Honour First



Ubombo Primary School

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Big Bend

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PARENTAL FINANCIAL CONTRACT 2018

Education is the core business of Ubombo Primary School, but in order to be the Premier Primary School in the Swazi Lowveld, parents must uphold their agreement, thus equipping the school with resources to provide these services to the children.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Identity Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Contact No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Understand and fully agree to the terms and conditions as explained below.

1. The payment of school fees is compulsory.
2. As an Independent school, fees are set annually, after inclusive talks with stakeholders.
3. The parent who signs these documents is wholly and solely responsible for the payment of all school fees, levies and charges.
4. If divorced, legal custody documents must accompany this application, indicating which parent is responsible for fees.
5. In the case of joint custody, both parents are liable jointly and severally for the payment of school fees and levies, unless a divorce document specifically indicates which parent is responsible for school fees.
6. At commencement of the term, no child with outstanding fees from a previous term will be admitted to school.
7. Learner’s whose accounts are more than 90 days overdue will be handed over to the attorneys for collection.
8. Fee Payment Options – Please mark preferred option.
	* 1. Full Fee payment with discounts, payable on or before 31 January each year.
		2. Three (3) equal payments within 7 days of the commencement of each school term, **payable by debit order** through the bank or **stop order** through USL commencing on the 1 February.
		3. Eleven (11) equal monthly payments, **payable by debit order** through the bank or **stop order** through USL, commencing on the 1 February.
9. Ubombo Sugar Limited Employee Fees are as follows:
	1. Ubombo Sugar Employees: Discounted rates, per academic year, are offered to four (4) children per family only. **In order to qualify for this rate, parents MUST sign a monthly or termly stop order. They may pay an annual fee and enjoy the added discount.**
	2. Ex Ubombo Sugar Employees: USL employees who have died in the employee of USL are offered 5 years tuition on the USL Employees rate, for children enrolled at the school at the time of death of the parent.
	3. Ex Ubombo Sugar Employees: USL employees who retire from the employ of USL are entitled to USL Employees rates for a period of 2 years, from the date of retirement, for children enrolled at the school at the time of retirement.
	4. Sisekelo Employees: At the Sisekelo Discounted rates as stated annually by Ubombo Primary School.
	5. UTech Employees: At the Utech Discounted rates as stated annually by Ubombo Primary School.
10. Collection of Fees
	1. All fees are payable in advance.
	2. The following steps will be adhered to when fees are defaulted upon:
		1. The parents will be phoned and reminded within 10 days of late payment.
		2. The parents will receive a friendly letter of reminder within 15 days of late payment.
		3. The parents will be asked to make an appointment to discuss the matter of payment with the Principal within 30 days of late payment.
		4. Should payment not be forthcoming, and no arrangements made and adhered to within 60 days of non payment the child will be denied access to classes.
		5. Should payment not be forthcoming, and no arrangement made and adhered to within 90 days of no payment the account will be handed over to the attorneys for collection.
		6. No child will be allowed entry to classes, should the previous term’s fees not be paid in full.
		7. No child will be allowed entry to classes, should parents default on agreements without any notice.
11. Annual Levies over and above tuition are part of the school fees and payment is compulsory.
12. Application Levy E50 – non refundable
13. Acceptance Levy of E500-00 – non refundable to be paid within 10 days of the child being accepted into the school
14. Annual Development Levy – E300-00 and PTA levy of E300-00 – per family – which will be used to develop and maintain infrastructure projects
15. Computer Levy of E300-00 – per child – which will be used to support our Computer and Technology programme, updating and keeping it current.
16. Stationery Levy of E850 per learner – which will supply each child with exercise books, essential stationery, Singapore Mathematics workbooks and Thrass Workbooks for the year. This includes all photocopies made for learners**. Learners are supplied once annually, should they lose books or stationery they are required to replace them at their own cost.**
17. Trips and Tours
	1. Trips and tours are paid to the relevant facilitating company by the end of February. Should a child leave or opt out of the tour. This cost is non-refundable.
18. Discounts:
	1. A 5 % discount is offered on TUITION ONLY paid in full on or before the 31 January annually.
	2. A sibling discount is offered
		1. First Child – Full fee
		2. Second Child – 2.5%
		3. All other children thereafter, at the school in the same year will pay the full rate applicable to them.
19. In the event of the withdrawal of the child from Ubombo Primary School, **a full term’s** **notice** is to be given to the school, in writing on the first day of the term prior to the withdrawal of the child, alternately by signing of this contract, the Parent agrees to pay a full term’s fees in lieu of notice. Any and all leeway offered to any parent will be at the discretion of the Council, and is not to be taken as precedent in any form or circumstance.

It is to be noted that no fees or levies, other than tuition will be refunded on a pro rata basis should a child leave the school during the year.

1. **Notice is due to the school, during the transition from year to year, should the child not be coming back the following year. The notice period being a full term’s notice, alternately by signing of this contract, the Parent agrees to pay a full term’s fees in lieu of notice**.
2. In the event of the School Council, through SWAZEP, its’ financial administration service, engaging the services of an attorney to enforce and/or compel the parents to honour their financial commitments to the school, the Parent agrees to pay the legal costs incurred by the School Council or its attorneys, on the attorney and client scale, including all collection commission allowable in terms of the law, and any tracing costs necessary.
3. The legal notices served to the address as stated above, will be accepted as received, and in good faith can be legally acted upon.
4. Revised school fees for the coming year will be available annually in the third term. Please call the school for the new fee structure

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Mother Signature Date

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Father Signature Date

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Principal - Signed on behalf of UPS Date

SCHOOL STAMP IS TO BE ATTACHED.