



Hoërskool De Kuilen High School

Visie gebou op tradisie • Vision built on tradition

31 October 2024

Dear Parents/Guardians, current and new learners of **2025**

1. We would like to express our appreciation for your support of the school. Without such loyal parent/guardian support, De Kuilen would not be able to maintain its proud tradition.
2. The meeting with the governing body and the parents where the budget for **2025** was discussed and approved, was held on Wednesday, 30 October 2024. Unfortunately, not all parents/guardians were able to attend, but we do appreciate the regular, faithful financial support we receive from the majority of the parents/guardians.
3. During the aforementioned meeting of Wednesday, 30 October 2024 **school fees totaling R25 300 per learner for 2025** were approved. It remains our school's aim to provide our learners with education of the best possible quality, which is why it is of the utmost importance that school fees be settled punctually. Without this, the school cannot function effectively and teaching would be curtailed as almost half of the staff is financed by means of school fees, since the Department of Education makes only partial financial provision for the school.
4. **To accommodate parents/guardians, the following options of payment were also approved at the meeting of Wednesday, 30 October 2024:**

➤ Every learner must each pay **R1 000** school fees by no later than 24 January 2025 (at the very latest).

Options of payment of school fees for 2025 per learner	Discount	Tuition fees payable
4.1. All learners must each pay school fees for January 2025	None	R1 000
➤ The balance of school fees, namely R24 300 (R25 300 minus R1000) can be settled in the following ways:		
4.2. 10 (Ten) monthly instalments from 03 Feb to 03 Nov 2025 . School fees are payable in advance on the 1st work day of every month.	None	R2 430 per month x 10 months
4.3. Annual payment of R25 300 payable before/on 03 February 2025	- R1 300	R24 000 per annum
4.4. Annual payment of R25 300 payable before/on 03 March 2025	- R900	R24 400 per annum
4.5. Annual payment of R25 300 payable before/on 01 April 2025	- R700	R24 600 per annum
➤ All school fees can be paid in cash/by direct bank deposit/internet banking (EFT)/monthly debit order.		

5. **School fees subsidy:** By law indigent (needy) learners are entitled to discount on school fees. Application forms are available from the principal as of **15 January 2025**. Completed application forms as well as documentation to verify the application, must reach the principal, Mr J.H. Mellet by Friday, **14 February 2025** in order to be considered. **Incomplete applications will not be considered – (Refer to the SA Schools Act).**
6. **Attached are all the required forms to be completed and returned by 22 November 2024 (new parents by 16 January 2025). All parents are to complete Sections A and B. Parents who would like to pay by debit order (renewable every year), must complete Section C to reach us by the closing date, 22 November 2024, (new parents by 16 January 2025) for the first instalment on 03 February 2025.**
7. **BANKING DETAILS: ABSA cheque account number 4056574126; BRANCH CODE: 632005; REFERENCE: Please use learner's admission number as reference to make internet (EFT)/direct deposits.**

Thank you for your co-operation.

E. E. VAN AMSTERDAM (CHAIRPERSON: GOVERNING BODY)

SECTION A: To be completed by all parents/guardians for 2025

DE KUILEN HIGH SCHOOL

PAYMENT OF SCHOOL FEES • TERMS AND CONDITIONS

1. De Kuilen High School strives to offer the best quality education to all learners. In order for the school to meet its financial obligations, the prompt payment of school fees is essential.
2. Both parents/the guardian(s) of every learner bear the responsibility for the payment of school fees for **2025**. **Should you not pay the full amount owed or miss out on payments before 03 November 2025**, the governing body of De Kuilen High School will have the right to refer **the full amount owed for 2025** to a debt collector. In this case you would be liable to pay the amount owed to the school for **2025** and - if legal proceedings were to be instituted against you - all costs, including tracing fees, collection commission on the amount referred, as well as all legal costs on an attorney- and client scale plus interest at 11.75%.
3. If you prefer to pay in monthly installments, **each installment is payable in advance for every month commencing on 03 February 2025 and ending on 03 November 2025**.

NAME OF LEARNER: _____ GRADE: _____ (in 2024)

Admission number _____

PLEASE NOTE: School fees totalling R25 300.00 per learner is payable for 2025.

- All accounts are payable before/on the 1st (First) work day of each month:
- School fees of R1 000.00 are compulsory for January and payable by 24 January 2025.

Payment of school fees for February to November ☒ **Please indicate your preferred option of payment**

	Yearly payment: before/on 03-02-2025: R25 300.00 – R1 300.00 discount = R24 000.00
	Yearly payment: before/on 03-03-2025: R25 300.00 – R900.00 discount = R24 400.00
	Yearly payment: before/on 01-04-2025: R25 300.00 – R700.00 discount = R24 600.00
	10 (Ten) monthly instalments of R2 430.00 each from 03 February 2025 to 03 November 2025. School fees are payable in advance on the 1st work day of the month as from 03 Feb 2025.
	Debit Order: 10 (Ten) monthly instalments of R2 430.00 each from 03 February 2025 to 03 November 2025. School fees are payable in advance on the 1st (First) work day of the month as from 03 February 2025. Please complete Section C where applicable.

BANKING DETAILS: ABSA cheque account number 4056574126

BRANCH CODE: 632005

REFERENCE: Please use learner's admission number as reference to make internet (EFT)/direct deposits.

SECTION B: To be completed by ALL parents/guardians for 2025.

PLEASE NOTE: Please complete this form and send it back to De Kuilen High School by **22 November 2024 (new parents by 16 January 2025)**. NB: If we do not receive the completed forms by the date specified, the Governing Body of De Kuilen High School will assume that it is your intention to settle the school fees monthly. Your co-operation in this regard will be in your own interest.

Name of learner: _____ Admission No. _____

GRADE (2025) _____

Name of learner: _____ Admission No. _____

(GRADE 2025) _____

PLEASE COMPLETE IN FULL:

Father/Guardian Surname

Full names

Address: **Code:**

Tel No Home **Cell No.** **Work Tel No.**

Employer and address:

E-mail address:

Signature: **ID Number:**

Mother/Guardian Surname

Full names

Address: **Code:**

Tel No Home **Cell No.** **Work Tel No.**

Employer and address:

E-mail address:

Signature: **ID Number:**

School fees subsidy: By law indigent (needy) learners are entitled to discount on school fees. Application forms are available from the principal as of **15 January 2025**. Completed application forms as well as documentation to verify the application must reach the principal, Mr J.H. Mellet by Friday, **14 February 2025** in order to be considered. **Incomplete applications will not be considered – (Refer to the SA Schools Act).**

SECTION C: FOR DEBIT ORDERS ONLY:

NB: PLEASE list all learners attending De Kuilen High School in 2025

Learner: _____ Admission No. _____ GRADE (2025) _____

Learner: _____ Admission No. _____ GRADE (2025) _____

Learner: _____ Admission No. _____ GRADE (2025) _____

If you prefer to pay by debit order, the first deduction will commence on **03 February 2025** (the **first working day** of the month) and the last will be on **03 November 2025**.

The amount payable is **R2 430.00 per month for each learner**.

PLEASE NOTE: If the **1st** day of the month falls on a weekend, the debit order will be deducted on the **first working day** of the month, for example: **03 February; 03 March; 02 May; 02 June & 03 November 2025**.

Account particulars ONLY FOR DEBIT ORDER PAYMENTS	
Account holder: (Full Names)	
Name of Bank	
Name of Branch	
Branch Code	
Type of Account (Cheque/Savings)	
Account holder's account Number	
Account holder's ID Number	

Signed by account Holder: _____ Date: _____

I/We the undersigned hereby request and authorize DE KUILEN HIGH SCHOOL to debit my/our bank account on the **FIRST WORKING DAY OF THE MONTH** as per the agreed amounts according to my/our choice of payment.

PLEASE NOTE: R1 000.00 IS PAYABLE SEPERATELY AT SCHOOL FOR JANUARY 2025.

Signed at _____ on the _____ day of _____ 20____.

Parent/Guardian: _____ Returned to school on: _____