



KOPANO SCHOOL

SCHOOL FEES POLICY AND PROCEDURE

Fees and Charges:

- **Application fee** – a non-refundable fee of P100.00 is payable by all applicants when lodging an application.
- **Development Levy for High School** - a non-refundable P1,500.00 one-development levy is applicable for all new enrolments for Kopano High School which may be revised from time to time.
- **Full Payment in Advance** – annual fees must be paid on or before the 30th of January to qualify for the 8% discount. Should the annual amount not be paid by the 30th of January, this will result in the account being automatically defaulted to the 12-monthly plan with monthly instalments becoming due immediately.
- **Siblings Discount** – Kopano School understands the financial pressure entailed with supporting more than one child, and we are pleased to offer the following discounts for parents with several children enrolled.
 - 8% discount for the first two children
 - 10% discount for the third/fourth child
- **Family Loyalty Discount** – 5% (*Family members with the same surname – relation to be proved*).
- **Alumni Loyalty Discount** – 5% (All KPS Alumni)
- **All Government employees Discount** – 5% (*Proof of employment must be provided*).
- **Corporate Discount:** 5% discount offered on groups of 10 or more children attending KPS. However, all pupils must be children of the employees of the company.
- **Monthly Payment** – fees are paid over 11 months. Monthly School fees are payable in advance on or before the 1st of each month i.e., the January instalment should be paid in December. January – November.
- **Termly Payments** – fees are either paid in full for the whole term or three equal instalments of the total invoiced amount.
- The entire year's fees must be paid by the end of the same year.
- **Fees for Std. 7** children must be paid in full before the commencement of the PSLE exams or the child will not be allowed to write the exams.
- **Std. 7 Cambridge International Examination Fees** will be charged to account in Term 1, for all Standard 7 students.

- **New students entering Kopano Primary School** after the commencement of the term may be charged on a pro-rata basis for the remaining weeks of the term where appropriate at the Head Teacher's discretion.

Monitoring and Collection Procedures:

- Review of outstanding fees is done at the start and end of each month.
- Parents will be contacted about arrears and are given a maximum two-week deadline, depending on circumstances to pay the outstanding fees.
- Failure to meet the deadline results in the child being suspended until all outstanding fees have been paid.
- In exceptional cases (death in the family, loss of income), the School Bursar or Headmaster may allow for payments after the specified dates. These exceptions will be recorded in contract form and the Headmaster, Bursar and parent will sign to verify the agreement.
- The School Bursar must notify the School Headmaster and the Class Teacher of the suspension.
- Thereafter, if after one calendar month, still no payments have been made, the parents will be handed over to a debt collector/court.
- Reports will be withheld until payment in full is received, or an acceptable alternate payment plan is implemented.
- Students will not be permitted to return for the following academic year/term until the balance is paid in full or an acceptable alternate payment plan is in place.

Withdrawal Process:

The withdrawal of a student at any time after enrolment or re-enrolment reduces the school's revenue, but not its' operating costs. It may also affect decisions and commitments regarding staffing and class configurations that have already been made. Therefore, once a student is enrolled at Kopano School, the parents/guardians are expected to make a financial commitment for the full term.

- We require one full term's notice before a child is withdrawn from school. All notices of withdrawal are required to be in writing and submitted to the Head Teacher. One full-term fee will be charged if the correct notice is not given.
- Only in the event of transfers within the same company and death in the family may the notice period/payment be waived. Supporting documentation will be required to support the request.

Fee increases

Fees are reviewed annually and are subject to increase from time to time to reflect inflationary changes and the needs of the school. The school operates as a not-for-profit organisation and the fee increases are made to ensure that a healthy reserve is maintained to enable the school to operate and to safeguard its future.