

Addendum 1



Our Lady of Fatima Dominican Convent School

*Financial Information
2017*

PLEASE RETURN THESE FORMS BY 14 NOVEMBER 2016



School Fees Letter – January 2017

26 October 2016

Dear Parents

2016 was the year of bringing a plan to fruition, albeit not without its difficulties.

We shouldered the frustrations of plans having to be reworked and resubmitted several times during the past year. We were also required to provide operational reports and to engage engineering professionals to survey long existing school infrastructure in order to obtain the necessary approvals. As a consequence, building was delayed until June 2016.

We are delighted to confirm that we have delivered a bigger, brighter hall and have increased its audience capacity by 50%, and provided a wider performance area on the stage. We managed to get this ready in time for our annual inter house plays, a High School musical and our annual Speech Night. A new sound system and revamped curtains are in place. Stage lights still need upgrading.

The second phase of this endeavor is almost complete and will see the sea-facing wing of the main school building being extended southward over the disused tennis court. This wing will provide two large single classrooms and two double rooms.

Future plans include utilizing the space above the hall and repairing the tennis court damaged by the building.

This year we also committed to the full implementation of e-learning with the use of I-Pads in Grades 8–10. This transition has been extremely successful and effective. We plan to include grade 11 in 2017 and purchase a bank of I-Pads for use in the Primary School. The capability of the school's Wi-Fi network is key to the success of these ventures and so we have options in place to address infrastructure overload should this be necessary and include this provisional requirement in the 2017 budget.

We are ever aware that parents face uncertainty and rising costs in our fragile economy but, if we are to maintain the School's fine academic reputation and sound infrastructure, we must ensure that we have the financial resources to source and retain excellent staff, and continue to maintain and improve facilities on an ongoing basis.

With this in mind, the Board of Governors has approved a 7, 8% fee increase for implementation in January 2017.

The Dominican Sisters and the Board of Governors are proud to offer you a Catholic-based education for your daughters and we thank you for entrusting us with their intellectual and moral development while they are at school. Thank you too for your wonderful support for this school and its leadership. We consider ourselves privileged to work in partnership with you to ensure your daughters' years at Fatima are of life long value.

Yours faithfully,
The Board of Governors

ML Campbell – Chairman



Dear Parents

2017 FINANCIAL FORMS

We attach the following in respect of 2017 Financial Information:

- 1) Checklist – to be returned duly completed
- 2) 2017 School Fee and Aftercare Fee Structure
- 3) Book Fees
- 4) Aftercare Costs
- 5) Fee payment details – to be returned fully completed
- 6) Debit order form – to be returned fully completed

Please note that the debit order facility comes into effect from 1 January 2017

Please ensure that when making payment by internet transfer or direct deposit into our bank, you use the new SCHOOL FEE ACCOUNT NUMBER (as per statement) or your child’s first name and surname as reference.

Please return all completed documents marked for attention of the Bursar by Monday 14 November 2016.

Sincerely,
Mrs Kathy Burgerhoff
Business Administrator

CHECKLIST

		No	Yes
1.	All 2016 fees must be settled in full by 1 December 2016		
2.	Attached Compulsory Fee Payment Form completed in full.		
3.	Copies of both parents Identity Documents (if not submitted already).		
4.	Proof of Guardianship (if applicable).		
5.	Debit Order Form completed for all monthly or termly payments First debit order run will be on 2 January 2017.		
6.	Method of payment (bottom of compulsory form) filled in.		

Please note that in order to safeguard our learners we are becoming a CASH FREE ZONE

For **cash** payments, please deposit **directly into the account below** and forward a copy of the deposit slip.

Our Lady of Fatima Dominican Convent School
Nedbank
Durban North
Branch Code : 135226
Account No. 1352002094

KINDLY use the new SCHOOL FEE ACCOUNT NUMBER (as per statement) or your child’s first name and surname as reference.

Credit Card payments will still be accepted at school.

Please note that the annual fee is not applicable if paying by credit card.



FEE PAYMENT DETAILS 2017

COMPULSORY COMPLETION

STUDENT/S NAME : _____ GRADE : _____ in 2017

STUDENT/S NAME : _____ GRADE : _____ in 2017

STUDENT/S NAME : _____ GRADE : _____ in 2017

STUDENT/S NAME : _____ GRADE : _____ in 2017

NAME OF PARENT / GUARDIAN : _____

PHYSICAL ADDRESS :

POSTAL ADDRESS :

TELEPHONE : (H) : _____ Cell : _____ (O) : _____

E-MAIL ADDRESS : _____

Affidavit : We hereby certify that the information given by us on this form is complete and accurate. We agree to the conditions as set out below.

We are aware that a term's notice must be given before a student leaves Our Lady of Fatima Dominican Convent School, or a full term's fees must be paid in lieu thereof.

We accept joint and several liability to the Our Lady of Fatima Dominican Convent School for the due and punctual payment of all fees, subscriptions, levies or other amounts which may become due and payable to the Our Lady of Fatima Dominican Convent School or in respect of participation or attendance in any extra-curricular activity.

SIGNATURE: _____ DATE: _____

I.D. NO MOTHER: _____

SIGNATURE: _____ DATE: _____

I.D. NO FATHER: _____

PAYMENT METHOD (PLEASE TICK ONE BLOCK IN EACH LINE)			
<input type="checkbox"/> ANNUAL	<input type="checkbox"/> TERMLY	<input type="checkbox"/> MONTHLY x 11	
<input type="checkbox"/> CHEQUE	<input type="checkbox"/> CREDIT CARD	<input type="checkbox"/> DEBIT ORDER	<input type="checkbox"/> DIRECT DEPOSIT



FEE STRUCTURE 2017

GRADE	ANNUAL (Paid before 31 January 2017)*	TERMLY 4 INSTALMENTS	11 MONTHLY INSTALMENTS
Grade 1 Sibling	43465 41290	11320 10755	4120 3915
Grade 2 Sibling	43465 41290	11320 10755	4120 3915
Grade 3 Sibling	43465 41290	11320 10755	4120 3915
Grade 4 Sibling	48765 46325	12700 12065	4620 4390
Grade 5 Sibling	48765 46325	12700 12065	4620 4390
Grade 6 Sibling	48765 46325	12700 12065	4620 4390
Grade 7 Sibling	52160 49550	13580 12900	4940 4695
Grade 8 Sibling	55555 52780	14470 13745	5260 5000
Grade 9 Sibling	55555 52780	14470 13745	5260 5000
Grade 10 Sibling	67100 63745	17475 16600	6355 6040
Grade 11 Sibling	67100 63745	17475 16600	6355 6040
Grade 12 Sibling	71985 68385	18745 17810	6820 6480

SIBLING DISCOUNTS DO NOT APPLY TO THE OLDEST CHILD IN THE FAMILY. In the case where there are more than one child, the oldest child pays the full rate and the younger siblings pay the sibling rate.

SIBLING DISCOUNTS ARE NOT APPLICABLE WHERE THE CHILD IS IN RECEIPT OF A SCHOLARSHIP / BURSARY

PLEASE NOTE: ONLY THE FOLLOWING METHODS OF PAYMENTS ARE ACCEPTABLE:

1. **Annual** amount to be paid on or before 31 January 2017. The annual fee already has the early-settlement discount incorporated into it. The amount reflected under Annual is the full amount you must pay if you choose the annual fee payment option.

***Credit cards are not accepted for the discounted option – Thank you.**

2. **Monthly:** Debit orders are signed for the first of the month. This will continue for the duration of the student's schooling at Our Lady of Fatima Dominican Convent School. The payment months are January through to November.
3. **Termly:** Debit orders are signed for the first of the term. This will continue for the duration of the student's schooling at Our Lady of Fatima Dominican Convent School. Termly payments are due in January, April, July and October.

N.B. DEBIT ORDERS MUST BE SIGNED AND WILL CONTINUE FOR THE DURATION OF THE STUDENT'S SCHOOLING. WE MUST BE NOTIFIED IN WRITING OF ANY CHANGES TO BANKING DETAILS ONE MONTH PRIOR TO DEBIT ORDER DATE.



BOOK and DEVELOPMENT FEE STRUCTURE 2017

GRADE	READERS TEXTBOOKS WORKBOOKS WORKSHEETS IT CONSUMABLES PRINTING AND NOTES	STATIONERY AND/ OR EXERCISE BOOKS	E-LEARNING: MATHEMATICS (1 - 7) E-BOOKS (8 - 11)	EDUCATIONAL DEVELOPMENT	INSURANCE	TOTAL
Grade 1	780.00	565.00	200.00	380.00	210.00	2135.00
Grade 2	780.00	380.00	200.00	380.00	210.00	1950.00
Grade 3	780.00	355.00	200.00	380.00	210.00	1925.00
Grade 4	1295.00		200.00	380.00	210.00	2085.00
Grade 5	1295.00		200.00	380.00	210.00	2085.00
Grade 6	1295.00		200.00	380.00	210.00	2085.00
Grade 7	1295.00		200.00	380.00	210.00	2085.00
Grade 8	650.00		1300.00	380.00	210.00	2540.00
Grade 9	650.00		1300.00	380.00	210.00	2540.00
Grade 10	650.00		1450.00	380.00	210.00	2690.00
Grade 11	650.00		1450.00	380.00	210.00	2690.00
Grade 12	2200.00		270.00	380.00	210.00	3060.00

- **Payment:** Please pay your daughter's Book and Development fee by 1 December 2016.
- **Procedure for Payment:** Payment can be made by direct deposit into the following account

Our Lady of Fatima Dominican Convent School
Nedbank
Durban North
Branch Code: 135226
Account Number: 135 200 2094

Alternatively, payment can be made by cheque or credit card.

- **Issuing of Text Books:** Books will only be issued to those girls who have paid the fee. Parents not paying timeously will be required to obtain a book list from reception in order to purchase books directly from the suppliers.

EXCURSIONS AND SPORTS TOURS 2017

The cost of the overnight Grade excursions and Sports tours will be published closer to the date of these tours taking place.

The cost of these tours must be settled in full before your daughter will be allowed to go on the relevant tour.



AFTERCARE FEE STRUCTURE 2017

Grades 1, 2, 3 and 4

Aftercare Rates	
Casual (Per hour)	R35.00
Casual (Per day)	R130.00
Full-time (Per month) 12h30	R1000.00
Full-time (Per month) 14h30	R900.00

➤ **AFTERCARE UNIFORM**

- YELLOW Aftercare shirt (Uniform shop); BLUE PE shorts; (**no skirts**)
- BLUE or BLACK tracksuit pants or BLUE jeans for cold weather.
- Blue school jersey for colder weather.

➤ **SECURITY**

- Parents must please phone Rosemary Coward (072 450 4144) **BEFORE 11am** if their daughter is not going to be attending Aftercare for any of the following reasons;
- *She is absent from school; *She is going straight home after school;
- *She is being collected by someone other than her parent or sister;
- *She is going to a friend's house after school or after Aftercare.

➤ **Please do not ask school reception or a teacher to relay a message to Aftercare, it is essential for you to speak directly to Mrs Coward.**

- Parents must please collect their daughter from the Aftercare teacher on duty as no child will be sent to the car park or the Kenneth Kaunda Road gate.
- Only persons nominated on the aftercare enrolment form will be permitted to collect a child – children will not be released to any other persons.
- Please inform us promptly of any change in your home, work or cell numbers.

➤ **Aftercare Teacher: Mrs Rosemary Coward**

- Head of Department for Grades 1-3: Mrs Sophia Oosthuysen (031-563-5390)
- Head of Department for Grades 4-7: Mrs Sandy Kohler (031-563-5390)

➤ **Please complete the section below if you require Aftercare for your daughter in 2017. Return it to school marked: Attention- Mrs Coward.**

- N.B. Your daughter may be excluded from Aftercare if she is not collected promptly; her Aftercare fees are not paid on time; or she repeatedly misbehaves at Aftercare

I/we wish my/our daughter (full names): _____ **2017**

in Grade _____ (2017) to be enrolled in the Aftercare Group.

Our daughter will be collected each day by the following persons:
Names: _____

By our signatures hereto we declare that we fully understand and accept that Aftercare activities shall be undertaken at our daughter's own risk, and we undertake, on behalf of ourselves, our executors and our above-named daughter, to indemnify, hold harmless and absolve the Dominican Order, The Board of Governors, Staff, Aftercare Staff, Support Staff, Learners and Parents of Our Lady of Fatima Dominican Convent School, against and from any or all claims whatsoever which may arise in connection with any loss or damage to the person or property of my aforesaid daughter in the course of such activities.

Mother's name: _____

Contact telephone numbers:

Home: _____	Work: _____	Cell: _____
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Mother's signature _____ Date: _____

Father's name: _____

Contact telephone numbers:

Home: _____	Work: _____	Cell: _____
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Father's signature _____ Date: _____



DEBIT ORDER INSTRUCTION

(For office use only)

A/C
NO

NAME OF CHILD / CHILDREN

The details of my / our bank account are as follows:

Account holder(s) _____

Bank _____

Branch Number

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 Branch Name _____

Account number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Type of Account Cheque / Transmission / Savings *

I/We* hereby request and authorise you to draw against my/our * account with the abovementioned bank or any other bank or (branch to which I/we* may transfer my/our* account), the amount necessary for the payment of school fees as published in the Our Lady of Fatima Dominican Convent School Schedule of Fees from time to time.

Any amounts outstanding for Aftercare will be drawn from my/our * account together with the school fees. All such withdrawals from my/our* bank account by you shall be treated as though they had been signed by me/us* personally.

Quarterly or Monthly * payments on the first day (or nearest banking day) of each and every Quarter/Month* commencing from _____ and continuing until my child/children * has/have* completed their schooling at Our Lady of Fatima Dominican Convent School and all amounts due have been paid in full.

I/We * understand that the withdrawals hereby authorized will be processed by computer through a system known as ACB Magnetic Tape Service, and I also understand that details of each withdrawal will be printed on my bank statement or on an accompanying voucher.

Should this authority be cancelled, I/We * understand that I/We* shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force if such amounts were legally owing to you. Receipt of this instruction by you shall be regarded as receipt thereof by my/our * bank. I/We * agree to pay any bank charges relating to this debit order instruction.

I/We * undertake to notify the Our Lady of Fatima Dominican Convent School of any change in banking details immediately.

I/We * acknowledge that the party hereby authorised to effect the drawings against my/our * account may not cede or assign any of its rights to any third party without my/our* prior written consent and that I/we * may not delegate any of my/our obligations in terms of this authority to any third party without prior written consent of the authorised party.

Signed at _____ on this _____ day of _____ 20 _____

SIGNATURE(S) OF ACCOUNT HOLDER(S)

* (Delete whichever is not applicable)