



# STEP AHEAD PRE & PRIMARY SCHOOL

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Non-Profit Organisation No. 027 033 / Department of Education No. 601160

## FINANCE POLICY

- A learner is registered and admitted for that particular year. Once the learner is admitted, he/ she has to comply with rules and regulations of the school.
  - Once registration is paid, the learner is considered a Step Ahead Pre-Primary learner and will be so until the end of the year- transfers are only made at the end of the year, or under extreme circumstances
  - There are no refunds; if any child leaves during the course of term 4 the full annual fee is payable.
  - School fees are annual and must be paid in full, regardless of the payment option chosen (monthly, quarterly or annual)
  - Fees are paid by the 7<sup>th</sup> of either the year (annual), the term (quarterly) or months (monthly).
  - All fees to the School must either be by way of Deposit, electronic money transfer, debit order or use the speed point at school. For security reasons, cash will not be accepted.
  - The School reserves the right to refuse any learner tuition and/or from receiving their reports in the event that any amount which is owed to the School remains unpaid.
  - Step Ahead Pre-Primary prides itself in providing quality and affordable education to our community at large. The school fees inable to do this, thus it is imperrative that fees are paid in full and on time.
  - Use the name, surname and grade of the learner as a reference when paying the fees E.g. Liso Thiso 2a.
- Please note that Step Ahead School is a declared FEE - PAYING SCHOOL in terms of the relevant legislation, and that by enrolling your child/children at the school, you are accepting an obligation to contribute financially towards the education your child/children receive.**

**PLEASE COMPLETE THE FOLLOWING INFORMATION (BLOCK LETTERS) – BOTH PARENTS**

### LEARNER DETAILS

<b>Name:</b>		<b>Surname:</b>	
<b>I.D. No.</b>		<b>Grade:</b>	

**PARENT/GUARDIAN 1**

Details of Parents/Guardians responsible for School Fees:

Please circle whether you are the child's biological parent / guardian / foster parent / sponsor

Name:		Surname:	
Postal Address:			
Tel (h):		Cell:	
Tel (w):		Email:	
I.D. No.			<b>CERTIFIED COPY TO BE ATTACHED</b>

**PARENT/GUARDIAN 2**

Name:		Surname:	
Postal Address:			
Tel (h):		Cell:	
Tel (w):		Email:	
I.D. No.			<b>CERTIFIED COPY TO BE ATTACHED</b>

**BANKING DETAILS:**

Step Ahead Pre & Primary School

FNB Bank, Cofimvaba

Branch Code 211221

Acc. NO: 62014775384

Reference: Pupil's Name & Surname and Account No. (If known)

**IMPORTANT INFORMATION**

I/We understand that Step Ahead Pre & Primary School is a fee - paying school, and I/we are willing and able to meet my/our obligations in this regard in full.

By signing this application, I/we acknowledge liability for payment of all fees.

**Parent/Guardian 1:**

**Parent/Guardian 2:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_