

PAYMENT OPTIONS FOR SCHOOL FEES

Name of Child/Children _____

Please complete and return this document to the school office. The Trust reserves the right not to admit or readmit pupils to the school until this form has been received.

Please select one of the following 3 methods by which you wish to pay your account. Should you wish to pay by debit order please complete the Debit Order Authorisation form on Page 2.

**1. ANNUAL:
EFT**

☐

**2. TERMLY:
Debit Order / EFT
(Please circle choice)**

Fees must be paid on or before 1st day of each term.
Debit order deductions will be processed as follows:
Term 1: 1st January Term 2: 1st May Term 3: 1st September

☐

**3. MONTHLY:
Debit Order**

Instalments over 12 months, with effect from 1st January.
Any shortfall at the end of the year will be deducted in December.

☐

Account Details:

STANDARD BANK

HUMANSDORP BRANCH NUMBER 050015

ACCOUNT NUMBER 28 14 111 58

No other payment options are available for the payment of school fees. Any other method of payment for school fees will be viewed as a breach of contract. An administration fee will be charged for any extraordinary effort made to collect outstanding amounts. Pupils will not be readmitted each term unless their accounts (fees and extras) are paid in full before the beginning of each term.

TERMS AND CONDITIONS – SCHOOL FEES

I/We understand and accept

1. That I/we am/are jointly and severally liable for the payment of the full amount of fees and disbursements to be charged by St Francis College in respect of the whole period during which my son/daughter/ward is registered as a scholar at St Francis College, which amount includes but is not limited to, any other fees and/or disbursements charged by St Francis College from time to time. I/We declare that I/we am/are in a financial position to pay the school as adopted.
2. That payment is to be effected by one of the methods stipulated by the Trust.
3. That I/we shall be liable to pay interest on any school fees not paid on the due date.
4. That the deposit of R750 paid by me in regard to my son/daughter/ward is non-refundable and will be forfeited in the event of my cancelling the registration of my son/daughter/ward (New applicants only).
5. That any indulgence or extension granted by St Francis College with regard to payment of school fees will not be regarded as a waiver of any of the rights of St Francis College.
6. That in the event of school fees not being paid by the due date, whether by way of a term's advance payment or monthly debit order or payment, such failure on my/our part will cause the whole outstanding balance of the school fees then due to St Francis College at that time to become immediately due and payable.
7. That without limiting or detracting from the rights of St Francis College to enforce payment of any and all monies due to the school by applicant, St Francis College may in its sole discretion:
 - 7.1 withhold the pupil's school report if the fees for any given term are not paid by the end of that term;
 - 7.2 refuse the return of the pupil to St Francis College until the school fees are paid up to date
8. In the event of St Francis College being obliged to hand over any outstanding school fees for collection through its attorneys, I/we shall be liable for the legal costs incurred by the school for the collection of such outstanding fees on a scale as between attorney and client, including such collection commission which the school may be obliged to pay to its attorneys.
9. I/we accept any jurisdiction of the Magistrate's Court.

Signed: _____
Father/Guardian

Signed: _____
Mother/Guardian

Signed: _____
Witness

Date: _____