



Schedule of Fees and Fee Management Policy

Grace Academy High School Document Type: Standalone School Policy

Linked Documents:

- Parent/Learner Contract;
- Admission Policy;
- Bursary and Scholarship Policy;
- Financial and Resource Management Policy;
- Constitution of Grace Academy Foundation

Approved by: Governing Board / School Council

Approval Date: 24 September 2024

Effective Date: 24 January 2026

Review Date: 24 January 2028

1. Purpose of this Policy

Grace Academy High School is operated within the governance framework of **Grace Academy Foundation**, a **Non Profit Company** established to provide **affordable, quality education**, particularly for learners from **low- to middle-income families**, and to support access through **bursaries, scholarships, fee assistance, and related educational support**.

This policy gives practical effect to that educational and public-interest mandate by setting out a clear schedule of school fees and a fair, lawful framework for fee administration.

The purpose of this policy is to:

- record the approved tuition and related school charges;
- provide parents and guardians with clear payment options;
- support consistent and fair school fee administration;
- regulate registration fees, annual increases, and related charges;
- provide a structured process for arrears management and payment plans;
- align fee management with the school's values of **integrity, accountability, dignity, stewardship, and service**;
- support the school's parent/learner contract; and
- ensure that fee collection and debt management are handled lawfully, reasonably, and with due regard to the learner's educational interests.



2. Scope

This policy applies to:

- all parents, guardians, sponsors, or any person contractually responsible for payment of school fees;
- all learners enrolled or seeking enrolment at Grace Academy High School;
- the school's admissions, finance, and management teams; and
- all tuition, registration, and approved ancillary charges levied by the school.

This policy must be read together with:

- the **Parent/Learner Contract**;
- the **Admission Policy**;
- the **Bursary and Scholarship Policy**;
- the **Financial and Resource Management Policy**; and
- the governing framework of **Grace Academy Foundation**.

3. Policy Principles

The school will implement this policy according to the following principles:

3.1 Affordability and Sustainability

Fees must be set at a level that supports the school's commitment to affordable quality education while ensuring the financial sustainability of the school.

3.2 Fairness and Transparency

All fees, due dates, and consequences of late payment must be communicated clearly and applied consistently.

3.3 Dignity and Respect

The school will deal with fee matters sensitively and professionally. Families facing genuine hardship will be treated respectfully and given a reasonable opportunity to engage with the school.

3.4 Accountability

Parents and guardians who sign the parent/learner contract are responsible for paying fees in accordance with the agreed terms.

3.5 Lawful Administration

All arrears management, debt recovery, and communication practices must comply with applicable South African law and the school's contractual arrangements.

3.6 Educational Access

Where appropriate and subject to available resources, the school may consider bursary or fee-assistance support in accordance with its bursary framework.



4. Fee Categories

The school may levy the following categories of fees and charges:

Category	Description
Application Fee	Non-refundable administrative fee payable on submission of a learner application
Registration Fee	Once-off fee payable on acceptance of a place to secure enrolment
Annual Tuition Fee	Main annual fee covering academic tuition and ordinary school services
Incidental Charges	Charges for optional or additional items such as replacement cards, special outings, camps, or external events
Examination-Related Charges	External examination or assessment-body charges, where applicable
Late Payment Charges	Administrative charges or interest only where lawfully provided for in the parent contract



5. Schedule of Fees

5.1 Approved Standard Fees

The following schedule is adopted as the school's **moderate fee framework** for the applicable academic year. These amounts may be updated by the Governing Board before the start of a new school year.

Item	Grade 8–9	Grade 10–12	Notes
Application Fee	R300	R350	Non-refundable; payable on application
Registration Fee	R2,500	R2,500	Once-off; payable on acceptance of placement
Annual Tuition Fee	R24,000.00	R36,000	Core annual school fee
Monthly Instalment Option	R2,000 × 12 months	R2,100 × 12 months	February to November, unless otherwise agreed
Annual Upfront Payment Option	R24,000	R25,200	Payable before or by first due date of the school year
Termly Payment Option	R6,000 × 4 terms	R6,300 × 4 terms	Beginning of each Term

5.2 Items Typically Included in Tuition

Unless otherwise stated in writing, annual tuition fees are intended to cover ordinary academic instruction and normal school operations.

5.3 Items Typically Excluded

The following may be billed separately where applicable:

- uniforms;
- stationery and textbooks not supplied by the school;
- transport;
- optional camps or tours;
- special excursions;
- certain external examination charges;
- replacement of lost or damaged property; and
- optional extra-mural or enrichment services where separately offered.



6. Payment Options and Due Dates

6.1 Annual Payment

Parents may pay the full annual fee in one amount by the date stated on the annual fee letter or invoice.

6.2 Termly Payment

Parents may pay school fees in four termly instalments on dates determined by the school and communicated before the start of the academic year.

6.3 Monthly Instalments

Parents may pay fees over **12 monthly instalments**, ordinarily from **January to December** in equal monthly amounts.

6.4 Method of Payment

Payment may be made by:

- EFT;
- debit order
- approved electronic payment platform; or

Cash payments should be avoided unless specifically authorised and receipted through the school office.

6.5 Reference Requirements

All payments must include the learner's name, grade, and account reference to ensure proper allocation.

7. Registration Fees and Enrolment Confirmation

7.1 Application Fee

The application fee is payable when an application is submitted. It covers the cost of processing and does not guarantee admission.

7.2 Registration Fee

A registration fee becomes payable when a place is offered and accepted. The school may treat a place as confirmed only once:

- the registration fee has been paid;
- the parent/learner contract has been signed; and
- all required enrolment documents have been submitted.

7.3 Refundability

The registration fee is generally **non-refundable**, except where the school declines or withdraws a place before admission for reasons not attributable to the family.



8. Annual Fee Review and Increases

8.1 Annual Review

Fees are reviewed annually by the Governing Board or delegated finance structure in light of:

- operational costs;
- staffing and curriculum needs;
- infrastructure and maintenance requirements;
- inflation and service-provider increases;
- affordability considerations; and
- the school's educational and public-interest mandate.

8.2 Notice of Increase

The school will provide reasonable written notice of approved fee increases before the beginning of the next academic year.

8.3 Guiding Approach

Annual increases should remain **reasonable and justifiable**. The school should seek to preserve affordability while protecting quality and sustainability.

9. Bursaries, Scholarships and Fee Assistance

9.1 Access Support

In line with the Foundation's commitment to widen access to quality education, the school may offer:

- bursaries;
- scholarships;
- partial fee assistance;
- hardship relief; or
- other approved educational support.

9.2 Governing Framework

All such support must be administered in accordance with the **Bursary and Scholarship Policy**, which requires that awards be:

- objective;
- fair;
- lawful;
- non-discriminatory;
- independently assessed; and
- free from improper private influence.



9.3 No Automatic Entitlement

No parent or learner has an automatic right to a bursary, discount, or fee concession. All fee support is subject to application, assessment, availability of funds, and formal approval.

9.4 Review of Support

Fee assistance may be reviewed annually or more frequently where:

- family circumstances change;
- supporting information was incomplete or inaccurate;
- the learner leaves the school; or
- the terms of the assistance are not met.

10. Billing, Statements and Parent Communication

10.1 Fee Communication

The school will communicate fee information through one or more of the following:

- annual fee letter;
- enrolment pack;
- signed parent/learner contract;
- invoices or statements;
- parent meetings; and
- direct communication from the finance office.

10.2 Parent Statements

Statements should be issued regularly and should, where possible, show:

- opening balance;
- current charges;
- payments received;
- approved credits or bursary adjustments;
- overdue amounts; and
- total balance outstanding.

10.3 Parent Responsibility

Parents or guardians are responsible for:

- keeping contact details current;
- reading school fee communications;
- checking statements promptly; and
- raising any query in writing within a reasonable time.



10.4 Queries

Fee queries should be directed to the finance office at: **Email:** accounts@grace-academy.co.za **Telephone:** 031 023 0457

11. Arrears Management

11.1 When an Account Is in Arrears

An account will be regarded as in arrears if any amount due is unpaid after the due date stated in the parent contract, invoice, or fee communication.

11.2 School Response to Arrears

The school will normally follow a progressive and fair process:

Stage	School Action	Typical Timeframe
Stage 1	Courtesy reminder by statement, email, SMS, or phone call	Shortly after due date
Stage 2	Formal notice of arrears and request for engagement	If arrears continue
Stage 3	Meeting or written arrangement request with parent/guardian	Within reasonable period after notice
Stage 4	Payment plan or hardship review, where justified	Case-by-case
Stage 5	Final demand/referral for lawful debt management	If no cooperation or no payment

11.3 Good-Faith Engagement

Parents experiencing genuine financial difficulty are expected to contact the school **before** arrears become unmanageable. Early engagement is strongly encouraged.

12. Payment Plans

12.1 Availability

The school may approve a payment plan where a parent or guardian:

- discloses financial difficulty honestly and timeously;
- provides supporting information if requested;
- proposes a realistic repayment arrangement; and
- demonstrates a willingness to meet ongoing obligations.

12.2 Written Arrangement

Any payment plan must be recorded in writing and should include:

- the total outstanding amount;

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- the instalment amounts;
- payment dates;
- the period of the arrangement;
- any conditions attached to continued enrolment or services; and
- the consequences of default on the plan.

12.3 Review and Cancellation

A payment plan may be reviewed, amended, or cancelled if:

- the parent defaults repeatedly;
- misleading information was provided;
- circumstances materially change; or
- the arrangement is no longer workable.

13. Non-Payment Procedures

13.1 General Position

Persistent non-payment without engagement may amount to a breach of the parent/learner contract.

13.2 Measures the School May Take

Subject to law and the terms of the signed parent/learner contract, the school may take one or more of the following steps:

- issue reminders and formal demand notices;
- require a meeting with the parent or guardian;
- refuse further credit arrangements where prior arrangements were dishonoured;
- decline re-enrolment for a subsequent academic year;
- withhold optional, non-essential, or non-statutory services where legally permissible;
- suspend participation in discretionary extras that incur additional costs, where fair and lawful;
- refer the matter for lawful debt collection or legal recovery.

13.3 Measures Requiring Particular Care

The school must act carefully and lawfully in any decision affecting a learner's access to teaching, assessment, or statutory reporting. Any such step must be taken only in accordance with applicable law, the parent contract, and sound educational judgment.

14. Lawful Debt Management and Recovery

14.1 Final Demand

Before external recovery action, the school should issue a clear written final demand setting out:

- the amount due;
- the period of arrears;
- prior attempts to resolve the matter;

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- a deadline for response or payment; and
- the intended next step if the account remains unresolved.

14.2 Referral

If the parent or guardian fails to respond, refuses to engage, or defaults on an agreed plan, the school may refer the matter for:

- internal legal review;
- attorney collection process; or
- other lawful debt recovery measures.

14.3 Compliance

All recovery action must be:

- lawful;
- proportionate;
- properly documented; and
- consistent with contractual obligations and fairness principles.

14.4 Costs

Where the parent contract lawfully provides for recovery costs, those costs may be claimed in accordance with law.

15. Fairness, Hardship and Discretion

15.1 Case-by-Case Consideration

The school recognises that temporary hardship may affect a family's ability to pay. Management may therefore consider individual circumstances before escalating matters.

15.2 Factors That May Be Considered

The school may take into account:

- the parent's payment history;
- the length and amount of arrears;
- whether the parent engaged promptly and honestly;
- whether a learner is in a critical examination year;
- whether bursary or hardship support may be appropriate; and
- the broader best interests of the learner, balanced against the school's sustainability.

15.3 No Waiver Without Approval

No staff member may waive fees, promise discounts, or alter contractual payment obligations unless authorised in writing by the Principal or designated finance authority.



16. Roles and Responsibilities

Role	Responsibility
Governing Board / School Council	Approves annual fee schedule, increases, and oversight framework
Principal	Oversees implementation, fairness, and escalation decisions
Finance Officer / Bursar	Billing, statements, receipts, arrears tracking, and communication records
Admissions Office	Communicates fee requirements at the enrolment stage
Parents / Guardians	Pay fees on time, communicate hardship early, honour payment plans
Learners	Comply with school rules; no learner may make fee commitments on behalf of parents

17. Record-Keeping and Confidentiality

The school will maintain appropriate records of:

- approved fee schedules;
- invoices and statements;
- payments received;
- arrears notices and communication logs;
- payment plans;
- bursary approvals affecting fee balances; and
- debt recovery actions.

Fee matters must be handled confidentially and discussed only with authorised persons.

18. Relationship to Parent/Learner Contract

This policy is intended to support and inform the **Parent/Learner Contract**. In the event of inconsistency:

1. the signed contract will govern the specific payment obligation between the parties; and
2. this policy will guide the school's interpretation and administration of fee matters, provided that no policy may override applicable law.

Parents must acknowledge receipt of or access to this policy as part of the enrolment process.



19. Review of Policy

This policy must be reviewed:

- annually before the start of a new school year; or
- earlier if required by law, financial circumstances, or school governance decisions.

Any revised fee schedule must be approved and communicated before implementation.

20. Approval and Sign-Off

Approved by: GOVERNING BOARD / SCHOOL COUNCIL] **Name of Chairperson:** Mr P MCHUNU

Signature: [SIGNATURE] **Date:** 24 January 2025

Implemented by: FINANCE OFFICER Name: **Miss NM Miles**

Signature: [SIGNATURE] **Date:** 24 January 2025

Annexure A: Parent Acknowledgment of Fee Policy

I / We, the undersigned parent(s) / guardian(s), acknowledge that:

- I / we have received or been given access to the **Schedule of Fees and Fee Management Policy**;
- I / we understand the fee obligations applicable to the learner's enrolment;
- I / we understand the available payment options and due dates;
- I / we understand the school's arrears management and payment-plan processes; and
- I / we understand that bursary or hardship support, if any, is subject to separate application and approval.

Parent / Guardian Name	Signature	Date	
[NAME]	[SIGNATURE]	[DATE]	
[NAME]	[SIGNATURE]	[DATE]	
Learner Name	Grade	Signature	Date
[NAME]	[GRADE]	[SIGNATURE]	[DATE]

