



CHARLTON VOS COLLEGE

Financial Policy

Review date 03-04-2024

Next Review

date 03-04-2025

Payments of school fees:

A legible and comprehensible statement are printed and issued to all students on a monthly basis. This statement indicates all debits and credits and parents/guardians must make sure to carefully read the statement and should they not agree with it, respond immediately in order to resolve all disputes without delay.

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The D6 Principal Primary program implemented, will automatically allocate the payment according to the family code, which reflects on the monthly statement and can also be obtained from the office.

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.

It is the parents/guardian's responsibility to ensure that they use the correct reference when making a payment towards Charlton Vos College and to use the correct banking details. New enrolled learners will receive a SMS after the learner details are captured on the system, with all the necessary payment details. Current learners receive statements each month around the 25th for the next month, with their reference codes indicated on the statement, the school's banking details and the accountant's e-mail address.

1. The following options can be used to pay the school fees:

Option 1:

EFT (Electronically Bank Transfer / Internet Payments)

The learner's family code reference must be clearly indicated in the reference block or as required by the relevant financial institution. Payments from other bank to 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.

Option 2:

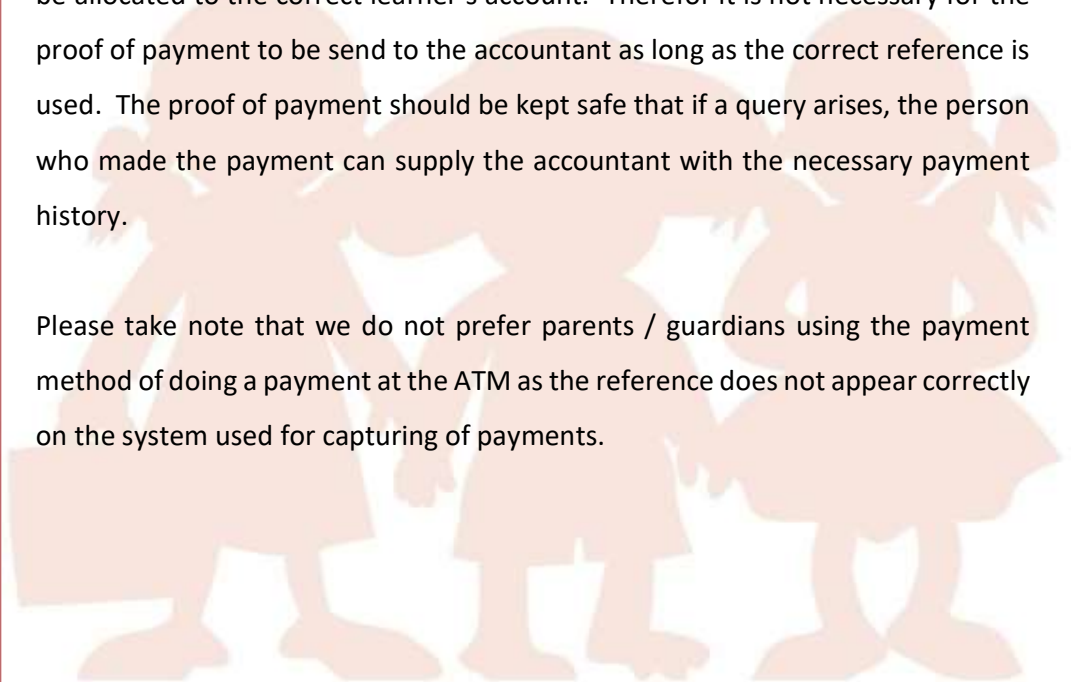
DEBIT ORDERS / STOP ORDER can be arranged by the parent / guardian with their bank and will be captured automatically when the family code is used. Any default on the payment or return thereof will result in additional cost and penalties;

Option 3:

CASH deposits at ABSA Bank, Account name: Charlton Vos College, nr. 4068317457. The same applies as in Option 1 where the family code reference of a learner must be clearly indicated for allocation thereof;

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 reference was used, it will show on the system and would automatically be allocated to the correct learner's 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 proof of payment should be kept safe that if a query arises, the person who made the payment can supply the accountant with the necessary payment history.

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



Fees are payable in advance by the *3rd of each month and is payable for 11 months of the academic year. This excludes re-registration fees (current students) or registration fees (new applicants). All fees must be paid by the 3rd of each month and must reflect on our system to avoid additional costs or penalties. Interest of 15% will be charged on ALL overdue accounts and the school reserves the right to refuse the learner attendance should arrears reflect. Should it be necessary to hand the account over for legal action or collection, the parent / guardian will be liable for all such costs arising on an individual account.

**(Refer to legal contract)*

Outstanding Account

- **If the account is found to be in arrears the parent will be notified immediately as it is seen as a material breach. As per the contract the parent will have 20 business days in which to remedy the breach.**
- **Remedy of Breach:** If the breach has been remedied as required the account will remain with the school and the child will not lose their enrolment.
- **Failure to Remedy the Breach:** If the breach has not been remedied within the stipulated timeframe, the account will be handed over to our Attorneys, Malan Pauley & Partners (PTY) Ltd., for further legal action and the enrolment of the learner will be cancelled.

Discounts

- If the **FULL** amount is paid **before the end of January of that specific year (the money must show in our account before the end of January)**, you will qualify for a **10% discount***
- Or;**
- If the **FULL** amount is paid **before the end of February of that specific year (the money must show in our account before the end of February)**, you will qualify for a **7.5% discount***

***Please note:**

You will forfeit the discount if the learner leaves our school during that specific year. The discount is ONLY valid, if paid for 11 months in FULL for that specific year.

Queries

Since we want all correspondence in writing to follow up/refer to if a situation might occur, we have the following 2 options available for such queries:

1. A query form can be obtained from the office, completed with FULL relevant information and handed in at the office again so that it can be forwarded to the accountants for reconciling and the matter in question can be processed and resolved.
2. Alternatively send an E-mail to fees@cvc.africa / hsfees@cvc.africa where upon they will gladly assist in sorting out your query and revert back to you.

Outings and excursion:

Educational and character-building outings and excursions are arranged per term and varies from year to year and phase to phase. Parents are informed in writing of the intended outing and where possible the outing will be indicated in advance on the term programme that is issued at the beginning of each academic term. Although we encourage parents to allow their children to participate in such outing/excursion it is totally optional.

Signed: _____ Mr. J.S Diedericks – Principal

Signed: _____ Mrs. L. Hennop – CEO

Signed: _____ Mrs. E van Wyk – CFO

Signed: _____ Mr. N Scholtz- Administrative Head

Signed: _____ Ms. H van der Merwe – HOD Primary School
Finance

Signed: _____ Mrs. C Scholtz – HOD High School Finance

Review date: 2024/04/03

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