

**VGHS SCHOOL & HOSTEL FEE STRUCTURE FOR 2016**  
(As approved by the AGM on 22/10/2016)

All school and boarding fees are payable **in advance**. To accommodate parents we offer 10% discount on School Fees and 5% discount on Hostel Fees if the annual fees are settled in full by the end of February. We also offer various payment options, as set out below.

**TOTAL SCHOOL AND HOSTEL FEES GR 8 – 12**

R56 500.00 per annum

(School+Hostel+Activities+Excursions)

<b>ANNUAL PAYMENT</b>	<b>AMOUNT</b>
Annual School fees	R18 100
Annual Hostel fees	R 38 000
Activities & Excursions	R 400
Less discounts on full annual payment by 28 Feb	-R 3 710
<b>TOTAL</b>	<b>R 52 790.00</b>

<b>TERMLY PAYMENTS</b>	<b>AMOUNT</b>
<b>A full payment is made by 1<sup>st</sup> day of term.</b>	
Term 1 –13 January	R 14 125.00
Term 2 – 05 April	R 14 125.00
Term 3 – 18 July	R 14 125.00
Term 4 – 30 September	R 14 125.00
<b>TOTAL</b>	<b>R56 500.00</b>

Please note: payments dates are non-negotiable

<b>MONTHLY PAYMENTS</b>	
<b>Only available on Debit Order system.</b>	
1 <sup>st</sup> or 15 <sup>th</sup> February	R6 278.00
1 <sup>st</sup> or 15 <sup>th</sup> March	R6 278.00
1 <sup>st</sup> or 15 <sup>th</sup> April	R6 278.00
1 <sup>st</sup> or 15 <sup>th</sup> May	R6 278.00
1 <sup>st</sup> or 15 <sup>th</sup> June	R6 278.00
1 <sup>st</sup> or 15 <sup>th</sup> July	R6 278.00
1 <sup>st</sup> or 15 <sup>th</sup> August	R6 278.00
1 <sup>st</sup> or 15 <sup>th</sup> September	R6 278.00
1 <sup>st</sup> or 15 <sup>th</sup> October	R6 276.00
<b>TOTAL</b>	<b>R56 500.00</b>
<b>CREDIT CARD FACILITIES AVAILABLE</b>	

**Please pay attention to important additional information on page 2**

<b>BANK ACCOUNT DETAILS</b>	<b>Contact Details</b>
Account Holder: VGHS Bank: Standard Bank Account Number: 082033099 Branch: Grahamstown Branch Code: 05-09-17	Telephone: 046 636 1550 Fax: 046 636 1620 e-mail: <a href="mailto:admin@vghs.co.za">admin@vghs.co.za</a> and <a href="mailto:hostels@vghs.co.za">hostels@vghs.co.za</a> Fax to e-mail: Admin: 086 2193124 Office: 086 2193326
<b>Reference: Use surname of learner followed by First name and account number (eg.MAK01) to ensure that the correct account is credited.</b>	<u>Hostel</u> Eleanor Brown: Tel/fax (046) 636 1598 Beaufort House: (046) 636 1561 Mather Pike House: 082 562 0776 Denise Long House: 082 562 0735 Renfrew House: (046) 636 1598, ask for ext 124

If you wish to make use of the Monthly Payment terms, complete the Debit Order form and return to the Financial Manager on the first day of school.

## VGHS FEES 2016: ADDITIONAL INFORMATION

At VGHS we strive not to burden our parents with additional requests for money, therefore many activities are included in the school and boarding fees. Kindly study information below and note [new information](#)

### BOARDING FEES

- An additional fee of **R200.00** is a Boarders' Activities Fee to be used for entry to school and hostel events and activities. It is transferable from one year to the next. This amount will be charged to the hostel account, but payment is voluntary. Parents must notify us before the end of January if they do not wish to pay the Activities Fee. Boarders who leave hostel may request a refund of the unspent amount, but refunds will only be paid out within one month of the boarder leaving the hostel.
- An additional fee of **R200.00** is payable towards the camp or out of town excursions of every hostel. Parents will not be asked during the course of the year to contribute towards hostel camps or excursions. This amount is non-refundable.
- The President's Award Programme: We encourage learners to participate in this program. Their mission is to "empower young people by providing a balanced, non-competitive framework for self-development that will increase their self-esteem and enhance their capacity to achieve in whatever context they find themselves". Participation in the programme will be monitored and encouraged by the hostel staff. Read more about it: [www.presidentsaward.co.za](http://www.presidentsaward.co.za).
- No exemption is available on hostel fees.
- Boarding fees are payable in advance on the first day of each term. Any boarder who has fees in arrears and has not paid in advance for the term will not be allowed back in the hostel after the term holiday. Should these terms not be adhered to and the boarder is sent back to the hostel, she will be kept overnight in the EB Annexe and sent back home the following day, at the expense of the parents/guardians. The boarder will be deemed to be in the care of the parent/guardians when she boards the bus to her home.
- Please refer to LEGAL ACTION below.
- Payment of Hostel Fees is a contractual liability. Notwithstanding any direction by the payer, the school shall be entitled to appropriate any payment made in terms of this agreement, to outstanding school fees.

### WEEKLY BOARDING

Weekly boarding is offered to learners whose parents live within a range of 20 – 90 kilometres from the school. The fees for weekly boarding in 2016 are **R30,993** per annum. All arrangements for weekly boarding must be approved by the Principal.

### LEGAL ACTION – ALL FEES

- Please note that parents are jointly and severally liable for school and boarding fees.
- Please see above for action in terms of Boarding Fees.
- All accounts are payable in advance. Monthly payments will only be allowed through the School Debit Order system. Once a parent/guardian defaults on any payment, the full amount becomes payable immediately, and a Final Demand will be issued for the full amount.
- Accounts 90 days in arrears will be handed over to our attorney, and/or as per the policies determined by the School Governing Body and the South African Schools Act #84 Section 41.
- When a parent/guardians defaults on school and boarding fee payment, action will be taken as per the Financial Policy of VGHS.
- In the event of legal action being instituted against a parent(s)/guardians and legal costs do arise, the parent/guardian will be held liable for these costs.

### DEBIT ORDERS – ALL FEES

Debit Order forms must be completed for monthly payments, unless proof of a stop order has been delivered. There are two Debit Order payments runs: on the 1<sup>st</sup> and 15<sup>th</sup> of the month, for your convenience. Any default on monthly payments will be handled as set out under LEGAL ACTION and will result in the boarder being sent home at the cost of the parent.

### CAMPS, EXCURSIONS, DANCES, FORMAL SOCIALS AND SOCIALS

- The budgeted cost of the Gr 8–11 camps and excursions, the Gr 12 Farewell Dance and Gr 12 Banquet are included in the school fees.
- All other functions, tours and camps are an optional extra. Full tour/camp fees must be paid by a specified date.
- Parents are advised that the dress code for Formal Socials, such as the Gr 11/12 Dance, the Boarders' Dance and the Gr 10 Spring Dance is strictly smart casual. Please do not spend money on semi-formal evening wear.

### OLYMPIADS & EISTEDDFODS

School fees include an allocation towards Olympiad and Eisteddfod entries to encourage broader participation, but learners may be asked to make a contribution.

### FEE EXEMPTION & ARRANGEMENTS – SCHOOL FEES

- VGHS School Fee Exemption applications are available from the Debtor's Clerk. No Fee Exemption for hostel fees.
- Exemption applications must be completed and submitted, including all specified relevant documents for assessment within 30 days of collection.
- Fee Exemption applications must be submitted annually. No applications will be accepted after 30 October.
- Special arrangements to settle an account in any other way than payment in advance, including specific reasons, must be made annually in writing in January and must be approved by the Finances Committee of the School Governing Body.

### LIBRARY FINES AND BOOKS

Library fines exceeding R10 and all books not returned within two months will be charged to the learner's account at **R200** per book or more if the book costs more to replace. Refunds will only be given up to one month from the date of the account, if the book is returned in a good condition.

### NAME BADGES

Lost badges are charged at **R30** per badge.

### PROVINCIAL REPRESENTATION

In most cases the school is responsible for transport and organisation for provincial trials, but once the girl is selected as part of a team the responsibility of transportation is transferred to parents/guardians.

### STATIONERY AND STUDY GUIDES

As per 2016 Stationery Requirements Lists.

### VGHS TEXTBOOKS

No learner will receive VGHS textbooks or set of notes at the start of the year unless she has returned and/or paid for lost books of the previous year at **R200** per textbook, and **R50** per set of notes. Should a learner have paid for a lost textbook, and subsequently return the book in a good condition, she will be refunded.

### VGHS OLD GIRLS' UNION

Gr 12 accounts will be debited with a voluntary lifelong membership fee of **R150.00**. Gr 12s have up to the end of the first term to inform the Financial Manager if they do not wish to join the OGU, in which case the account will be credited.

### GR 10–12 ART FEES

The Johan Carinus Art School is a separate entity with its own staff and School Governing Body. Gr 10–12 VGHS learners taking Art must pay art fees directly to the Johan Carinus Art School. The fees per annum for one Art subject are R1 290.00 and R2 200.00 for two Art subjects.

### WITHDRAWAL FROM SCHOOL OR HOSTEL

A full month's notice is required, as per the *Memorandum of Agreement*. Should the parent/guardian fail to, or be unable to give a month's notice, the parent/guardian will be liable for all fees and levies for one month ensuing the withdrawal, in addition to any unpaid fees and levies.