



18 November 2011

Dear Parents

PAYMENT OF FEES

I would like to remind parents that there are 2 options for payment of School Fees - in advance by the **13th of January 2012** (for this we offer a 4% rebate on the fees for the year) **OR** by debit order in 10 monthly instalments from 1st February to 1st November. For your budgeting purposes as well as for practical reasons, the monthly debit order amount will be calculated as the monthly fee plus an extra 10% to cover the cost of Extras (e.g. stationery, music and outing charges). The monthly statement will, however, reflect the actual charges billed less actual payments received. The account will be reconciled at the end of the year and the final debit order will only be for any outstanding amounts. Credit balances will be carried forward or refunded.

Please note that even if you elect to pay for the fees in advance, a debit order must be signed for payment of Extras.

Please indicate which method you will be using in order for us to bill your account accordingly.

We wish to take this opportunity to wish you all the best for the final few weeks of 2011.

Regards

**HEIDI WESTRAADT
BURSAR**

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PAYMENT OF FEES

Child: _____ Grade: _____ Class: _____

- I would like to pay the 2012 Tuition Fees for the year in advance. I will make the payment by cheque / EFT by 13th January 2012.
- I would like to pay the 2012 Tuition Fees by monthly debit order.

E-Mail address to which **your monthly statement** must be sent: _____

Name: _____ Signature: _____

Date: _____



Not just a school ~ a way of life