

Fee Policy

JOHANNESBURG MUSLIM SCHOOL

1. Purpose

The purpose of the Fee Policy is to ensure that fees are paid regularly, in terms of the Tuition Agreement, and to standardise the procedure for the collection of outstanding accounts.

2. Fee Debiting of fees

- 2.1. Fees will be debited annually in January of each year. Statements will be sent on a monthly basis.

3. Payment of fees

- 3.1. School fees, as determined by the School from time to time, must be paid monthly in advance on or before the seventh (7th) day of each month;
- 3.2. School fees are payable monthly in advance, as referred to in Clause 3.1. above, unless the School has agreed in writing, to allow the Parent to pay on a quarterly basis at the beginning of each term. In the absence of such written agreement, the Parent shall be obliged to pay school fees, monthly in advance, on or before the seventh (7th) day of each month.
- 3.3. School fees of Grade 12 learners must be paid in full by 30 September of each year.

4. Fee collection procedure

- 4.1. School fees are payable in accordance with the provisions of Clause 3 above.
- 4.2. If the fee account is outstanding at any time, a written Notice will be sent to the Parent concerned. The Notice will
- 4.2.1. inform the parent that the fees are outstanding, and that it constitutes a breach of the Tuition Agreement;
- 4.2.2. call upon the parent to remedy the defect by paying the full outstanding amount within 3 (three) days of receipt of the Notice;
- 4.2.3. inform the parent further that should payment not be paid within the 3 (three) day period, then
- 4.2.3.1. the failure to pay fees constitutes a breach of the Tuition Agreement;
- 4.2.3.2. the School shall be entitled to immediately cancel the Tuition Agreement and terminate tuition to the Learner and to de-register the learner; and

- 4.2.3.3. the Parent shall be obliged to remove the Learner from the School.
- 4.3. Should the fees remain unpaid after the 3 (three) day period, the Parent will receive a second letter informing the Parent that the Tuition Agreement will be terminated at the end of the term and that alternate arrangements should be made for the education of the Learner in question.
- 4.4. Once the Tuition Agreement has been cancelled and the learner excluded from school, the account will be handed over to the School's attorneys for collection.
- 4.5. Grade 12 learners will not be excluded during the year if their account is in arrears. The account will be handed over to the School's attorneys for collection and the learner will not be allowed to attend any matric farewell events or represent the School in any academic, cultural, or sporting events.
- 4.6. Should the School instruct Attorneys to institute legal action against the Parent for any purpose arising from this Agreement, either to recover School fees or for any other relief, or for the performance of any of the Parent's obligations under this Agreement, then the Parent hereby irrevocably agree to pay all costs incurred by the School on the scale as between Attorney and own client including collection commission.

5. Liability for payment of fees

A parent / guardian of the learner is, and will always be, responsible for and liable to pay the school fees as determined by the Board of Management from time to time.

6. Communication

- 6.1. All matters relating to fees, the collection of fees, procedures and communications concerning the collection of fees will be conducted by the Bursar's department. Members of the School's Board of Management, and the Principals of the School, will not be involved in this process.

7. General

- 7.1. All communications with Parents with regards to the payment, and collection, of fees must be in writing. The School will confirm such arrangements in writing. In the absence of any written confirmation, then fees are payable in accordance with the provisions of Clause 3.1. above, ie, monthly on or before the 7th day of each month.

8. Indulgence

Any indulgence afforded by the School to the Parent shall not be construed as a waiver of the School's rights to require strict and punctual compliance by the Parent and, where applicable, by the Learner, of all the Rules and Regulations of the School..

