

DURBAN GIRLS' COLLEGE FEE POLICY

1. Tuition and Boarding Fees

Durban Girls' College ("College") tuition and boarding fees are incurred termly in advance on the first day of each term. In addition, prior notice of withdrawal of a pupil from the school is required, with attendant fees payable in lieu of notice, as set out in item 5 below.

2. Terms and Methods of Payment

Fees may be paid:

- Annually – the relevant fee must be paid in full on or before the first day of the academic year. Failure to pay the annual fee in time will result in termly fees being levied.
- Termly - the relevant fee must be paid in full on or before the first day of each term. **In the event that fees are not paid within 5 working days of the start of a term, parents will be obliged to pay through a monthly debit order for the remainder of the academic year.**
- Monthly - the termly fee may only be paid monthly if a debit order is arranged. An administration fee will be charged in the event of a debit order being unpaid.

College may apply different fee rates according to the different payment terms, and the fee rates are specified on the Schedule of Fees.

2.2 The payment option chosen for boarding does not have to be the same as the option chosen for tuition.

2.3 Payment should be made by means of either internet transfer or direct deposit into the School's bank account, where a debit order has not been arranged. Payment in cash cannot be accepted for security reasons.

2.4 Any monies deposited with College will be credited against the oldest owing debt.

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 in 2 above, and the Board of Governors regards it as one of its prime responsibilities, in the interest of the pupils and the parent body as a whole, 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 A pupil whose account reflects an overdue 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 is fully up to date, or financial arrangements are made which are acceptable to College.

4.2 A pupil whose account reflects any overdue balance at end of the academic year will not be re-admitted from the first term of the following year.

4.3 A pupil whose account reflects any overdue balance 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 A pupil whose account reflects any overdue balance as at 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 fee account (in respect of both tuition and boarding) is fully up to date or financial arrangements are made which are acceptable to College.

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 account reflects any overdue balance at the end of the previous term will not be:

- admitted to Private Music/Dance or any Other Lessons for which the charges are raised through the fee account;
- allowed to utilise the Aftercare Facility;
- allowed to participate in Sports/Cultural Tours or Overseas Exchange Programmes and any monies deposited with College in respect of Tours or Overseas Exchange Programmes will be applied in the first instance against any outstanding fees, if they are in arrears to the extent of one term or more.

5. Notice of Withdrawal

5.1 Withdrawal from school: 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 College. Failure to tender such notice will result in a term's tuition fees being payable. An application for a waiver of this provision may be made to the Executive Finance in writing and must set out in full all extenuating circumstances. College retains the absolute discretion to waive the application of the term's fee in lieu of notice, in full or part or not at all.

5.2 Withdrawal from boarding: A month's notice in writing to the House Mother must be given if a pupil is not taking up a position in the boarding house or is being withdrawn from boarding. Failure to tender such notice will result in 21 days' boarding fees being payable calculated using the temporary / daily boarding rate. An application for a waiver of this provision may be made to the Executive Finance in writing and must set out in full all extenuating circumstances. College retains the absolute discretion to waive the application of the 21 days' fee in lieu of notice, in full or part or not at all. In the event that a pupil who has been withdrawn from boarding wishes to return to boarding in the same school year and the school accepts the return of the pupil, the boarding fees will be charged at the temporary / daily boarding rate for the remaining period of the year and will be payable termly in advance.

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.