



THE SCHOOL FEE REGULATIONS

(an integral part of the Registration Documentation)

of the Deutsche Internationale Schule Johannesburg (“DSJ”)

1. Introduction

- 1.1. This document is the sole and exclusive policy governing arrangements relating to the levying of school fees, reductions in school fees and collection procedures. This document supercedes any document predating this policy covering similar matters. School management may develop additional procedural guidelines to guide the processes it institutes in support of this policy.
- 1.2. This policy may be translated into other languages for the information of parents and other relevant stakeholders. The English language version of this document remains the only official and binding version of this policy and it shall always have precedence over other language versions.
- 1.3. The Board of the DSJ may, in its sole discretion, revise this policy from time to time. Any revisions or updates shall apply from the effective date stipulated herein, provided that members of the DSJ with contractual obligation to pay school fees shall have received reasonable notice of an updated policy. Reasonable notice constitutes such communication processes as the Board determines from time to time and may include all or some of postal delivery, publication on the DSJ website, distribution through newsletters, e-mail, SMS advice, DSJ School Communicator or other media.
- 1.4. This policy has been agreed to by the Board at its regular meeting on 14 June 2011 and shall be effective from 1 July 2011. This policy changes requirements regarding the payment of monthly school fees and the requirement that debit orders are the required payment mechanism. These provisions may be phased in by school management to ensure full implementation by no later than 30 September 2011.

2. School fees

- 2.1. School fees and other ancillary and related fees provided for in this policy are determined by the Board from time to time and may be revised at any time. Generally, fees are reviewed on an annual basis and shall be published prior to the commencement of a new school year. Nothing in this policy, however, detracts from the right of the Board to change any or all fees at any time during the year.
- 2.2. The ruling school fees, ancillary fees and possible reductions are contained in a School Fees Schedule document that is published on the DSJ website, and is otherwise generally available to members without restriction. Members of the DSJ are given notice to amendments of the School Fees Schedule in the same manner as provided for under section 1.3 above.
- 2.3. Under certain conditions, members may qualify for discounts to school fees as listed in the School Fees Schedule. Reductions are covered in more detail in sections 6 and 7.
- 2.4. Enrolment of learners at the DSJ is subject to payment in advance of school fees. It remains the sole responsibility of parents to familiarize themselves (where necessary by direct enquiry from school management) with applicable school fees. It further remains the sole responsibility of parents to ensure that school fees are paid on due date in accordance with the chosen payment frequency. School fees may be paid:-
 - 2.4.1. Annually in advance (annual payment discounts may apply). Generally payments annually in advance have to be rendered by 28 February.
 - 2.4.2. Quarterly in advance, payable by 31 January, 31 March, 30 June and 30 September.
 - 2.4.3. Monthly in advance. School fees are divided into twelve equal installments payable by 1 January, 1 February, 1 March, 1 April, 1 May, 1 June, 1 July, 1 August, 1 September, 1 October, 1 November and 1 December.

- 2.5. While the DSJ takes all reasonable steps to advise parents of applicable school fees and to advise parents of the status of their school fee account through statements of account, non-receipt of such statements shall not be accepted as a reason to condone late payment of balances due.
- 2.6. Where school fees are not paid in advance, the DSJ in its sole and exclusive discretion (subject to certain guidelines in dealing with arrears accounts as contained in this policy) has the right to temporarily or permanently exclude learners from attendance.
- 2.7. The payment of school fees remains with both parents. In the event of divorce the DSJ continues to hold both parents liable for fees until it is formally advised of legal custody arrangements. In that event the court appointed guardian is held liable for fees, regardless of any financial or other disputes between former spouses.

3. Admission or registration fees

- 3.1. Admission or registration fees are non-refundable fees that may be levied upon the registration of a learner, including instances where a learner is re-registered having been deregistered at a previous stage. No discounts apply to admission or registration fees.

4. Deposits

- 4.1. Deposits are levied along with the completed submission of "Contract of Enrolment". The deposit may be levied per learner or per family unit as determined by the Board from time to time and advised in the School Fees Schedule.
- 4.2. Deposits are non-interest bearing and are refunded when the learner concerned (where deposits are levied per learner) or when the last learner of a family (where deposits are levied per family) leaves the DSJ.
- 4.3. Deposits will be forfeited and applied to outstanding balances arising from whatever nature on the school fee account at the time of leaving the DSJ for whatever reason.
- 4.4. Deposits will be forfeited where the DSJ determines that it is appropriate to institute legal action to recover school fees.
- 4.5. Where a deposit has been paid and a place reserved at the DSJ and a learner subsequently does not attend school, the deposit will be forfeited.
- 4.6. No discounts apply to deposits.

5. Other fees

- 5.1. The school may from time to time levy other fees which may not be separately disclosed on the School Fees Schedule. Such fees may include, but are not limited to:
 - 5.1.1. Penalty and administration fees on arrears school fee accounts.
 - 5.1.2. Fees to recover damages caused to school property (including text books provided by the school or library materials lent out by the school not returned within specified time parameters).
 - 5.1.3. Penalty fees arising on arrears.
 - 5.1.4. Bank charges arising from dishonoured cheques or debit orders.
 - 5.1.5. NSC (National Senior Certificate) registration fees.
- 5.2. No discounts apply to other fees.
- 5.3. Unless otherwise advised, other fees generally are payable in arrears upon notification by the DSJ that such fees have become payable.
- 5.4. The DSJ may from time to time offer excursions, participation in exchange programs, class trips, visits to or participation in cultural or sporting events. In most instances these offerings require parents of participating learners to make financial contributions to participate in such events. Such costs and payment requirements are communicated by the teachers that are responsible for organizing these events and these costs are not subject to the provisions of this policy.

- 5.5. This policy further does not apply to other school events such as the annual bazaar, family fun day, theater or music performances offered at the school.

6. School fee reductions

- 6.1. **Sibling discounts:** Where more than one sibling attends the DSJ at the same time, discounts may be granted on the fees charged for 2nd, 3rd and further children. Where the number of siblings changes during the course of the year, the DSJ reserves the right to change the applicable discount from the date of change. For the avoidance of doubt in the calculation of sibling discounts, the child in the highest grade will always be deemed to be the 1st child, the 2nd child being the one in the second highest grade etc. Sibling discounts may be revoked where school fee accounts are in arrears.
- 6.2. **Staff discounts:** Where one of the parents or legal guardians of a learner is a full time staff member of the DSJ. Where the employment relationship changes during the course of the year, the DSJ reserves the right to change the applicable discount from the date of change. For the avoidance of doubt, the staff discount is the same whether one or both parents are employees of the DSJ. Staff discounts may be revoked where school fee accounts are in arrears.
- 6.3. **Annual payment discounts:** Where fees are paid in advance in full for the academic year prior to a specified date. Annual payment discounts are not applied to fees that are also subject to social reductions.
- 6.4. **Social reductions:** Where reductions are granted to normal school fees for parents whose household income from all and any sources does not exceed the thresholds set from time to time by school management. Social reductions may be granted subject to a number of conditions and may be revoked in the event that these conditions are not met. These conditions generally include satisfactory academic results and conduct of learners, prompt payment without falling into arrears with fees (unless members approach the DSJ and reach agreement for payment arrangements with school management prior to falling into arrears). Refer section 7 for further detail.

7. Social reductions

- 7.1. The DSJ in its sole and unfettered discretion is entitled but not obliged to grant a reduction in school fees or a deferment of payment in cases of financial crises.
- 7.2. It is the responsibility of parents to make an application for social reductions prior to the school fee account falling into arrears. Depending on circumstances, failure to approach the DSJ for such an application prior to school fee accounts falling into arrears may prejudice the outcome of the application.
- 7.3. Detailed documentation on the financial status of the persons legally responsible for the education of the child must be attached to the application. Required documentation such as proof of income or of unemployment, income tax assessment form, declaration of any other income is required. If both parents work, the documentation pertaining to each of the parents must be included with the application. Statements of assets and liabilities may be required. In all instances bank statements of all bank accounts operated by either of the parents of a learner (where applicable) covering at least a six month period are required without exception.
- 7.4. Application forms have to be filled out and handed in to the offices of the administration. The DSJ's decision in respect of an application is final and incontestable. Consideration of the application depends on both the financial circumstances of the applicant as well as on the satisfactory academic progress and behaviour of the pupil.
- 7.5. The DSJ does not have to give reasons why an application has been denied or why the initial figure granted has been changed. An application will only be reconsidered as an exception to the rule, provided a new application containing substantially new and different facts has been lodged.
- 7.6. A reduction in school fees, once granted, will at the most remain in force for the relevant school year only; or for a shorter period as determined by the DSJ.

- 7.7. Reductions in school fees for social reasons may be revoked under certain circumstances:
- 7.7.1. Unsatisfactory development in the academic performance or behaviour of a learner (subject to prior consultation with and notice to the parent). The requirement for notice may be dispensed with where parents after appropriate attempts to contact them do not engage in such consultation.
 - 7.7.2. Failure to pay the reduced level of school fees in advance in accordance with this policy, unless specific documented alternative payment arrangements have been made with the DSJ. Where the school fees account falls into arrears in the absence of documented alternative payment arrangements, social discounts applicable to arrears balances and future school fees fall away without further notice to parents and can only be re-instated following a further application.
 - 7.7.3. The DSJ may insist on periodic reviews of social reduction arrangements. This will be advised to parents in writing. Failure to pro-actively provide required information on review dates is sufficient cause for the cancellation of social reductions for payments due after the review date.
- 7.8. Where financial circumstances improve after the date a social reduction was granted, parents are obliged to inform the DSJ of such improvements, upon which advice the DSJ is entitled to review social reductions. If it becomes apparent at a subsequent application or review of social reductions that there has been an improvement in financial circumstances about which the DSJ was not duly advised, the DSJ is entitled to decline any and all future applications for social reduction; and take any other appropriate steps, including legal action, to protect its interests.
- 7.9. Applications for reduction in school fees are handled strictly confidentially and personal financial information will under no circumstances be provided to any person, entity or authority other than for the purposes of assessing the extent of school fee discounts, or for purposes of audits to assess whether social reduction applications have been appropriately assessed. Teaching staff will not have access to confidential financial information.
- 7.10. The provision of incorrect information for purposes of assessing the qualification for and extent of social reduction and the failure to make full disclosure of the financial standing shall be regarded as a material misrepresentation.

8. Method of payment

- 8.1. Unless specifically advised otherwise, all fees are strictly payable in advance.
- 8.2. Unless exceptional circumstances prevail, all parents are required to consent to the recovery of school fees through debit order payment where the school recovers fees by processing debit order instructions against bank accounts of parents.
- 8.3. Where debit order instructions are returned due to lack of funds or any other reason and the school incurs bank charges as a consequence, such bank charges will be charged to the respective school fee accounts, subject to the provisions applicable to other fees.
- 8.4. Where payment does not occur through debit order processing, the school may levy a processing or administration levy per payment as contained in the School Fees Schedule.
- 8.5. Alternative methods of payment that the school may consider in exceptional circumstances only and upon application are listed below. Generally, exceptional circumstances only apply where the banking facilities of parents do not allow for the processing of debit orders against their accounts.
 - 8.5.1. Electronic transfers from a parent's account into the account of the school, provided that the school fee account number appears on the printed narration on the school's bank statement. It is the responsibility of payers to ensure that the appropriate information is captured. The DSJ will not accept responsibility for payments it was not able to correctly allocate as the payments did not contain the required account identification information. Under no circumstances will the DSJ accept liability for losses suffered by payers where the funds do not reach the DSJ bank account for whatever reason or error (including but not limited to erroneous capture or processing of DSJ bank account details for whatever reason, processing errors by the remitting or receiving bank's systems). The DSJ furthermore will not accept responsibility for allegations of incorrect communication of DSJ bank account details to parents. Nor will the DSJ accept responsibility for losses incurred where parents may have fallen victim to fraudulent attempts to solicit payment for funds supposedly owed to the DSJ.

- 8.5.2. Direct deposits. Where payers choose to make direct deposits into the account of the DSJ at a branch of the DSJ's bankers, the provisions as contained under electronic transfers above apply as appropriate.
- 8.5.3. Cheque payments. Cheques must be made payable to "Deutsche Internationale Schule Johannesburg". The words "or bearer" must be deleted and the cheque must be crossed "not transferable". Post-dated cheques are not accepted. Fees for cheques returned unpaid for any reason (lack of funds, improper completion of the cheque, etc.) will in all instances be debited to the school fee accounts of parents. No receipts will be issued for cheque payments.
- 8.5.4. Cash payments: Cash payments must be made at the school's administrative offices. The DSJ may, in its sole discretion, refuse to accept cash payments where due to prevailing circumstances it is not able to store or transport the cash securely to its bank. Furthermore, the DSJ may refuse to accept cash where in terms of applicable anti-money laundering legislation it has reason to suspect that the funds may be associated with illegal activity of whatever nature as specified in applicable legislation. Receipts will be issued for cash payments, and parents must insist on the issue of cash receipts. The DSJ will not entertain disputes on the amount of cash paid for school fees if such payment cannot be supported by an official DSJ cash receipt.

9. Enrolment for portion of a year

- 9.1. Unless arranged otherwise with school management, school fees are payable in full for the term in which a learner joins the DSJ.
- 9.2. Where parents intend deregistering a learner during the course of an academic year school fees are payable to the end of the term during which deregistration takes place. Written notice of intention to deregister shall be by the last day of the term preceding the term during which deregistration takes place. For the avoidance of doubt, this implies that for learners to be deregistered on the last day of the academic year, parents shall have given notice by the end of the 3rd term.
- 9.3. Other than parents and learners ensuring that all schoolbooks, sports gear and equipment which belongs to the DSJ being returned to the school when the learner leaves, no notice requirements exist for learners who leave school at the end of grade 12. All items which have not been returned and which belong to the DSJ, will be charged to the respective school fee account.
- 9.4. Where learners are seeking temporary absence e.g. for an overseas trip or to attend another school as a guest learner for less than two months or a full term, school fees remain payable in full during the period of absence. An allowance to reduce the school fees may be granted for learners who are absent for a longer period.
- 9.5. Where guest learners attend the DSJ for a specified period, pro-rata school fees shall be payable in full on an advance basis. Pro-rata fees are calculated in the ratio of number of planned attendance over number of total school days for the year. Reductions in planned attendance are not refunded. Increasing the period of attendance requires advance payment for the additional days.
- 9.6. In exceptional circumstances, school management may condone exceptions to these arrangements on application.

10. Arrears

- 10.1. The DSJ commits itself to deal compassionately with instances where parents are subject to genuine financial distress and will take reasonable steps within its means. The DSJ seeks to ensure that wherever possible, learner's interests are put first. However, it is a not-for-profit organization subject to financial constraints and thus dependent on payment of school fees for its cash flow requirements to operate as a going concern. Consequently it reserves the right to take any action as outlined in this policy where necessary, especially in instances where parents fail to co-operate proactively, speedily and sincerely to resolve payment arrears.
- 10.2. Where fees are not paid in advance in full as required in this policy, an account is considered to be in arrears, and this is considered a material breach.

- 10.3. As a result, the right of attending schooling at the DSJ falls away for all learners covered by an account in arrears. Continued attendance at the DSJ is at the sole discretion of the DSJ, which may be reversed at any point in time at the sole discretion of the DSJ. Having permitted a learner covered by an account in arrears to attend schooling under no circumstances shall set a precedent for other learners, or for the same learner at a future date.
- 10.4. Where an account is in arrears, the DSJ shall be entitled to levy penalty fees.
- 10.5. Where an account is in arrears, all discounts or reductions will be reversed and will only be reinstated once the account has been normalized. Repeated falling into arrears may result in the DSJ in its sole discretion refusing to reinstate any discount or reduction.
- 10.6. An account shall only be considered normalized and thus entitling learners to receive continued schooling if:-
 - 10.6.1. All arrears fees, including penalty fees, are settled in full.
 - 10.6.2. A written payment arrangement signed by the defaulting parent and an authorized signatory of the school has been entered into. A breach with the terms of such a payment arrangement is considered in the same light as being in arrears with normal fee payments. No verbal, telephonic, SMS or e-mail payment arrangement shall be considered valid or binding. All payment arrangements must be supported by a signed debit order authority.
 - 10.6.3. Where a deposit was deemed to have been forfeited and applied to arrears balances, such deposit balance must be reinstated by the parent concerned.
- 10.7. The DSJ is entitled to advise any credit bureau of any payment arrears without prior notification of parents.
- 10.8. It remains the responsibility of parents to ensure that school fees are paid correctly and timeously. The school is entitled to and endeavours (but is not obliged) to send reminders to parents where accounts are in arrears or overdue. The DSJ is obliged to send regular statements of account to parents. The DSJ is, however, not responsible for non-delivery of statements of account due to the failure of postal services, or e-mail facilities of parents (or of service providers); nor is the school responsible for non-delivery of statements where incorrect address delivery details were provided by parents.
- 10.9. The DSJ reserves its rights in all instances to take appropriate action, including legal action, to collect arrears accounts. While the DSJ will take reasonable steps to contact parents in facilitating payment of overdue accounts, failure of parents to take calls, failure to visit the school for appointments to make alternative payment arrangements, failure to honour alternative payment arrangements shall not prevent the DSJ to initiate any legal action it deems fit to recover amounts owing. This includes appropriate court action. Administrative and legal action to recover outstanding amounts, in no way binds the DSJ in exercising its sole discretion on whether or not to permit continued schooling of affected learners.

Board of Directors

Deutsche Internationale Schule Johannesburg
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