

School Fees & Additional Cost policy

At Jabulane Christian Academy, we are committed to providing a high-quality Christian education that nurtures both the academic and spiritual growth of every learner. As an independent, private school, we rely on the timely collection of school fees to support this mission. These fees are essential for providing well-equipped and well-maintained facilities, employing qualified and dedicated staff, and covering operational costs such as electricity, water, and other essential services. As such, it is our policy that fees remain current at all times.

This policy aims to clarify the financial obligations of parents/guardians and account payers, while also outlining the school's responsibility to implement arrears collection procedures when fees are not paid on time.

The full Financial Policy governing the financial processes, conditions and regulations of Jabulane Christian Academy is available from the School office.

1. Upon acceptance of an application, the non-refundable registration fee becomes due immediately and is payable as soon as possible, but within 7 days after acceptance. Once this deposit is paid, the learner's placement in the school is secured.
2. All School fees are payable monthly in advance for January to November.
3. Prompt payment is essential for efficient administration of the School and this assists us in keeping costs as low as possible. Statements for School fees are e-mailed to the address(es) parents specify for that purpose on or before the 26th of the preceding month.
4. Failure to settle the monthly fee in full by the 10th of the month will result in a R100 late payment fee in respect of each learner. Should the account remain unpaid at the start of the new school term, the learner is temporarily suspended from class until payments or mutually agreed-upon arrangements are made. If this is not done, parents will be expected to make other arrangements for the child's education.
5. Where an account is in arrears for sixty days or more, the account will be handed over to a debt collector or an attorney. All debt collection costs, including all collection charges levied by a collection agency nominated by the School calculated against the amount handed over and/or legal fees as charged between Attorney and Client will be at the expense of the person responsible for payment.
6. The cost of School outings, and educational shows are not covered by the School and participation in these activities is not compulsory. Parents will be requested to make payment as and when such an event arises. No refunds will be granted where a learner is unable to partake in an activity due to illness or for any other reason.
7. Damaged or lost textbooks, as determined by the textbook committee, will be charged to the school fee account and must be settled in full when collecting Final Progress Reports.
8. Branded school uniforms are compulsory for Grade R to Grade 7 and can be purchased from the Official supplier. Light blue uniform shirts can be purchased from the office.
9. **Jabulane Christian Academy requires that each learner re-registers on an annual basis. The School reserves the right in its sole and unfettered discretion not to re-register a learner.**

10. Before the end of Term 3, parents will be requested to indicate in writing whether their child will be returning the following year. Re-registration forms and updated financial information including debit orders will have to be signed and submitted by the deadline.
11. As soon as a School Debit Order system is in place, all payments will be recovered by debit order unless special arrangements are made in writing with the Financial Officer.
12. **One full months' notice is required in writing when a child/children is to be taken out of the School for whatever reason. If no notification is given, a fee in lieu of the one month notice period will be invoiced and become payable immediately.**
13. No cash payments for School fees will be accepted at the School office.
14. A bank charge incurred by a cash deposit will be levied onto the payee's account.
15. If foreign exchange payments are being made, the levy will be billed on the learner's account as per swift fees levied by the bank.
16. Discount on **school fees** applies as follows:
 - Eldest child charged at standard rate
 - Sibling discount: second child charged at standard rate
 - Third child charged approximately 50% of the standard rate (Family Discount Rate)
17. School fees paid for a full year
 - 5% discount on School fees if these are paid in full before 28 February.