



POLICY

PAYMENT OF SCHOOL FEES

1. Objective

This policy relates to the payment of School Fees. The stipulations in the policy will be implemented on a consistent basis in order to ensure that all fee income related matters are approached in an unbiased manner.

2. Contractual Agreement

The parents/legal guardians (as the case may be) of all learners registered at the School, will, as a condition of registration, sign and enter into a contractual agreement with the School and are, in any event, bound by the terms and conditions embodied in this policy (which may be amended from time to time).

3. Payment of School Fees

- a. At all times the School will attempt to act in a sensitive and understanding way in the recovery of monies which are owed to the school; however our operating principle will always be based on a “user-pay” system regarding educational opportunities provided by the school.
- b. Statements are issued on the last day of each month reflecting the subsequent month’s fee due. This amount needs to be settled on/before the fifth (5th) working day of the new month. (e.g. The 31 January statement will need to be settled on/before 5 February, for the February fees owed).
- c. Early Learning Centre - Gr. 10: Please note that the annual fee is spread over **12 months – January to December**.
- d. Gr. 11 & 12: Please note that the annual fee is spread over 10 months - January to October.
- e. In all instances the chosen payment method must be conveyed to the School’s Finance Office (See Registration/Re-Registration Form).
- f. Payment options: **PLEASE NOTE PREFERRED PAYMENT METHOD IS STOP ORDER OR DEBIT ORDER**
 - Payment in advance for the full year: If this option is selected, the full fee for the whole year must be paid before end of January of each year. If more than one child is registered at the School, the full annual fee for both or more children must be paid by the end of February of each year.
 - Debit order: If this option is selected by signing and handing in a debit authorisation form, it will be the School’s responsibility to arrange the payment of school fees with your bank from January to December (January to October for Gr. 11 & 12) and to spread any additional fees charged. The

debit order will come off your account on the selected date. A copy of the debit order authorisation form is attached for your convenience and is also available at the Finance Office.

- **Electronic banking:** Electronic payments must be done to the following account:

WELWITSCHIA PRIVATE SCHOOL

BANK WINDHOEK

Account Number: 800 557 4834

Branch: Windhoek

Branch Code: 481-972

NB. REFERENCE: Learner's School Account No.

Confirmation of payment must be e-mailed to admin@rosewood.edu.na

g. An interest of three (3)% per month will be charged on accounts older than thirty (30) days.

h. Refunds: All refunds to parents will be payable during the first week of the month. A form needs to be completed with supporting documents for a refund to be processed. Refunds will only be considered if the learner's account is paid in full. Please allow for a two week period for your refund to be considered and processed.

i. Cheque payments are no longer accepted.

4. Default on payment of school fees

a. All procedures and communication with regard to the collection of school fees will be conducted by the Finance Department.

b. The School retains the absolute discretion to institute the Debt Recovery Procedure (c. below) with reference to outstanding accounts (Terms & Conditions are stipulated in Registration Form)

c. Debt Recovery Procedure:

• Accounts still due after fifth (5 th) working day following the issuance of statements:	Email and/or WhatsApp reminder message by Rosewood Admin Department
• Last day of the month / 30 days:	Issuing of finance suspension letter; learner suspended until account is settled
• Debt 60 days and older: If no response between 30 th and 5 th day of next month	Letter from TransUnion (ITC); 20 days to respond or pay; failing which parent is placed on ITC

d. The non-payment of School fees constitutes a material breach of a material term of the agreement concluded between the School and the parents/legal guardians (as the case may be), inter alia entitling the School to cancel the contract

e. All communications to the School regarding outstanding fees must be in writing and will be confirmed in writing by the School. E-mail is the preferred means of communication.