



STEP AHEAD PRE & PRIMARY SCHOOL

7 Hartley Street, Tsomo / Box 9, Tsomo 5400
 Office: 083 5911 218 — Director: 083 2765 819
 Email- Admin: admin@stepaheadprimary.co.za
 Finance: finance@stepaheadprimary.co.za
 Website: www.stepaheadprimary.co.za

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

FINANCE POLICY

- A learner is admitted for that particular year. Once the learner is admitted, he/ she has to comply with rules and regulations of the school. It must be into the parents mind that the learner has occupied a space that somebody else could have occupied, which means during the course of the year there will be no transfers and no refunds will be made. Any transfer allowed will be supported by evidence.
- Please note that if any child leaves during the course of term 4, the full annual fee is applicable.
- School fees are compulsory, are due and payable by 28 February each year however we break them into monthly fees.
- Step Ahead School is a fee-paying school. We expect you to honour your financial obligations towards the school without fail. The school will take legal action against all defaulters.
- Fees should be paid at the beginning of each month (before 7th) or term (first week). January to October
- All fees to the School must either be by way of Deposit or electronic money transfer. For security reasons, cash will not be accepted.
- The school does not continue with a learner who is owing the school.
- 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.
- In order to sustain the quality of education that is offered at Step Ahead, it is the responsibility of every parent to pay school fees. While striving to provide this, we are also strongly aware of the need to keep fees affordable.
- Use the reference number given or name, surname and grade of learner E.g. Liso Thiso 2a

Payment options for 2021			Amount	Please ✓
<i>(There is no discount for more than one child at the school)</i>				
Pre R	Annual Payment	Due in full by 28 February 2021	R 3200-00	<input type="checkbox"/>
Pre R	Monthly Payment	Per month over 10 months at R 320-00 (7 January - 7 October)	R 320-00	<input type="checkbox"/>
Payment Date: (28th-7) / (15th) / (20th) Debit Order () Bank Deposit() Speed-point @School ()				
Please note: Paid once in January				
Registration fee			R 200-00	
Fund raising			R 80-00	
Workbooks Foundation phase			R 190-00	

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

Name:		Surname:	
I.D. No.		Grade:	

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.		CERTIFIED COPY TO BE ATTACHED	

PARENT/GUARDIAN 2

Name:		Surname:	
Postal Address:			
Tel (h):		Cell:	
Tel (w):		Email:	
I.D.		CERTIFIED COPY TO BE ATTACHED	

BANKING DETAILS:

Step Ahead Day Care
 FNB Bank, Cofimvaba
 Branch Code 211221
 Acc. NO: 62256142383

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 _____