

1. I hereby assume full responsibility for the payment of any fees and charges that may fall due as a result of the admittance to Inkamana High School of the learner whose details appear on the application form / school contract.
2. I acknowledge that school fees are **payable in advance by the 16<sup>th</sup> of each month.**
3. I acknowledge that one terms notice is required in writing or a terms fee is required in lieu of notice if a child is withdrawn from Inkamana High School. If a learner leaves during the school term for any reason, whatsoever both the insistence of the Principal or Parents, the balance of the fees for that term will be forfeited and a terms fees in lieu of notice will be payable.
4. I acknowledge that should any instalment payable in terms hereof not be paid by the due date of the next statement, shall immediately become due and payable by me and that no indulgence or grant time by Inkamana High School shall be deemed a waiver of its rights hereunder.
5. I choose the residential address set out below as my domicillium citandi et executandi for the service on me by Inkamana High School of all notices, processes and other communications.
6. School- and Hostel fees are invoiced yearly in advance and are due on the 16<sup>th</sup> day of the month if Option 4 was chosen.
7. Statements will be sent via email twice a month on the 10<sup>th</sup> and on the 25<sup>th</sup> of the month. Please note that it is the parent's / guardian's responsibility to keep the school informed of any change of particulars, being it email address, telephone numbers as well as residential / postal address.
8. There are various methods of payment options available to parents, namely: EFT, Debit Order (preferably) and Stop Order.
9. **No cash will be accepted for security reasons.**
10. Please note that due to high banking charges levied on our account when cash is deposited, we will charge a fee equivalent of 5% of the cash deposit value to your account.
11. If for any reason a parent does not receive a statement, it is their responsibility to contact the Account's Office. (schoolfinances@inkamana.org)
12. If you receive a fee statement and you are not the responsible fee payer, it is your responsibility to ensure that the communication reaches the responsible party.
13. Refunds for accounts in credit will only be given when a parent is withdrawing the learner from the school and the appropriate required notice has been given.
14. The school reserves the right to review the admission of any learner in respect of whom monies are due to the school and are outstanding.

**Default of Payments:**

1. It must be emphasized that, for the effective financial control, parents cannot accumulate arrears. Accounts are to be paid monthly.
2. Therefore, each account will be monitored at the end of each month to ensure that parents / guardians have indeed kept their account up to date. Failure to meet contractual commitments will result in the following actions being taken:
  - 2.1 A warning letter will be forwarded to parents / guardians indicating that their account is in arrears, and a deadline date provided, for the settlement of the outstanding amount.
  - 2.2 Letters and an invitation to see the principal to discuss a way forward and come to an arrangement regarding the arrears
  - 2.3 Should this deadline not be met, a Transfer Card will be issued, and the learner will be asked to leave at the end of the school term.
  - 2.4 If the learner does not return, the account needs to be settled in full, or alternative arrangements need to be made with the Finance Department, and an Acknowledgment of Debt signed.
  - 2.5 Inkamana High School reserves the right to revoke any payment agreements previously accepted by us.

2.5.1 Failure to make a suitable arrangement or settle the account in full, will result in the account being handed over for recovery.

2.5.2 Legal action will be taken against the parents / guardians.

**Withdrawal of a Learner**

1. Parents are required to give a term's notice in writing (addressed to the Principal of Inkamana High School) if it is their intention to remove their child / children from Inkamana High School. Alternatively, they need to pay a term's fees in lieu of notice.
2. Telephonic and verbal withdrawal of a pupil from school will not be accepted. This notice applies to all pupils across all grades at Inkamana High School.

**Errors and Omissions**

1. Inkamana High School reserves the right to review and correct errors and to amend all fees during the year.

The parents are jointly and severally liable for payment of all the school fees and supplementary charges when due, notwithstanding any arrangements made with third parties to pay on their behalf.

We, the undersigned, declare that we have read and familiarized ourselves with the content of this financial directive and shall be bound to the contents hereof.

(To be fully completed and signed by both parents / all Guardians and submitted on arrival in January 2022 )

Full name(s) and surname of learner: .....

..... Grade: .....

Full name(s) and surname: .....

.....(Parent 1 / Guardian 1)

.....(Parent 2/ Guardian 2)

Identify Number: ..... (Parent 1)

..... (Parent 2)

Residential Address: .....

..... Code: .....

Cell Number(s): .....

Email Address: .....

SIGNED AT ..... (Place) on ..... (Date)

.....  
*SIGNATURE of PARENT / GUARDIAN 1*

.....  
*FULL NAMES & SURNAME*