

PRESDA PRIMARY SCHOOL

PRESDA PRIMARY SCHOOL COMPULSORY SCHOOL FEES POLICY: 2026

1. PREAMBLE:

- 1.1 Presda Primary School (Presda) is a private Non-Profit Organization (NPO), owned and operated by the Northern Conference of the Seventh Day Adventist Church (NCSA). Presda strives to provide a high standard Christian Education to its learners, preparing them not only for competence in this life, but also for eternity. Presda therefore employs competent and caring Educators who teach the learners in small classes in a safe environment.
- 1.2 Parents and/or Guardians should read this policy document carefully before signing it because its content forms the basis for a legally binding contract between the Parent(s) and/or Guardian(s) and Presda, for the payment of compulsory school fees for 2026.
- 1.3 The compulsory school fees payable in 2026 were approved by the School Board on 21 August 2025. Presda reserves the right to increase the school fees during 2026 but will only do this if it is absolutely necessary and will then give two months written notice to Parents/Guardians of its intention to increase fees.
- 1.4 All relevant fees are payable monthly in advance, by the first day of every month, for the twelve months of the year (January to December 2026).

2. FEE STRUCTURE

- 2.1 **SDA MEMBERS** – Learners from these congregations benefit from the Government Subsidy, the contribution received from the NC (NC Subsidy) and the contributions received from the participating congregations. To qualify for this subsidized fee, the Pastor of the SDA Congregation must provide written confirmation that the person(s) paying the school fees is/are (a) bona fide member(s) of that congregation.
- 2.3 **NON-SDA LEARNERS** – These learners benefit from the Government Subsidy.

3. COMPULSORY FEES PAYABLE IN 2026:

- 3.1 **Once-off fees:** An Application Fee (new applications) or re-registration fee, stationery pack fee (Grade RRR-7) and a book fee (Grade R-7).
- 3.2 **Monthly fees:** The school fee, bus fee (if applicable).
- 3.3 At the time of applying for enrolment in 2026, **proof of payment** must be provided for the relevant once-off fees (see 3.1) and the relevant fees for January 2026 (see 3.2).

.....
Initials

PRESDA PRIMARY SCHOOL

4. **BANK DETAILS:**

All relevant fees (see 3.1 and 3.2) must be paid directly into the following bank account:

Name of Bank: ABSA

Account number: 010 188 725 - Cheque

Branch code/Branch Name: 632 005 – ABSA Menlyn

Ref number: Account number (appears on invoices and statements).

5. **DISCOUNTS AVAILABLE:**

- 5.1 Parents/Guardians who have two learners enrolled at Presda in 2026: a 10% discount on the monthly school fees and bus fees of the second child (see 3.2).
- 5.2 Parents/Guardians who have three learners enrolled at Presda in 2026: a 15% discount on the monthly school and bus fees of the third child (see 3.2).
- 5.3 Parents/Guardians who pay all monthly fees (see 3.2) for February to December 2026 in full before 31 January 2026: a 5.0% discount on the school fees.
- 5.4 Parents/Guardians who pay all monthly fees (see 3.2) for February to June 2026 in full before 31 January 2026: a 2.5% discount on the school fees.
- 5.5 Parents/Guardians who pay all monthly fees (see 2.3) for July to December 2026 in full before 30 June 2026: a 2.5% discount on the school fees.

6. **PAYMENT METHODS:**

- 6.1 With Application: Electronic Funds Transfer (EFT), payment or monthly stop order. Submit proof of the regular payment (EFT) or stop order with the application.
- 6.2 Not accepted: neither cheque payments nor cash payments will be accepted at the school for school fees.

7. **RESPONSIBILITIES OF PARENTS/GUARDIANS**

- 7.1 Timeous Payment: to pay the relevant school fees on time;
- 7.2 Divorced parents: are jointly and severally liable for the payment of the relevant fees regardless of who signs the application/re-registration form;
- 7.3 Notice of Removal: must give Presda one month's written notice of intention to remove the relevant learner(s) from the school and remain responsible for the payment of the final month's relevant fees.

.....
Initials

PRESDA PRIMARY SCHOOL

- 7.4 Contractual Commitment: the relevant application/re-registration form will not be considered by Presda unless copies of this policy document and the commitment form are properly signed by the relevant parent(s)/guardian(s).
- 7.5 Additional costs/charges: in the event that the account for school fees is in arrears, the relevant parent(s)/guardian(s) will be responsible for interest and additional charges, including Administration fees and Legal expenses, if applicable (see 9).

8. SCHOOL FEES ACCOUNTS IN ARREARS:

NB: WE DO NOT ANTICIPATE THAT ANY ACCOUNT SHOULD BE IN ARREARS

- 8.1 If the relevant fees are not paid the seventh day of the month in which they are due, the responsible person(s) will receive a "SMS" reminder and an administration fee of R100.00 will be charged for every month that the account is in arrears.
- 8.2 If any account has an amount which is in arrears for 30 days or more, a reminder "SMS" will be sent, followed up by an e-mail (or a letter sent home with the learner if no email address is known). Interest at 15,5% per annum, will be charged from the first day that the account became in arrears and an administration fee of R200.00 will be charged for every month that the account is in arrears.
- 8.3 If any account has an amount which is in arrears, for 60 days or more in addition to the SMS reminder, interest charges and administration fee (see 9.2), the bus service will be stopped (if applicable) and a letter will be sent by email (if possible), with a warning that the account will be handed over to Debt Collectors if the account is not settled in full within seven days of the date of the letter. Parents and Guardians are hereby notified that the legal process may include the Blacklisting of the relevant parent(s) or guardian(s) at a Credit Bureau, and that all legal costs will be added to the account.
- 8.4 No learner will be allowed to re-enroll at Presda if the relevant account is not settled in full.

ACKNOWLEDGEMENT

I/We the Parents(s)/Guardian(s) of (Gr.....) and
(Gr).....) hereby accept Presda's Compulsory School Fees Policy for 2026 as set out in this document, undertake to faithfully pay all relevant fees when they are due, and understand that the content of this document forms the basis of a legally binding contract between me/us and Presda.

Signed at this day of20.....

Parent/Guardian:
NAME SIGNATURE

Parent/Guardian:
NAME SIGNATURE