



Parkview Junior School

(GAUTENG DEPARTMENT OF EDUCATION)

Telephone 011 646 5542 / 486 1690

Ennis Road, Parkview
Johannesburg, 2193
admin@parkviewjunior.co.za (admin)
finance@parkviewjunior.co.za (finance)

10 November 2023

Re: SCHOOL FEES - 2024

Dear Parents/ Guardians and Sponsors

Parkview Junior School is a **compulsory fee-paying public school**.

We are dependent on school fees in order to function properly. Our fees and fee policy are reviewed on an annual basis.

We thank all who have paid their fees regularly during 2023. By doing so you enable the school to provide a quality education to our learners.

At the AGM held on 26th October 2023, a quorum of parents approved that the school will remain a compulsory fee-paying school.

In terms of Section 39 of the South African Schools Act 84 of 1996, you are therefore liable to pay school fees.

The following 2024 fees, fee structure and resolutions, were adopted at the Annual General Meeting of 26th October 2023.

We advise that the annual school fees per learner for the 2024 school year will be:

Grade 1-3 for R29,100

Grade R for R 31,150

Compulsory Book Fee R500 - Due by 31st December 2023 (Non-Refundable once 2024 books are issued).

School fees are payable in advance and if fees are not paid in advance, they are due in **10 equal monthly instalments**

of: **Grade 1 – 3: R2,910 per month**

Grade R: R3,115 per month

(the amount is less if deposit paid)

Payments commence on 1st January 2024, ending 31st October 2024.

PAYMENT OPTIONS

The following payment options are available:

- (a) In cash to the school.
 - A cash deposit fee will be charged to the parent/guardian's account
 - Amounts over **R500** must be deposited directly into the school's bank account and email proof of payment finance@parkviewjunior.co.za
- (b) By Direct Deposit into the school bank account – EFT or cash deposit (please note that cash deposit fees will be charged to the parent/guardians account)
- (c) By debit order - in which event parents are requested to complete Annexure B - Debit order form. This must be completed annually.

The school banking details are:

Account name: Parkview Junior School

Bank: FNB

Branch Code: 255805 – Craighall

Account No.: 50332116299

Reference: Account number or Child's Name and Surname+Fees

DISCOUNTS

1. Parents who settle their accounts in full, on or before 31 December 2023, will be entitled to a discount of R1,400 per learner, this applies for Gr R to Gr 3.
2. Parents who settle their accounts in full by 31 January 2024 will be entitled to a discount of R1,200 per learner, this applies for Gr R to Gr 3.

Please see below for requirements if full settlement of accounts is done.

- **Amounts must be paid directly into the school's bank account**
- **Email Proof of Payments to the school accounts department – finance@parkviewjunior.co.za**
- **Cash deposit fee (where applicable) will be charged to the Parent/Guardian's school fees account.**

APPLICATION FOR EXEMPTION FULL, CONDITIONAL OR PARTIAL EXEMPTION OF SCHOOL FEES

Please contact the office to arrange collection of the necessary form in January 2024.

The written application for exemption/partial/conditional exemption of school fees is to be submitted before **28 February 2024**.

Should the application not be successful, an appeal can be made to the School Governing Body (SGB) and Gauteng Department of Education via the SGB.

UNDERTAKING TO PAY SCHOOL FEES

The annexed "Undertaking to Pay School Fees" which follows, must be completed and returned to school by Friday, 17 November 2023.

POLICY REGARDING FEES WHEN LEAVING THE SCHOOL MID-YEAR

Should you withdraw your child from Parkview Junior School during the year, we require 1 month's fees as notice.

This means the following, if:

1. Monthly payments made – you are required to pay 1 month's fees following the month of notice given. E.g. If notice is given in July (7 months attended) and you leave within a month of giving notice you are required to settle 8 months of fees.
2. Full fees settled at the beginning of the year – your reimbursement will be calculated on 10 months as if you paid monthly. i.e – annual fee /10 x number of months not attended (less 1-month notice fee if applicable) E.g. Notice given in August and leave within 1 month of notice (number of months attended 8+1 months fees notice) - the calculation will be as follows: $R29,100/10 \times 1 = R2,910$ refund.
3. Learners who leave during the 4th term will be liable for a full years' school fees.

Should you have any queries please email –

admin@parkviewjunior.co.za or finance@parkviewjunior.co.za

or phone the school office – 011 646 5542.

PARKVIEW JUNIOR SCHOOL
Undertaking to pay school fees 2024
Grade R

I, the undersigned _____ (print full name)
 I.D. Number: _____ being the parent / guardian / sponsor of the following learner/s,
 acknowledge that I am lawfully indebted to Parkview Junior School for school fees for the year 2024 and that I
 undertake to pay on the due date.

Name of learner	Grade in 2024	Amount
Less Deposit Paid (New Learners only)		
TOTAL		R

I elect to pay fees as follows: (Please make a cross next to your option)

	Description	Fees	Selection
1	A single payment per learner on or before <u>31 December 2023</u> . (less the deposit paid for NEW LEARNERS only)	Grade R: R 29,750 (after R1,400 discount)	
2	A single payment per learner on or before <u>31 January 2024</u> . (less the deposit paid for NEW LEARNERS only)	Grade R: R29,950 (after R1200 discount)	
3	<u>DEBIT ORDER (A new form to be completed every year)</u> 10 Equal monthly instalments per learner from <u>1 January 2024</u> . (less deposit for new learners)	Grade R: R3,115 <i>If deposit paid (R5,500):</i> R2,565	
4	<u>BANK DEPOSIT/ EFT</u> 10 equal monthly instalments per learner from <u>1 January 2024</u> . (less deposit for new learners)	Grade R: R3,115 <i>If deposit paid (R5,500):</i> R2,565	
5	<u>BOOK FEE:</u> Once off R500 per learner by 31 December 2023	Grade R: R500	

I acknowledge that if I fail to make such payment on the due date, the full outstanding balance will immediately become due and owing;

I further undertake and promise to pay or repay to the school whatever amounts are expended by the school on recovering the aforesaid sum or any part thereof, including costs on an attorney client basis as well as collection charges where applicable.

For all purpose of this acknowledgment, I appoint my domicillium citandi et executandi (address nominated where legal notices may be sent) as follows: (Physical address not box number)

I acknowledge receipt of and have read the covering letter attached to this document.

I further acknowledge that no relaxation or indulgences granted to me by the school in respect of any obligations herein undertaken by me and no tender of payment by means of cheque or stop order or debit order or any other means, shall constitute a waiver or novation of the rights acquired by the school by virtue of this document.

Signature: _____ **Date:** _____

Contact numbers:

Parent/Guardian 1 - Work: _____ Home: _____ Cellphone: _____

Parent/ Guardian 2 - Work: _____ Home: _____ Cellphone: _____

Exemption applied for YES/NO (Please circle which is applicable)

ANNEXURE A

IF YOU REQUIRE ANY FURTHER INFORMATION, PLEASE CONTACT THE SCHOOL ON OR BEFORE 30
NOVEMBER 2023

SOUTH AFRICAN SCHOOLS ACT NO 84 OF 1996
REGULATIONS FOR THE EXEMPTION OF PARENTS FROM PAYMENT OF SCHOOL FEES

CHECKLIST FORM
GRADE R

(Mark with a cross in application box)

- | | | | |
|--|--|-----|----|
| 1. Has the principal informed you about the amount of the annual fees to be paid?
School fees are R30,150 for Grade R and a compulsory book Fee of R500 | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES | NO | | |
| 2. Has the principal informed you that you are liable for the payment of school fees unless
you are totally exempted from paying school fees? | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES | NO | | |
| 3. Has the principal informed you about your right to apply for exemption from paying school
fees? | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES | NO | | |
| 4. Do you wish to apply for such exemption?
NOTE: This is NOT an application for exemption. Please collect forms from the
office. | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES | NO | | |
| 5. Do you wish to be assisted in making such application? | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES | NO | | |
| 6. If you wish to apply for an exemption - Has the principal/ school office provided you with a
form for application for exemption – | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES | NO | | |

Annexure B (available from the office)?

Mrs. EF Pennington
Principal

Name of Parent/Guardian

Signature of Principal

Signature of Parent/Guardian

Date: _____

Date: _____