

Laerskool DE KUILEN Primary
Kerkstraat
KUILSRIVIER
7580



☎021-9034160
☎021-9033560
✉ PO Box 50
fin@dkps.org.za

08/09 November 2021

Dear Parents/Guardians

SCHOOL FEES AND AFTER CARE FEES - 2022

The School Governing Body convened a budget meeting, in accordance with the South African Schools Act of 1996, on Tuesday, 2 November 2021, to determine the school fees for 2022. We need to inform you of the following:

By law, your school fees need to be paid in advance by 1 March of each year. However, we realize that this is a very large once off expense, and therefore we allow the parents/ guardians the opportunity of paying these fees in eleven (11) equal monthly instalments from January to November.

2022 FEES

	ANNUALLY	PER MONTH	PAY BEFORE 1 MARCH 2021
School Fees	R13970.00	R1270.00	R12573.00
Pre Primary	R15620.00	R1420.00	R14058.00
Aftercare: School	R11000.00	R1000.00	R9900.00
Aftercare: Pre-Primary	R9900.00	R900.00	R8910.00
Music: Piano (2 lessons)	R6160.00	R560.00	R5544.00
Piano Shared	R5390.00	R490.00	R4851.00
Recorder	R4290.00	R390.00	R3861.00
Music Care	R2750.00	R250.00	R2475.00
Guitar	R4290.00	R390.00	R3861.00
20% DISCOUNT 3RD CHILD R2794.00 THUS ONLY PAY R11176.00 IRO 3RD CHILD			

DEBIT ORDER SYSTEM: (for school, music, aftercare and Pre-Primary fees.)

Parents/Guardians who are already paying their school, music and aftercare fees by debit order must also sign a new debit order form **annually**. Please see attached our debit order form for next year (2022). Kindly note that debit orders that was cancelled during 2021 due to non-payment will not be re-instated.

The signed and completed debit order form must be handed in at the Financial office no later than Tuesday, 30 November 2021. The first debit order deduction date will be 1 February 2022, please ensure that there are sufficient funds in your account for the debit order and that the debit order was deducted correctly. The first month's school fee should be paid via Card transaction (at school during office hours) or EFT.

INTERNET/DIRECT TRANSFER (EFT)

If you make an EFT payment of school and/or After Care fees, please ensure that the learner's family code is clearly shown as reference number. **Example: Z100 SF.**

SF -School Fees
AC -Aftercare
PP -Pre-Primary
PPAC -Pre-Primary Aftercare

P -Piano
PS -Piano Shared
REC -Recorder
MC -Music Care

Much confusion is caused when the learner's information has not been completed or is not 100% accurate. Please email the finance department your proof of payment within two (2) days. If the payment is for varying accounts, e.g. School Fees, Music Fees and After Care, please make separate payment as this will ensure that payments are allocated correctly.

Contact Details:

De Kuilen Primary/ Pre-Primary:

email: fin@dkps.org.za

Banking Details: ABSA Kuilsrivier
Cheque Account
Current Account No. **3010 146 525**
Branch Code: **523810**

CASH PAYMENTS

We recommend that, for security reasons, cash payments be made **DIRECTLY TO THE BANK**. If this proves to be impossible, please take note of the following:

Due to cash restrictions we prefer EFT payments, debit orders, stop order or card to be swiped at De Kuilen Primary School (during office hours).

DEBIT/CREDIT CARD PAYMENTS

Card payment facilities are available at the school (during office hours).

OVERDUE ACCOUNTS

School fees are payable in advance. Overdue accounts are very costly for both the school and you as parents/guardians. We therefore, urge you to keep your account up to date, making the necessary arrangements with Ms. C. Claassens (cc@dkps.org.za). Please adhere promptly to these payment arrangements. All overdue accounts will be handed over to our debt collectors, Meynardt & KIE Inc. If handed over, the relevant account will be administrated by said collectors for the remainder of that financial year, and is, therefore, **beyond the school's administrative competency**.

If you have any change of address or phone number(s) **please inform the Admin office in writing or via email to admin@dkps.org.za.**

APPLICATION FOR EXEMPTION OF COMPULSARY SCHOOL FEES

School fee exemption forms will be available at the school from Monday, 7 February 2022. Refer to the attached circular. (not applicable to the Pre-Primary or Aftercare fees). Completed forms must be handed in at the finance office no later than Wednesday, 15 March 2022. **As parents/guardians, it is your responsibility** to complete and hand in the forms timeously. The final outcome of the application will be communicated to parents/guardians no later than Monday, 15 April 2022.

We want to express the hope that all parents/ guardians will give their full co-operation to ensure the smooth running of our 2022 financial year.

Yours Sincerely
The Finance Office