

CURRO HOLDINGS LIMITED

DOCUMENT NAME **FEES POLICY**

DOCUMENT NUMBER **CURC06PO**

POLICY AREA **FINANCE**

FEES POLICY

1. POLICY STATEMENT

- 1.1. It is the policy of Curro Holdings Limited (Curro) to charge fees for the provision of education and other services to learners at all schools managed by Curro.
- 1.2. This policy should be communicated to all stakeholders, including parents, guardians and accountholders and be made available on the Curro website under Info for Parents: School Policies.

2. FEE DETERMINATION

- 2.1 The following are applicable when fees are determined:
 - 2.1.1 Fees at schools managed by Curro are determined annually for a period of 12 months.
 - 2.1.2 Stakeholders should be informed of changes in fees, in writing, at least one month prior to the changes becoming effective.

3. FEE TYPES

- 3.1 Curro reserves the right to charge fees for the provision of educational and other services where applicable.
- 3.2 Curro reserves the right to amend its fee structures and types as it sees fit, on condition that all such changes will be communicated to all stakeholders at least one month before the amended structure or fees become effective.
- 3.3 Curro reserves the right to charge the following fees, where applicable:
 - 3.3.1 Enrolment or registration fees
 - 3.3.2 Annual re-registration fees
 - 3.3.3 School fees
 - 3.3.4 Aftercare fees
 - 3.3.5 Boarding school fees
 - 3.3.6 Bus or travel fees
 - 3.3.7 Tablet fees
 - 3.3.8 Excursion fees
 - 3.3.9 Educational levies
- 3.4 Services offered might differ from school to school depending on the availability, need and financial viability of providing them. Where services in addition to the above are offered at a school, Curro reserves the right to charge fees for those services.

4. ENROLMENT OR REGISTRATION FEES

The following regulates the charging of enrolment or registration fees, referring also to Learner Transfer Policy (CURH13PO) for regulations regarding learners transferring from one Curro school to another:

- 4.1 Enrolment or registration fees are payable for every new learner.
- 4.2 Enrolment or registration fees are payable by new learners after the application form is submitted and the learner is accepted. The learner's place in the school is only guaranteed once the enrolment or registration fee is paid in full.
- 4.3 Learner enrolment is cancelled if enrolment or registration fees have not been paid within seven working days from the date the learner is captured on the school's enrolment system.
- 4.4 Enrolment or registration fees paid are non-refundable.
- 4.5 Curro and Meridian employees are excluded from paying enrolment fees for up to two learners per household.

5. ANNUAL RE-REGISTRATION FEES

The following regulates the charging of annual re-registration fees, referring also to the Learner Transfer Policy (CURH13PO) for regulations regarding learners transferring from one Curro school to another:

- 5.1 Re-registration fees are payable by all learners, excluding new learners, at the beginning of a year.
- 5.2 Curro and Meridian employees are excluded from paying re-registration fees for up to two learners per household.

6. SCHOOL FEES

The following regulates the charging of school fees, referring also to the Learner Transfer Policy (CURH13PO) for regulations regarding learners transferring from one Curro school to another:

- 6.1 Debit -order instruction forms should be completed on learner enrolment application and payments should be made through debit order.
- 6.2 Fees are payable annually, quarterly or through 12 monthly payments.
- 6.3 School fees are payable in advance on the 2nd day of each month for monthly payments, on the first day of each quarter for quarterly payments and by 31 January for annual fee payments.
- 6.4 Payment of school fees is not subject to presentation of a statement.

7. AFTERCARE FEES

The following regulates the charging of aftercare fees:

- 7.1 The minimum registration period for aftercare is one term (Jan.-Mar./Apr.-Jun./Jul.-Sept./Oct.-Dec.)
- 7.2 Notice for cancellations will only be accepted on a quarterly basis, at least 30 days before the end of the term.
- 7.3 Cancellation notice is only valid if signed by both the parent and an authorised Curro aftercare employee.
- 7.4 In the case of a learner not making use of the aftercare facilities for a full quarter, the person responsible for payment will still be liable for the full amount for that quarter. This excludes learners leaving the school.
- 7.5 Re-registration may only be done at the beginning of a quarter. This excludes new applicants.

8. BOARDING SCHOOL FEES

The following regulates the charging of boarding school fees:

- 8.1 Boarding school fees are payable in advance on the 2nd day of each month.
- 8.2 Payment of boarding fees is not subject to presentation of a statement.

9. BUS OR TRAVEL FEES

The following regulates the charging of bus or travel fees:

- 9.1 Bus or travel fees are payable in advance as determined by the school.
- 9.2 Notice for cancellations will only be accepted on a quarterly basis, at least 30 days before the end of the term.

10. TABLET FEES

The following regulates the charging of tablet fees:

- 10.1 Tablet fees are levied on learners in grades using tablets as educational aids.
- 10.2 The same principles that apply to school fees are applicable to tablet fees.

11. EXCURSION FEES

The following regulates the charging of excursion fees:

- 11.1 Excursion fees are charged whenever learners are going on any excursion where the costs are to be recovered from the participants.

12. EDUCATIONAL LEVIES

The following regulates the charging of educational levies:

- 12.1 Educational levies are charged to recover certain educationally related expenses which include, but is not limited to curriculum material, stationery etc.
- 12.2 The same principles that apply to school fees are applicable to educational levies.

13. PAYMENT METHODS

- 13.1. Payment of school fees, and all other fees, as contemplated for in 3.3 above, should be effected by way of debit order.
- 13.2. Where a payment by way of a debit order is not possible, Curro may consider an alternative method of payment on specific application by the account holder for such an alternative. Curro is under no obligation to grant the request and the decision to grant such a request will be in the sole discretion of the chief financial officer. The granting of the request will, albeit in the sole discretion of the chief financial officer, only be granted in exceptional and merited circumstances.
- 13.3. In the event that the chief financial officer has granted permission for the alternative payment method to be allowed as per 13.2, the alternative payment method will be determined by Curro and will be limited to:
 - 13.3.1 electronic fund transfer into the school's bank account; or
 - 13.3.2 cash payment into the school's bank account, or
 - 13.3.3 presentation of a bank guarantee issued by a reputable financial institution which is acceptable to Curro.
- 13.4. In the event of 13.3 being applicable the responsibility to effect payment timeously rests with the payer and/or account holder and failure to make the payment timeously may result in Curro withdrawing the permission without prejudice of any of Curro's rights.
- 13.5. No cash payment of fees is allowed to be made at the school itself.

14. GENERAL

- 14.1 Should an account holder query an amount on his/her account, the total amount due for payment cannot be withheld as a result of the pending query. The amount under query should be deducted from the total amount due with the remainder balance not under query to be settled in full.
- 14.2 The same procedure and policies apply for staff accounts as for all other parents.
- 14.3 School leaver notices are not accepted during the fourth term (October and November). An account holder which has given notice during the fourth term must therefore pay fees and outstanding accounts until end of December.

15. AMENDMENTS

- 15.1 This policy is subject for review within one calendar year of the date of last review, update or amendment.
- 15.2 This policy may be subject to review, update or amendment within the set calendar year, if the same is required by or in terms of change in legislation, change in external policy guidelines and/or relevant court rulings.
- 15.3 This policy may only be amended by the head of department overseeing the category under which auspices this policy finds application.

Date of incorporation

2016/01/01

REVISION SCHEDULE

Date	Reviewed by	Date approved	Approved by	Date of next review
2016/01/01	Finance Manager	2016/01/01	CEO/EXCO	2017/09/29
2017/09/29	Finance Manager	2017/09/29	CEO/EXCO	2020/08/10
2020/08/10	Curro Legal	2020/09/30	CEO	2021/09/30