



Deutsche Schule Durban

Member of ISASA (Indep. Schools Assoc. of SA)

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SCHOOL FEE REGULATIONS

Three documents form the basis of the contract between the Deutsche Schule Durban (the school) and the parents: the **School Fee Regulations** (this document), the **Contract of Enrolment** and the **Code of Conduct**.

All school fees, and any amendments thereof, are determined by the Board of Directors (the Board). A copy of the schedule of fees, applicable at the present time, is attached hereto. Any changes to the fee structure may only be implemented one month after such changes have been promulgated by means of a circular sent to parents.

1. The Nature of the School Fees

The fees laid down by the Board cover only a portion of the running costs of the school and its fleet of vehicles. The remainder is financed by the German School Association (an association not for gain) which carries out fundraising activities and receives donations from individuals, corporate entities and trusts. In turn, the Trust derives much of its income from overseas donations.

The school fees of each child are thus subsidised and the Board does not determine the annual fees on the basis of recovering the full cost of the service provided by the school.

2. School Fees in the Broader Sense

In the broader sense the school fees are variable and may consist of an enrolment fee to cover registration/admission, the actual school fees (referred to as school fees hereinafter), bus fees, a fee for after school care, a stationery fee, a group accident insurance fee, an annual German School Association membership fee, a sport fee, a sport transport fee and a fee to cover municipal rates. In addition to this, parents may be required to make financial contributions to occasional class excursions and other school functions.

3. The Enrolment Fee

The full enrolment fee, which is non-refundable, must accompany the application form, which has to be completed by all parents wishing to enrol their child in the school. Only children who attend the school as “guests” for a period not exceeding one calendar month are exempt from the enrolment fee. Parents of a child who has left the school have to pay the full enrolment fee once again if they should wish to re-enrol their child at a later date. This does not apply to children who accompany their parents on extended overseas visits, or other temporary changes of domicile not exceeding one year, provided that the school is informed in writing prior to the child’s departure of the temporary nature of his/her absence.

The purpose of the enrolment fee is to facilitate the registration and admission process and is also each child’s contribution to the school asset base which needs ongoing accrual. It also provides security against possible future bad debts. Written application may be made to the Board to pay the enrolment fee in instalments, but it must be fully paid by the day on which the child attends the school for the first term.

4. School Fees

School fees are payable in advance. Such fees are calculated from 1 January for all children who attend the school from the 1st day of the new school year. In the case of children who are enrolled during the course of the school year, the fees are calculated from the first day of the month during which such children begin attending school, regardless of whether part of this month may fall within school holidays. If children are admitted during the school year on the 24th or a later day of a particular month, no school fees will be charged for that month.

The commitment to pay school fees is not affected by a child's absence from the school as a result of holidays, special leave, illness etc. If a child is absent from the school for four calendar months or longer, only three months' school fees will be charged for the time of absence, provided that the parents apply in writing for such a reduction in school fees

Notice that a child will be leaving the school can only be given for the end of a school term. Notice must be given in writing, and must be received by the school three months before the end of that particular term. If this period of notice is not adhered to, or if the child is taken out of the school without written notice having been given, school fees will have to be paid up until the end of the following (i.e. not the current) school term. The period of notice does not apply to children who, from the outset, will be attending the school only as "guests" for a period not exceeding six months, provided that the school is informed in writing at the time of admission of the temporary nature of the child's sojourn at the school. No school fees will be charged for "guest children" who will be attending the school for a period not exceeding one week. A refund of school fees is at the discretion of the Board. Applications must be referred to the Board.

5. Bus Fees

Bus fees are payable quarterly in advance in respect of all children who make regular use of the school's buses, and shall be paid together with the school fees. Parents of children who do not make use of the school's bus service do not pay such bus fees, but shall pay a pro-rata fee for possible occasional use.

Bus fees are calculated on a quarterly basis, and are charged from the first day of every quarter. Parents of children who start using the school's buses during the course of a particular quarter will be charged bus fees proportional to the usage during that quarter. A reduced bus fee is payable if a child makes only one journey per day (i.e. either to or from school only) on a school bus, on a regular basis.

If a child who makes regular use of the school's buses stops using these buses temporarily as a result of an extended holiday, illness etc., the bus fees nevertheless have to be paid in full. Only if a child is absent from the school for four calendar months or longer, can parents make written application to the Board to have the bus fees waived for the time their child is absent from the school.

Children who do not travel on the school's buses regularly may make occasional use of these buses, provided that the parents obtain the school's permission in advance, and provided that there is room on that particular bus.

When children make such occasional use of the school's buses, the prevailing fee for each single trip will be added to the parents' next account from the school.

If children who have been making regular use of the school's buses leave the school, bus fees are still payable for the same period of time as the school fees. If the child should merely stop using the school's buses without leaving the school, bus fees are payable up to the end of the month in which the child uses the school's bus for the last time.

6. After School Care

The school itself does not run the after school care service. However, the full facilities and premises of the DSD are supplied to a private service provider offering after school care for Kindergarten and junior primary school children until 17.00 each day. Parents must apply to,

and pay the service provider directly. Parents requiring after school care for longer periods of time should make enquiries with the after school care service provider. The school office has all the service provider's details. The service provider also offers care during most school holidays. Any children not collected timeously from the school will be sent to after-care, regardless of whether they are enrolled for the service, and the parents will be charged pro-rata by the service provider directly.

7. Group Insurance

All pupils, without exception, must be insured under the school's group accident insurance scheme. The annual premium is payable at the beginning of every new school year, or when a child first starts attending the school. The premium charge is added to the school fees invoice. This fee is levied annually and no pro-rata payment is possible for short stays.

8. Method of Payment

Apart from the enrolment fee, which is payable upon registration, all school fees are payable in advance, but not later than the first day of each new term. Parents may elect to pay school fees annually, quarterly, or monthly. At the end of each school year, parents will be asked to elect the method of payment for the following year.

If the payment for the full year is received and cleared by the school not later than the seventh calendar day of a new school year, a variable discount may be given by the Board for the first, second and third child. No discount will apply if payment is received and cleared after the seventh calendar day of the school year.

Where payment is made quarterly in advance, a reduced variable discount may be given by the Board for the first, second and third child, provided that payment is received and cleared by the school not later than the seventh calendar day of each new school term. No discount will apply if payment is received and cleared in the school's bank account after the seventh calendar day of a particular school term.

If parents elect to pay school fees monthly, there is no discount, and monthly payments can only be accepted if parents agree to sign a debit order, authorizing the school to debit their bank account on a monthly basis with the pro-rata amount. Where monthly payments are made, the school fees will be spread across ten equal instalments, commencing on 3 February of every new year, and thereafter on the 3rd day of each new month up to 3 November of that year.

All cheques should be crossed and made payable to DEUTSCHE SCHULE DURBAN. Cheques can be posted to P.O. 1633, Westville, 3630 or paid in at the School's office at 34 Stafford Rd. Cash school fee payments are only valid if an official numbered receipt is issued at the time of payment. The school's secretary, or any employee acting on his/her behalf, is obliged to issue such a receipt for any cash payment of school fees. If payment is made by cheque, or debit order, no receipt is issued.

In order to assist the administrative staff and to avoid mistakes, parents are requested to write their name and address on the back of the cheque if this is not pre-printed on the cheque, or to attach the cheque to the statement received from the school. Please note: no school fee payment sent with a child will be accepted by the school office.

9. School Fee Reduction

A partial, temporary reduction of school fees, or an extension of the date on which fees are due, can only be granted by the school's Board of Directors. Parents who are experiencing financial difficulties may complete a form applying for financial assistance (available from the school) and submit this to the Board through the school. This form must be accompanied by the father's and mother's latest salary slips, as well as the last tax return and IRP5, where applicable, and a statement of assets and liabilities of both parents, and any other relevant

information pertaining to their financial situation. Parents may be asked to attend an interview or evaluation session with the bursar in respect of this application.

Children of parents, who are the beneficiaries of a trust, must also submit audited trust financials and the trust deed. Further relevant information may be requested by the Board. Any decision taken by the Board in the above matters will be final and not contestable. The Chairperson of the Board will inform the applicant confidentially in writing of the Board's decision. Only if there is a new and significantly changed set of circumstances will the Board be prepared to reconsider the matter upon receipt of a new application for assistance on the prescribed form. Any reduction in school fees will only apply until the end of the current school year. If circumstances have not improved, a new application for financial assistance must be made in respect of the following school year. Any arrears, at any time, of the balance of fees payable will disqualify the child for future financial assistance.

10. Changes of Address etc.

In order to avoid misunderstandings and to ensure the smooth running of the school's administration, it is essential that parents should inform the school in good time of any change of address and telephone numbers. In addition to this, parents making monthly payments of school fees must inform the school immediately if they should change their bank.

11. Legal Obligation

Having enrolled their child (or children), parents should note that it is their legal obligation, jointly and severally, to pay all fees and charges when these are due. As with any other debt, school fees are fully enforceable by law, and should any amounts remain overdue and unpaid, the German School Association, besides attaching any deposits it may be holding, may take any legal or other action to recover the amounts due, as it may consider appropriate. In such a case, all legal and other costs shall also be for the account of the parent who is in default. This obligation remains intact irrespective of any eventuality whatsoever, including separation and/or divorce.

12. Interest

Interest at the rate set from time to time by the Board shall be payable on all overdue accounts.

13. Changes and Amendments

The Board of Trustees reserves the right to amend or vary these terms and conditions from time to time on written notice to you.

October, 2010