



CHARLTON VOS COLLEGE

VERY IMPORTANT INFORMATION

(Keep on your Fridge or somewhere save)

16 February 2018

Dear Parents / Guardians:

Please take note of the following important information concerning the rules and regulations of registration fee, school fee payments, financial queries and refunds, as set out in our Financial Policy and contract.

At first when you registered your child at Charlton Vos College (*herein after CVC*) for the academic year of 2018, you paid the Non-refundable Registration fee of R2000. The R2000 is Registration fee and does not form part of any school fees. The Registration fee “secures / books” your child’s space at CVC and is not seen as school fees.

On a monthly basis, for 11 months (January to November) you have to pay school fees. The school fees for Grade R is R1850 per month and must be paid in the beginning of the month, for the coming month. School fees must be paid in such a way that it reflects on CVC’s bank statement on the 3rd of each month in advance. If you decide to pay on a monthly basis, on 3 January you will have paid your first payment of the year and on 3 November you will make the last school fee payment of the year.

NO CASH is accepted for School fees / or Re-registration fees at our offices as this puts the school staff and learners at risk and our security is one of our foremost priorities and should strictly be adhered to.

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Admin E-mail:
cvcception@gmail.com

Website:
www.charltonvoscollege.co.za

Finance E-mail:
cvc.retha@gmail.com

It is the parents / guardians responsibility to ensure that they use the correct reference when making a payment towards Charlton Vos College and to use the correct banking details.

ONLY school fees and re-registration fees are permitted to be paid into Charlton Vos College bank account all other money must be paid in cash.

Current learners receives statements each month around the 25th for the next month, with their reference codes (Account for family:) indicated on the statement, the school's banking details and the accountant's e-mail address.

School fees:

Please note that Grade R is split from the rest of the school. They have a different bank account to be used and the have different reference codes. The following options can be used to pay the school fees:

Banking Details GRADE R:

ABSA BANK

CHEQUE ACCOUNT

Account name:

Die Vos Konsortium

Account number:

4091723752

Option 1

CASH deposits at ABSA Bank

The learner's family code reference must be clearly indicated in the reference block, whereupon the accountant will work from the system we are using – Principal Primary and capture it accordingly as it appears on the system (reflecting on the system exactly like on the school's bank statements).

Option 2

STOP ORDER can be arranged by the parent / guardian with their bank and again make sure that the parent banking institution use the correct family code as reference.

Option 3

EFT (Electronically Bank Transfer / Internet Payments)

The same applies as in Option 1 where the family code reference of a learner must be clearly indicated. Payments from another bank towards ABSA should be paid in such a manner that the money reflects on the school's bank statement not later than the 3rd of each month in advance.

The latest bank statements are downloaded onto the system each morning, which reflects the payments made as on the bank statements of the previous day. If the correct references were used, the payment will reflect on the system and it would automatically be allocated to the correct learners' account. Therefore, it is not necessary for the proof of payment to be send to the accountant, as long as the correct reference is used.

The parents / guardians should keep the proof of payment safe for if a query arises, the person who made the payment can supply the accountant with the necessary proof.

Please take note that we do NOT prefer parents / guardians using the payment method of doing a payment at an ATM as the reference do not appear correctly on the system used for capturing of payments.

School fees are payable in advance by the *3rd of each month for 11 months of the academic year. This excludes re-registration fees (current students) or registration fees (new applicant).

Interest and penalty fees of 15% will be charged on ALL overdue accounts. The school reserves the right to cancel a learner's space if there is any breach of contract and cancel usage of school transport should arrears reflect. If deemed necessary, arrear accounts will be handed over for legal action or collection, where

the parent / guardian will be liable for all such costs arising on an individual account as stipulated in the signed agreement *legal contract* entered into between the parents / guardian and Charlton Vos College.

Queries:

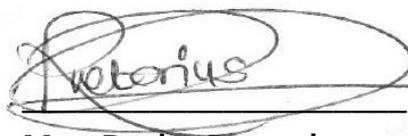
Since we want all correspondence on paper in order to follow up / refer to a situation:

1. Send an e-mail to the accountant cvc.retha@gmail.com where upon she will gladly assist in sorting out your query.
2. *Alternatively, the parent can come to school during office hours and see the accountant in person to handle the query.*

Refunds:

If a refund is needed by a parent / guardian an e-mail should be send to the accountant cvc.retha@gmail.com whereupon receiving it, the accountant will send back an *Application for a Refund** form where all needed information have to be completed and send back as soon as possible. After receiving back the completed form, the accountant will get all the necessary documents (latest statement reflecting credit to be refunded, parents FULL banking details and motivation why the refund is needed). There will be an R200.00 administration fee deducted from the amount to be refunded, before the refund is done.

Kind regards,



Mrs. Retha Pretorius
Accounts Department
On behalf of
CHARLTON VOS COLLEGE

**Please ensure that
the Office has your
correct contact
details.**

**Please inform us if
there is any
changes.**