



FEE POLICY

1. Tuition and Boarding Fees

Durban Girls' College ("College") fees are raised quarterly and are payable in advance on or before the first day of each term.

2. Terms and Methods of Payment

2.1 By completion of a debit order instruction form parents may pay:

- **Quarterly (Term) fees paid in full on or before the first day of each term.**
- **Monthly on or before the last working day of each month.**

No interest is charged if a debit order form is completed. However, an administration fee will be charged in the event of a debit order being unpaid and interest will be charged on overdue balances (see 3 below).

2.2 **Annual fees may be paid in full on or before the first day of the academic year** at a reduced level as specified on the Schedule of Fees. Payment should be made by means of either internet transfer or direct deposit into the School's bank account. Cash cannot be accepted at the Bursar's Office for security reasons.

3. Interest

Interest will be charged at the ruling prime overdraft rate on all balances reflected on the fee statement as being overdue at the end of the month in terms of the chosen payment option. Outstanding fees from previous terms will continue to attract interest until settled in full.

4. Non-payment of Fees

The fees payable by parents are the School's primary source of both operating income and capital development finance. It is therefore essential that fee payments are made strictly in accordance with due dates as set out above, and the Board of Governors regards it as one of its prime responsibilities, in the interest of the pupils, and all other parents, to ensure that the prescribed terms of payment are strictly enforced.

The following procedures will be enforced in the event of arrear fees:

4.1 Pupils whose fee account reflects a balance equivalent to, or in excess of one term's tuition fees, will not be re-admitted in the following term and will be excluded from class attendance until such time as payment in full is made, or financial arrangements are made which are acceptable to College.

4.2 Pupils whose fee account reflects any balance outstanding at end of the academic year will not be re-admitted in the first term of the following year.

4.3 Pupils whose account is in arrears at the end of Term 4 in Grade 11 will not be allowed to commence Grade 12, unless financial arrangements are made to the satisfaction of College.

4.4 Pupils whose fee accounts are not fully settled by the end of Term 2 in Grade 12 will not be permitted to write the IEB examination on College premises. Parents will be required to make alternative arrangements directly with the IEB and any attendant costs will be for their own account.

4.5 Boarders will not be (re)-admitted to the Boarding Establishment unless:

- The consolidated fee account (i.e. tuition and boarding) is fully up to date; and either
- The boarding fee for the new term is paid in full **prior to** the commencement of the term, or

A debit order, sufficient to cover both tuition and boarding on a monthly basis, has been signed and returned to the Bursar's Office.

4.6 It is a condition of Bursary/Scholarship Awards that the balance of the fee account (fee payer contribution) is settled by due date. The Bursary/Scholarship will not be awarded for the current term if the fee account reflects an outstanding balance. The Bursary/Scholarship will be withdrawn should the fee account remain consistently in arrears.

4.7 Pupils whose consolidated fee account is in arrears at the end of the previous term will not be:

- admitted to Private Music/Dance Lessons for which the charges are raised through the fee account;
- allowed to participate in Sports/Cultural Tours and Overseas Exchange Programmes;
- allowed to utilise the Aftercare Facility.

Monies deposited with College in respect of Tours will be credited in the first instance against any outstanding fees, if they are in arrears to the extent of one term or more. Any monies deposited with College will be credited against the oldest owing debt.

5. Notice of Withdrawal

A full term's notice in writing to the Executive Head must be given in the event of a pupil not taking up her enrolment or being withdrawn from the School. Failure to tender such notice will result in a term's fees being payable, and this will be strictly applied. An application for a waiver of this provision must be made to the Executive Finance in writing and must set out in full all extenuating circumstances.

6. Fee Account Management

Parents are strongly encouraged to make and maintain contact with the Bursar's office in any instance where difficulties arise in the payment of fees. College will at all times endeavour to exercise understanding and sensitivity in dealing with such circumstances and endeavour to establish a mutually acceptable financial arrangement for the payment of fees.

College acknowledges that the educational and personal welfare of the pupil should not, as far as possible, be adversely affected or influenced by such processes. College recognizes, however, that it has a primary responsibility to its parent body, both present and future, to protect its financial stability, and to be able to account for the management of its financial affairs on the basis of equitable and consistent treatment of all fee payers.