



ST GEORGE'S PREPARATORY SCHOOL

8 PARK DRIVE
CENTRAL
PORT ELIZABETH
6001
Telephone 041 585 4825
Fax 041 585 1638

25 October 2011

Dear Parents

FEES FOR THE ACADEMIC YEAR 2012

The Board, fully aware of the effects of the recent recessionary pressures that affect businesses and individuals alike, has again attempted to restrict increases to the bare minimum having regard for the school's financial position and its medium term prospects. It has therefore decided that the school's fee increase for 2012 will be an average of 9,87% in headline revenues. This increase represents the minimum consistent with the level of costs the school has to incur to provide the quality of education and facilities that are expected of it.

Your co-operation in the timely payment of fees in accordance with the school's stated policy and procedures will greatly assist in minimizing the administrative costs of collection which eventually have to be recovered through an increase in fees in subsequent years.

1. 2012 Fee Scales

In setting fees for 2012, the Board has noted the significant increase in fees when a child finishes at the Pre-Primary to commence Foundation Phase studies at the Prep. To close the wide gap over time and to make the transition from one to the other easier for parents, fees at the Pre-primary will rise at a faster rate than at the Prep, until the gap has been considerably narrowed.

CONSOLIDATED ANNUAL FEES			
	2011	2012	Monthly
Grade	R	R	R
0	18,100	20,272.00	2,027.20
R	19,200	21,888.00	2,188.80
1	28,500	30,067.50	3,006.75
2	34,750	37,877.50	3,787.75
3	37,900	41,311.00	4,131.10
4	40,650	44,308.50	4,430.85
5	41,600	45,344.00	4,534.40
6	41,600	45,968.00	4,596.80
7	41,800	46,314.40	4,631.44

The fees are subject to the following conditions.

- Fees will be raised monthly unless you opt to pay annually
- Rebates for siblings will be calculated accordingly
- Annual fees do not include extras such as music or foreign language lessons, which will continue to be invoiced separately.

2. Fee Payment Methods and Sibling Rebates

- Annually, by electronic bank transfer with funds received into the school's bank account **no later than Tuesday, 31 January 2012**. Such payments will qualify for an Early Settlement Rebate of 7%; or
- Annually by credit card **no later than Tuesday, 31 January 2012**. Such payments, will qualify for an Early Settlement Rebate of 5%; or
- By ten monthly debit orders – no rebate applicable.

Sibling rebates

A 10% rebate is given in respect of fees payable for a younger sibling.

Debit orders

Parents wishing to pay via debit order should complete the attached debit order form and send it back to the Finance Manager by no later than **4 November 2011**. Please note that existing debit order holders should also complete the form. **Fees will automatically be collected from parent's bank accounts in ten monthly instalments on the 1st of each month (or the next working day if the 1st falls on a weekend or a public holiday)**

Requirement to sign debit orders

Parents who have not signed a debit order and fail to pay the annual fee by 31 January 2012, will be required to sign a debit order and fees will then be collected as above.

3. Standardising methods of payment

May we please remind parents **that no other forms of payment will be accepted in relation to fees for 2012 and the school will not enter into individual arrangements for payment using other methods.**

4. Recovery of bank charges for returned debit orders and foreign exchange transactions

If for any reason, debit orders are returned unpaid the school will charge R100 for each returned debit order to cover bank charges and its costs. This amount will be added to the next debit order presented to the parent's bank account. Bank charges on forex transactions will also be recovered.

5. Statements

Statements will be issued monthly via email in respect of tuition fees and music lessons. Parents must please ensure that the school has the correct email address that the statement needs to be sent to.

If you have any queries please do not hesitate to contact the Headmaster - Jonathan Liss, or the Finance Manager – Lanette Pienaar.

Yours sincerely

David Honeyball
CHAIRMAN OF THE GOVERNING COUNCIL

Attachments for 2012

Debtors policy

Schedule of fees

Payment option form (return by 4 November 2011)

Debit order form (return by 4 November 2011)