



**KENRIDGE PRIMARY SCHOOL
AND
TRUST**

UNDERTAKING (Financial)

I/We, the undersigned,

(Parent 1) _____ ID _____

(Parent 2) _____ ID _____

residing at _____
(domicillium citandi et executandi)

in my/our capacity as the legal guardian/s of _____
(hereinafter referred to as "the LEARNER")

do hereby undertake in favour of the Kenridge Primary School, as follows:

1. SCHOOL FEES (Kenridge Primary School)

- 1.1 I/We undertake to pay the compulsory school fees as determined by the Governing Body of the School (the Governing Body), in 10 (ten) equal monthly instalments by means of a debit order against my/our bank account.
- 1.2 I/We jointly and severally undertake to pay school fees and I/we understand the following:
 - 1.2.1 The annual school fees will be adopted by the majority of parents at the School Budget Meeting.
 - 1.2.2 School fees are payable in advance and are due on the first day of school. Fees paid in advance will be deposited by the school and held in accordance with the South African Schools Act (SASA), to accrue to the school as income.
 - 1.2.3 Our terms are as follows:
 - (a) Fees can be paid in full
 - (b) Fees can be paid off in 10 equal monthly instalments
 - 1.2.4 If school fees are paid in full, on or before a date to be determined at the budget meeting, then a discount will be deducted from your annual school fees.
 - 1.2.5 A pre-paid levy of R1000,00 is payable ON ACCEPTANCE. (This amount is PART PAYMENT OF YOUR 1ST MONTHS SCHOOL FEE)
 - 1.2.6 In terms of the SASA, parents are jointly and severally liable for the payment of the school fees irrespective of their marital status.
 - 1.2.7 In the event of non payment of school fees the school will sue both parents irrespective of maintenance and court orders which may exist between the parties.
 - 1.2.8 In terms of Section 39 of the South African Schools Act, the parties to this form are liable to pay compulsory school fees.
 - 1.2.9 In terms of Section 40 and 41 of the South African Schools Act, the school may enforce the payment of these compulsory fees.

- 1.2.10 The parties to this application undertake to pay all legal costs, including attorney / client fees and collection costs incurred by the school in the event of the school having to take legal action for the recovery of school fees.
- 1.2.11 If parents are in arrears with one instalment then the FULL amount becomes due and payable immediately.
- 1.2.12 If payment is not received by the 7th of each month, the school reserves the right to charge interest on all overdue accounts at the rate of 2% per month.
- 1.2.13 Parents who are unable to pay school fees may apply for exemption of these fees.
- 1.2.14 The school may hold and process by computer or otherwise any information obtained about the parents as a result of their liability for school fees.
- 1.2.15 The school may conduct an enquiry and/or information search about the parents with an information bureau or persons acting as their agents.
- 1.2.16 I/We consent to the school disseminating our names and contact details only to other parents, staff or responsible persons engaged or authorised by the school for school related purposes, unless at any time I/we instruct the school in writing to the contrary.
- 1.2.17 If parents fail to meet their school fee obligations the school may record the parents' non-performance with a bureau.
- 1.2.18 Should there be a dispute on your statement of account please notify the Bursar in writing.
- 1.2.19 Agreements are available in the following two languages: English and Afrikaans.
- 1.3 The first instalment (less the pre-paid levy, if applicable) shall be payable on the 1st day of February of the year during which the LEARNER attends the School and the School fees becomes due, and thereafter on the 1st working day of each and every succeeding month with the last instalment on the 1st day of November of that year.
- 1.4 The Governing Body shall be entitled to vary any additional amounts and the period over which payments are to be made, provided that I/we will be notified thereof in writing.

2. **MENU ACTIVITIES (Trust)**

- 2.1 I/We undertake to pay the Trust those fees as determined from time to time for menu activities in which the LEARNER participates.
- 2.2 I/We acknowledge that a statement/account from the Trust shall constitute proof of those activities which the LEARNER has elected to partake in during a specific term/season, and that it shall constitute proof of the amount due, according to the menu and charge form, provided that I/we shall be entitled to object thereto within 7 (SEVEN) days after receipt of such statement/account and provided further that such objection shall be in writing and be hand delivered to the responsible representative of the Trust in charge of the LEARNER'S account.
- 2.3 I/We undertake to pay the fees by means of a monthly debit order, provided that should the LEARNER engage in such activity during the course of the school term, payment shall be in respect of a pro rata share of the fees as indicated on the menu and charge form, calculated from the date of him/her commencing such participation until the end of that particular school term/season.

3. **LEGACY FUND LEVY (Trust) – (See Annexure A)**

- 3.1 I/We undertake to pay the levy of R50 per month (or R500 per year) per learner by means of a monthly debit order.
- 3.2 Payments made in terms of the Legacy Fund are tax deductible in terms of Section 18A of the Income Tax Act, and upon request, a receipt will be issued for Income Tax purposes.

4. **GENERAL (Financial)**

- 4.1 In the event of an increase in the fees referred to in paragraphs 1 and 2 above, I/we hereby authorize the School to adjust my/our debit order accordingly on condition that I/we shall be informed by the School in writing of their intention to do so.
- 4.2 Should I/we fail to pay any one installment pertaining to the fees referred to in paragraphs 1 and 2 above on the due date, then
 - 4.2.1 the full amount outstanding in respect of those activities participated in by the LEARNER shall become due and payable forthwith, and
 - 4.2.2 the LEARNER shall be barred from further participating in those menu activities until such time as all fees referred to in paragraphs 1 and 2 above have been paid in full.
 - 4.2.3 interest at 2% (percent) per month may be charged to my account for fees, which are in arrears.
 - 4.2.4 a penalty fee for any unpaid debit order/cheque, as determined by the Governing Body from year to year, will be charged to my account.
- 4.3 I/We further agree that for the purpose of any legal proceedings against me/us in respect of my/our obligations in terms of this agreement, a certificate by a representative of the Governing Body, duly authorized to do so, shall be sufficient and satisfactory proof of the amount outstanding for the purpose of summary judgment.
- 4.4 For the purpose of this undertaking, any notice or legal action to be instituted against me/us and all process to be served on me/us, I/we hereby elect as my/our domicillium citandi et executandi my/our address as stated in the preamble of this undertaking.
- 4.5 I/We accept liability for payment of the School’s legal costs, including collection commission on a scale as between attorney and own client, should the School take any legal action against me/us in terms of this undertaking.

SIGNED AT _____ on this _____ day of _____ 2016

PARENT/GUARDIAN(1) SIGNATURE

NAME IN FULL

PARENT/GUARDIAN(2) SIGNATURE

NAME IN FULL

AS WITNESSES:

1. _____ 2. _____

ANNEXURE A

LEGACY FUND

The Kenridge Primary School Trust, whose sole beneficiary is the Kenridge Primary School and which serves all of the children on the Kenridge Campus, has over many years established facilities and bought the assets which are now enjoyed by all of our learners. As from 2016, an amount of R 500,00 per learner per year will be levied to further this worthwhile legacy.

The 'Legacy Fund Levy' will enable learners to enjoy facilities and additional assets purchased through The Trust whilst they are still attending our school. This levy is payable at R 50,00 per month and will be debited to your account. Should you prefer to make a R 500,00 lump sum payment, this can either be made by EFT or alternatively via your debit order at the end of May.

Payments made in terms of the Legacy Fund are tax deductible in terms of Section 18A of the Income Tax Act, and upon request, a receipt will be issued for Income Tax purposes.

REPLY SLIP

FULL NAME AND SURNAME OF LEARNER:

I,, hereby wish to pay the Legacy Fund Levy as follows:

R50,00 per month per debit order	
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R500 on 1 June per debit order	
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R500 payment by EFT	
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Signature: Date: