

# VICTORIA GIRLS' HIGH SCHOOL FEE EXEMPTION POLICY

(as ratified by the School Governing Body on 23 November 2006, and on 11 August 2009)



## INTRODUCTION

- Parents or caregivers may apply for a full or partial exemption from paying school fees. The granting of exemption will be subject to the criteria and procedures as set out below and parents/caregivers who wish to avail themselves of the exemption will be required to adhere strictly thereto.
- Fee exemption applications will be processed by the administrative staff of the school and will be ratified by the Finances Committee of the School Governing Body of VGHS.
- Fee exemption shall be governed by the SOUTH AFRICAN SCHOOLS ACT 84, 1996 and its Regulations, but the needs of the school (and lack of departmental funding) necessitate the inclusion of more criteria to determine fee exemption, as well as an adapted sliding scale. (See Section 4(2) in the Regulations).

## CRITERIA FOR FEE EXEMPTION

1. Exemption from school fees will be granted until the end of the year in which the application is lodged, on condition that a parent or caregiver informs the school of any changes in her/his financial position. Failure to inform the school of a change in circumstances will result in action being taken against the parent(s).
2. A new application must be submitted annually.
3. Automatic exemption is the total exemption available to such people as listed in the Section 1 of the regulations, upon submission of a document listed in Section 4(3).
4. The combined gross income of parents will be considered when assessing an application for exemption. In the case of divorced or unmarried parents, the details, including combined gross income of both parents must be submitted.
5. "Income" means
  - gross salary or wages or pension or grants
  - bonus(es) and overtime
  - the contribution of the employer to a pension fund or medical aid or any allowance such as a clothing or travelling allowance
  - money received from investments, and dividends
  - any interest received
  - profit gained from any form of business undertaking, including income from lodgers or rental income
6. In order to be considered for exemption parents/caregivers must comply with the following requirements:
  - 6.1 The application must be in writing on the prescribed form;
  - 6.2 The applicant must annex the following certified documents to the application form:-
    - Certified copies of identity documents of parents(s)/caregiver(s)
    - The most recent school account
    - Documentary proof of income e.g. salary advice, pension card, and copies of the past three months of his/her financial / bank statements of all investments and accounts
    - Certified copies of pension/grant documents
    - Certified copies of unabridged birth certificates of school going children
    - Income Tax returns
    - In the event of a deceased parent, the death certificate must be submitted
    - Any other information required by the School Governing Body.
  - 6.3 The staff of VGHS will provide all reasonable assistance in the application or appeal procedure.
- 7 Applicants will be required to sign and submit a sworn affidavit to the effect that all information supplied is true and that all income, i.e. from formal and/or informal sources has been declared. Special note should be taken that any person who supplies false information will be disqualified from further participation in the exemption scheme. He/she will be liable for repayment of all subsidies received. In addition the School Governing Body, if it deem fit, may institute criminal proceedings.

- 8 Exemptions will be calculated on a sliding scale and may be total, partial, conditional or no exemption.
- 9 Where conditional exemption is granted the Finances Committee may attach such conditions as it may deem reasonable.
- 10 Nothing prevents a parent who has been granted exemption from making a voluntary contribution to the school fund.

### **NOTIFICATION TO PARENTS**

Notification should not be restricted to the parents of new admissions to VGHS, therefore notification will be as follows:

1. Attendance of the Orientation Meeting is compulsory to all parents of new admissions. At this meeting parents and guardians must sign the document informing them of fee alleviation. The parent must receive a copy, the District Office must receive a copy and the bursar must file a copy in a FEE EXEMPTION file.
2. A notice informing parents of the availability of the Regulations relating to the Exemption of Parents from Payment of School Fees, and the Fee Exemption Policy will be displayed at the receptionist's.
3. The fee structure of VGHS and the availability of fee exemption are discussed at pre-admission interviews between staff, learners and their parents/representatives.
4. The enrolment package refers to the availability of fee exemption.
5. The VGHS Fee Structure document, compiled after the Annual General Meeting at which the budget is tabled, contains reference to the availability of fee exemption.
6. The Fee Exemption Policy and Application Forms are posted on the website of the school.
7. Reference to the availability of fee exemption will be made in at least one newsletter published during the course of the year.
8. When a parent defaults on school fee payment action will be taken as per the Financial Policy of VGHS:
  - 8.1 A warning notice will be sent with the account. The warning notice will make reference to the availability of fee exemption.
  - 8.2 One parent will be phoned by the administrative staff to find out if the parent might qualify for fee exemption and to warn him/her to apply for fee exemption.
  - 8.3 Non-payment by the end of the term will result in a Letter of Demand being sent by registered mail to the parent to whom the accounts are usually addressed. A copy of the Letter of Demand will also be included in the end of term account. The Letter of Demand will make reference to the availability of fee exemption and include the date at which the account will be handed over to the attorneys if no action is taken by a parent.

### **APPLICATION PROCEDURE**

1. The completed application form together with all relevant documentation must be handed to the financial assistant. A parent/caregiver who is unable to complete the form may request assistance from an educator, the principal or any other person that is able to assist.
2. An applicant may present his/her application in person or through a designated representative.
3. The Finances Committee of the School Governing Body has four school weeks to consider and decide on the application.
4. The administrative staff must inform the applicant of the decision of the Finances Committee, and the reasons thereof, within 7 (seven) days of coming to a decision.
5. A parent/caregiver who is unhappy with the decision of the Governing Body has 30 days after receipt of notification (which may be a telephonic notification) in which to appeal the decision in writing to the Head of the Department of Education in the Province.

# VICTORIA GIRLS' HIGH SCHOOL FEE EXEMPTION APPLICATION



APPLICATION FORM NO: .....

ISSUED/DOWNLOADED ON .....

RECEIVED BY VGHS ON .....

<b>SECTION A: PARTICULARS OF APPLICANT(S) (Details of all living parents must be submitted)</b>			
	<b>FATHER</b>		<b>MOTHER</b>
Surname			
Name			
Surname and name of learner			
Residential address			
Do you own your residence? If YES, • What is the value of the property?			
Do you rent your accommodation? If YES, what is the monthly rental?			
Postal address			
Identity numbers			
Telephone numbers	Home		
	Cell		
Fax number			
E-mail address			
<b>SECTION B: DETAILS OF CHILDREN</b>			
Names & dates of birth of school going children	What school does he/she attend?	Annual school fees	Contact numbers and address of the school
1.			
2.			
3.			
4.			
5.			

<b>SECTION C: EMPLOYMENT DETAILS</b>		
	<b>FATHER</b>	<b>MOTHER</b>
EMPLOYER:		
PHYSICAL ADDRESS:		
TELEPHONE NUMBERS:		
FAX NUMBERS:		
E-MAIL ADDRESS:		
<b>SECTION D: INCOME PER MONTH</b>		
	<b>FATHER</b>	<b>MOTHER</b>
Gross Monthly Salary		
Allowances, such as travel or clothing allowances		
Employer's medical aid contribution		
Employer's pension fund contribution		
Bonus		
Overtime		
Accommodation & Meals		
Any other benefits received from employer		
Income from business		
Interest / Dividends		
Grant / Pension		
Rentals / Lodging		
Maintenance		
Other		
Other		
<b>TOTAL</b>		

<b>SECTION E: STATEMENT OF ASSETS</b>		
	<b>FATHER</b>	<b>MOTHER</b>
Immovable Property: Address  Value Finance institution Account holder Account number		
Immovable Property: Address  Value Finance institution Account holder Account number		
Savings Value Finance institution Account holder Account number		
Current account Value Finance institution Account holder Account number		
Investments Value Finance institution Account holder Account number		
Investments Value Finance institution Account holder Account number		
Monies due to applicant(s)		
Motor Vehicles Value Finance institution Account holder Account number		
Motor Vehicles/Caravans/Boats Value Finance institution Account holder Account number		

Net capital of business, profession or farming		
Equipment, machinery, implements		
Value of jewellery		
Value of stock & live stock		
Other		
<b>TOTAL</b>		

**SECTION F: LIABILITIES & MONTHLY EXPENDITURE**

	<b>FATHER</b>	<b>MOTHER</b>
Bank overdraft		
Cell phones		
Clothing Accounts		
Creditors		
Domestic help		
DStv		
Entertainment		
Garden Service		
Groceries		
Gym Fees		
Hire Purchase Agreements		
Hire Purchase Agreements		
Insurance		
Insurance		
Investments / Annuities / Savings		
Lease Agreements		
Lights & water		
Loan Accounts		
MNet/DSTV		
Property Bond(s)		
Telephone		
Other		
<b>TOTAL</b>		

## MOTIVATION FOR YOUR APPLICATION

Reasons:

I am prepared to pay ..... per month towards school fees, should I be granted exemption.

I/we the undersigned hereby apply for full, conditional or partial exemption determined in relation to the income, assets and liabilities indicated above and solemnly declare that:-

- (a) All particulars furnished in this form, including the total gross income of myself and my partner, are to the best of my knowledge true and correct;
- (b) If the particulars furnished in this form should change for any reason, I will immediately notify the School;
- (c) I agree that the Finances Committee may request additional information and documentation before granting fee exemption;
- (d) I give the Finances Committee and the administrative staff of the school permission to check and confirm any of the details listed by me;
- (e) I am aware that any false declaration on this form is punishable by law and could result in disqualification of the alleviation.

### Parent 1:

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_

Name: \_\_\_\_\_ Signature \_\_\_\_\_

Name: \_\_\_\_\_ Signature \_\_\_\_\_

### Attesting Official

The consequences of the above declaration made by the applicant were explained to him/her and he/she indicated that:-

- (a) the contents of the declaration were understood and
- (b) if found to be untrue, he/she would automatically be disqualified from receiving a subsidy. He/she will be liable for the immediate repayment of any subsidy received and may have criminal proceedings instituted against him/her as the School Governing Body may deem fit.

Print Full name: \_\_\_\_\_

Signature: \_\_\_\_\_  
Ex Officio Commissioner of Oaths, Republic of South Africa

Date: \_\_\_\_\_

**Parent 2:**

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_

Name: \_\_\_\_\_ Signature \_\_\_\_\_

Name: \_\_\_\_\_ Signature \_\_\_\_\_

**Attesting Official**

The consequences of the above declaration made by the applicant were explained to him/her and he/she indicated that:-

- (c) the contents of the declaration were understood and
- (d) if found to be untrue, he/she would automatically be disqualified from receiving a subsidy. He/she will be liable for the immediate repayment of any subsidy received and may have criminal proceedings instituted against him/her as the School Governing Body may deem fit.

Print Full name: \_\_\_\_\_

Signature: \_\_\_\_\_  
Ex Officio Commissioner of Oaths, Republic of South Africa

Date: \_\_\_\_\_

**DOCUMENTS ATTACHED (tick)**

- Certified copies of identity documents of parents(s)/caregiver(s)
- The most recent school account
- Documentary proof of income e.g. salary advice, pension card, UIF card
- Copies of the past three months of his/her financial / bank statements of all investments and accounts
- Certified copies of pension/grant documents
- Income Tax returns
- Certified copies of unabridged birth certificates of school going children
- In the event of a deceased parent, the death certificate must be submitted

**FOR OFFICE USE**

Investigated by: \_\_\_\_\_

Presented to Finances Committee on: \_\_\_\_\_

Fee Alleviation Approved/Declined: \_\_\_\_\_

Reasons: \_\_\_\_\_

Conditions: \_\_\_\_\_

Financial Manager: \_\_\_\_\_

Minuted on: \_\_\_\_\_



