

DOCUMENT NAME	Fees Policy
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POLICY AREA	FINANCE
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REVISION SCHEDULE

Date	Developed by	1st revision	2nd revision	3rd revision	Approval
2016/01/01	Finance Manager	-	-	-	CFO (BvdL); EXCO
2017/09/29	Finance Manager	Finance (RL, MS, ML, BS, BvdL)	-	-	CFO (BvdL); CEO (AG)

FEE POLICY

1 POLICY STATEMENT

It is the policy of Curro Holdings Ltd (“Curro”) to charge fees for the provision of education and other services to learners at all schools managed by Curro.

This policy should be communicated to all stakeholders, including parents, guardians and accountholders by at least publishing it on the website of Curro.

2 FEE DETERMINATION

The following are applicable when fees are determined:

- Fees at schools managed by Curro are determined annually for a period of 12 months.
- Stakeholders should be informed of changes in fees, in writing, at least 1 month prior to the changes becoming effective.

3 FEE TYPES

Curro reserves the right to charge fees for the provision of educational and other services where applicable. 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 1 month before the amended structure or fees become effective.

Curro reserves the right to charge the following fees, where applicable:

- Enrolment or registration fees
- Annual re-registration fees
- School fees
- Aftercare fees
- Hostel fees
- Bus or travel fees
- Tablet fees
- Excursion fees
- Educational levies

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 (CURH11PO) 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.

- 4.3 The learner's place in the school is only guaranteed once the enrolment or registration fee is paid in full.
- 4.4 Learner enrolment is cancelled if enrolment or registration fees have not been paid within 7 working days from the date the learner is captured on the school's enrolment system.
- 4.5 Enrolment or registration fees paid are non-refundable.
- 4.6 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 Learner Transfer policy (CURH11PO) 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 Learner Transfer policy (CURH11PO) 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 1 term (Jan-Mar/Apr-Jun/Jul-Sep/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 HOSTEL FEES

The following regulates the charging of hostel fees:

- 8.1 Hostel fees are payable in advance on the 2nd day of each month.
- 8.2 Payment of hostel 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 a form of 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 in order to recover certain educationally related expenses which could include curriculum material, stationery etc.
- 12.2 The same principles that apply to school fees are applicable to educational levies.

13 PAYMENT METHODS

- 13.1 In as far as possible, payment of fees must be made by debit order.
- 13.2 Where payment by debit order is not possible, electronic fund transfers may be used. The responsibility to make the transfer on time remains with the payer.
- 13.3 Curro reserves the right to allow, at its own discretion, cash payment of fees into a school's bank account. The responsibility to make the transfer on time remains with the payer.
- 13.4 No cash payment of fees at schools is allowed.

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

This policy can only be amended and reviewed in line with the Policy on Policies and Procedures (CURA01PO) and the Curro Delegation of Authority Matrix (CURA07PO).

The individuals responsible for amendment and review of this policy are displayed on page 1 of this policy.

This policy must be reviewed biennially and in particular, within 24 months of the Current Approval Date displayed on page 1 of this policy.