



ARCHERS COLLEGE

FEES & ACCOUNT MANAGEMENT – ACADEMIC YEAR 2024

The information in this document form part of the Terms and Conditions and the documents that constitute the Parent Contract Agreement between the Parent and Archers College. Provisions may be duplicated in other documents that form part of the Agreement.

In preparation of our 2024 Academic School Fees and Account Management Policy, Archers College Management Team want to thank our parent body for their valued support during the 2023 academic year, especially with the changes that were made. Although we have experienced challenges and loss during the year, the overall fee income was timeously received by our parents. Planning for 2024, with the ever-changing conditions in the education industry, and with anticipated forethought, the annual increase in fees was kept as low as possible and is one of our lowest fee increases implemented to date due to the economic climate as it stands.

Archers College remain consistent in its endeavours to offer dedicated educational support to our stakeholders as follows:

- The deliverance of a top-quality education, with unique approach;
- Quality development and deliverance of our school's curriculum by qualified and highly resolute educators who continually engage in professional development courses to keep up with educational trends and changes;
- One-on-One attention for ALL learners, in small classes, where educators continually adapt their teaching methodology to accommodate the auditory, visual, and kinaesthetic learner;
- Inclusion of our own additional and beneficial programmes such as Nature Studies, Emotional Intelligence sessions, PE Movement (including fitness tests, planned movement tasks, bootcamp sessions and more), Digital Mastery (where children engage with the Everyone Can Create and Everyone Can Code Curriculum, as well as other educational subjects such as Nature Studies);

- We continually strive to offer our best and “be better than yesterday,” thanking our parent body for their support in a successful 2024 academic year.

APPLICATION & ENROLMENT FEES 2024

Enrolment Stage – R6 000

Enrolment Fees is a non-refundable payment on enrolment and must be paid in full via eft before the enrolment of the learner will be finalised. This will secure the student’s place. Failing to receive this payment will result in the learner being put on a waiting list if the class is filled up. Enrolment Fees apply to all new learners irrespective of the grade for which they apply.

Enrolments during the academic year will pay the full enrolment fee amount and learners starting during the month will pay the full month’s fees for the month in which they are enrolled.

Learners joining from another school, during the academic school year must supply their most recent financial and academic report and transfer cards from previous schools for consideration.

FEES 2024

Monthly Fees for the 2024 academic year will be billed over a 12-month period and are due and payable in advance. This is applicable to all phases.

EARLY CHILDHOOD DEVELOPMENT PHASE

- Grade 0000 – 00: **R3 350 per month over 12 months**
- Grade R: **R4 140 per month over 12 months**

FOUNDATION PHASE

- Grade 1 – 3: **R4 920 per month over 12 months**

INTERMEDIATE PHASE

- Grade 4-6: **R5 590 per month over 12 months**

SENIOR PHASE

- Grade 7: **R6 000 per month over 12 months**

DISCOUNTS

Siblings enrolled at Archers College qualify for the following discount:

- 10% sibling discount on school fees only for the third sibling enrolled.
- 4% discount on Annual Fees paid on or before 31 January 2024.

ADDITIONAL & ADHOC FEES 2024

Annual subscription fees

Learners from Grade R – 3 for Mathletics, Time to Read and Seesaw:

- Time2Read annual subscription: Once-off charge to account of R200
- Mathletics annual subscription: Once-off charge to account of R280
- Seesaw annual subscription: Once-off charge to account – amount TBC as we await fee update

Learners from Grade 4 - 7 for Mathletics and Seesaw:

- Mathletics annual subscription: Once-off charge to account of R280
- Seesaw annual subscription: Once-off charge to account – amount TBC as we await fee update

Levies

Levies include services for make and bake and outings:

Learners from Grade 0000 – Grade 7 R130 monthly over 12 months

Annual Development Contribution Levy

The Development Contribution levy include all learner's contribution to Archers College and covers any small project requirements anticipated during the year applied against developmental costs:

R100 monthly over 12 months from Grade 0000 – Grade 7.

During the 2023 academic year, the Development Contribution Levy assisted with the following projects, and more:

- Various upgrades made around our campus to playground areas;
- Purchase of new equipment and materials for use in classrooms;
- The purchase of Apple TV's and TV monitors to be placed in various classrooms for use in 2024;
- Purchase of and training of the six bricks (Lego) programme: Six bricks is a hands-on tool for learning. Through fun and short activities with sets of Lego Duplo bricks in bright colours, children can practice memory, movement, creativity and more;
- At the end of October, our latest Cabin addition will be added to our premises as we add to our educational spaces to bring learning to life in more ways;

- Addition of therapy swings and other therapy apparatus to add to our self-regulation corners within the classrooms.

For the 2024 academic year, there will no doubt be many projects to undertake, and as always we look forward to moving forward and enhancing your child's learning experience

Playball & Music Box

This service is outsourced and payable in advance over 12 months from Grade 0000 – Grade R

Playball: R160

Music Box R140

Afternoon Adventure (Aftercare) Time Fees

- Full day until 17h00 – R1 300 over 12 months
- Half day until 15h30 – R790 over 12 months
- Daily rate for full day until 17h00 - R120
- Daily rate for half day until 15h30 - R110

This is an afternoon programme for learners during the school terms and not during school holidays. Learners who still are at school after the waiting period, 14h15, will be taken to Aftercare and charged the daily rate accordingly.

Uniform

Archers College provide a simplified uniform which include a t-shirt with our logo as well as a few other items such as drymacs and tracksuits. This is made to order and order forms are available on request from our Admin Department, (admin@archerscollege.co.za). Goods will be charged when an order is placed and becomes due and payable on presentation.

ACCOUNT MANAGEMENT & ADMINISTRATION POLICY

In terms of the contract of enrolment and final agreement signed by the parents, the following matters apply and form part of the Account Management and Administration. Archers College is a fee-paying school and are not subsidised by the government.

Parent/s/Payer acknowledge that they have read, understood, and agree to abide by Archers College Account Management & Administration Policy. Any changes during the year will be communicated to parents timeously via email.

Information may be duplicated in other documents but form part of the Enrolment and Final Agreement.

PAYMENTS

Annual Fee Payments:

Parents are entitled to elect (at enrolment and when re-registering for the beginning of each school year) whether to pay School Fees annually, or monthly. If annual selection was made, payment must be received by no later than 31 January 2024. Thereafter, any unpaid Annual Fees will be reverted to monthly payment option.

Monthly School Fees Payments including Levies, Development, Playball & Music Box:

Payments are due and payable **in advance on the 1st day of each month over 12 months.** Fees will be debited to the account on the **1st day of the month.** **Statements will be emailed on the 25th day of every month for parents to plan accordingly and effect payment on time.**

PAYMENT METHOD

The best and most efficient way to make payment of fees is to make use of electronic transfers (EFT's). For security reasons, we will not receive any cash at the school. Should you deposit cash into the bank, please be aware this form of payment costs the school extra on bank charges.

MONTHLY STATEMENTS

Statements will be emailed by no later than the **25th day of each month.** We request parents to reconcile the account and contact our Accounts Department if there are any queries.

LATE PAYMENTS & BREACH OF CONTRACT

It is the absolute responsibility of the parent/s/third party for the payment of any Fees applicable to the Learner attending the School and **are payable in advance.**

Should an account fall in arrears for more than **30 (thirty) days, (one month's fees not paid)** Archers College will take whatever action it deems necessary, including but not limited to, cancelation of the contract with immediate effect and refusing entry to the learner and hand the account over for collection.

Please schedule an appointment with our Financial Controller, Wanda Lehmkuhl (wanda@archerscollege.co.za) to discuss any accounts that may fall in arrears.

Archers College is affiliated to TPN Credit Bureau, a registered credit bureau, all account payment profiles, patterns and behaviour are recorded monthly with the credit bureau for the purposes as per the National Credit Act.

INTEREST ON OVERDUE ACCOUNTS

Any Fee or other amounts of money owing by the Parent/s/third party to the school, not paid on or before the due date, will bear interest at the maximum rate of interest for incidental credit prescribed from time to time in terms of the NCA, or at such lesser rate as the school determines from time to time in its sole discretion.

ADDITIONAL GOODS/SERVICES

Parents and/or the Third Party accept that you will be liable for the payment of the Additional Goods/Services. Such Additional Goods/Services include payment for annual subscriptions, textbooks, uniform, or any other Additional Goods/Services required by the school to provide the Learner adequately with the educational services in terms of this Contract. Any such Additional Fees will be added to the school account, which will be payable on presentation.

AFTERNOON ADVENTURE TIME FEES

Archers College provides an afternoon programme for children **during the school term only**. Parents are to sign the Afternoon Adventure Time Contract and accept the terms and conditions therein. Homework is supervised for those who stay for the full afternoon. Fees are charged monthly **over 12 months** and are due and payable **monthly in advance on the 1st day of every month**.

The Parents have the right to cancel the Afternoon Adventure Time Contract **by giving *the School* a month's notice, in writing, on the first day of the month, of *this* intention *before the withdrawal of the Learner*** from the afternoon programme.

STATIONERY PACKS & TEXTBOOKS

Archers College offers Stationery Packs from an independent service provider to parents who may want to order a Stationery Pack in advance depending on the learner's grade.

Applicable stationary pack order forms will be issued during the last term and communication will go out to parents from our Administrative Department. Payment for Stationery Packs must be made directly to the Supplier and not the school. Packs will be issued on Registration Day for collection after payment was received.

****TUCK SHOP**

Refreshments and a variety of sweets are available to be purchased every Friday only. Learners are to bring their money in a sealed purse or envelope.

NOTICE PERIOD

TERMINATION & NOTICE REQUIREMENTS – FULL TERM'S NOTICE PERIOD

Archers College plan and budget educational services accordingly for each learner for the **full academic year** regardless of whether the learner stays for the full academic year. Parents who decide to cancel the Contract of Enrolment must ***provide and give the school a full term's notice, in writing, on or before the 1st day of the term, of this intention before the withdrawal of the Learner from the School.***

Alternatively, a full term's fees (including additional fees pro-rated for the term) is payable to the School in lieu of notice, and as a reasonable cancellation fee considering the nature of the educational services, capacity planning and reasonable potential to fill the vacancy. Such amount is due and payable on the first day of the term which would have been the final term if the appropriate notice had been given. Should the Parents have elected to pay annual School Fees, or should any additional Fees have been paid in advance, those Fees will be credited in proportion to the terms remaining, less any amount payable in lieu of the appropriate notice.

COMMUNICATION

For any queries regarding Fees & Account Management & Administration, please contact our Financial Department (wanda@archerscollege.co.za) and for any queries regarding admin information please contact our Admin Department (admin@archerscollege.co.za).

GENERAL

All Parents are obliged to update their details on registration day or notify the Administration Department of any changes during the academic year.