



ARCHERS COLLEGE

ACADEMIC YEAR – 2025

FEES, ACCOUNT MANAGEMENT & ADMINISTRATION POLICY

The information in this document forms 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.

APPLICATION & ENROLMENT FEES 2025

Enrolment Stage Fees and Terms – R6 000

- **Enrolment Fees are non-refundable** and must be paid in full via EFT before the learner's enrolment is finalized. This payment secures the student's place at the school. Failure to submit the Enrolment Fee will result in the learner being placed on a waiting list, should the class be full. Enrolment Fees apply to all new learners regardless of the grade for which they are applying.
- **Enrolments during the academic year** will require payment for the full Enrolment Fee, and learners starting within a given month will require to pay the full month's fees for that month.
- Learners transferring from another school during the academic school year must provide their most recent **financial and academic reports**, along with transfer cards from the previous school, for consideration.

FEES 2025

- Monthly Fees for the 2025 academic year will be billed over a **12-month period** and are due and payable in advance.
- This is applicable to all phases.

DISCOUNTS

Siblings enrolled at Archers College qualify for the following discount:

- 10% siblings discount on the fees **for the 3rd learner**.

Annual payment of fees:

- 4% discount on Annual Fees paid on or before 31 January 2025.

ADDITIONAL & AD HOC FEES

Annual subscription fees

Learners from Grade R – 3 for Mathletics, Time2Read and Seesaw:

- Time2Read annual subscription: Once-off charge to account of R210
- Mathletics annual subscription: Once-off charge to account of R240.
- Seesaw annual subscription: Once-off charge to account of (to be confirmed).

Learners from Grade 4 - 7 for Mathletics and Seesaw:

- Mathletics annual subscription: Once-off charge to account of R240.
- Seesaw annual subscription: Once-off charge to account of (to be confirmed).

Levies

- Levies include services for make and bake and outings:
- Learners from Grade 000 – Grade 7: R140 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:
- Learners from Grade 000 – Grade 7: R110.00 monthly over 12 months.

Playball & Music Box

- This service is outsourced and payable in advance over 12 months from Grade 000 – Grade R
- Playball: R170
- Music Box R150

Afternoon Adventure (Aftercare) Time Fees

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

Uniform

Archers College provide a simplified uniform which include a t-shirt with our logo. 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 PAYMENT MANAGEMENT & ADMINISTRATION

- In accordance with the Contract of Enrolment and final agreement signed by the parents, the following terms apply and form part of the Account Management and Administration. Archers College is a fee-paying institution and is 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 to this policy during the academic year will be communicated to parents promptly via email.
- While information may be repeated in other documents, it forms an integral 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 2025**. Thereafter, any unpaid Annual Fees will be reverted to monthly payment option.
- Annual payment of fees:
4% discount on Annual Fees paid on or before 31 January 2025.

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

- Payments are due **in advance on the 1st day of each month for a 12-month period**.
- Fees will be debited to the account on the **1st day of each month**. **Statements will be dated for the upcoming month and emailed on the 25th day of the current month, allowing parents to plan and ensure timely payment.**

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 on 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 offers an Adventure Time programme for children **during the school term only**. Parents must sign the **Afternoon Adventure Time Contract** and accept the terms and conditions outlined therein. Supervised homework is provided for those who remain for the full afternoon.
- Fees are charged monthly **for a 12-month period** and are due **in advance on the 1st day of each month**.
- The Parents have the right to cancel the **Afternoon Adventure Time Contract** by providing the School **with one month's notice, given on the 1st day of the month, prior to the withdrawal of the learner from the afternoon programme**.
- If notice is provided during the month, the full notice period will apply, starting from the 1st day of the following month.
- Learners who remain at school after the designated pick-up time of 14:15 will be taken to Aftercare and charged the daily rate accordingly.

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.

CANCELLATION OF CONTRACT OF ENROLMENT

TERMINATION & NOTICE REQUIREMENTS – FULL TERM'S NOTICE PERIOD

- Archers College plan and budget educational services based on each learner's enrolment for the **full academic year** regardless of whether the learner completes the entire year.
- Parents wishing to **cancel the Contract of Enrolment** must **provide the school with a full term's notice, in writing, on or before the 1st day of the term, prior to the learner's withdrawal from the School.**
- **Alternatively, if the appropriate notice is not given, a full term's fees (including any additional fees pro-rated for the term) will be payable to the School in lieu of notice. This fee serves as a reasonable cancellation charge, reflecting the nature of the educational services, capacity planning, and the school's ability to fill the vacancy.**
- **The cancellation fee is due and payable on the first day of the term that would have been the learner's final term, had proper notice been given.** If parents have already paid annual school fees or additional fees in advance, those fees will be credited in proportion to the remaining terms, less any amount payable in lieu of the 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 required to update their details on re-registration day or inform the Administration Department of any changes to their information during the academic year.