

## IMHOFF WALDORF SCHOOL FEE AND DEBTORS' POLICY: 2023

*This document sets out the fee structure for Imhoff Waldorf School for 2023.*

### PAYMENT OPTIONS

**Monthly Fees** are payable in advance by the **5<sup>th</sup> of the month via EFT / Card**

**Debit Order** on the 1<sup>st</sup> or the 5<sup>th</sup> (2.5% discount) Request forms via email on [bursar@imhoffwaldorf.org](mailto:bursar@imhoffwaldorf.org)

**Termly Fees** are payable by the **first week of the term** (3% discount)

**Annual Fees** are payable by the **31<sup>st</sup> January** (6.5% discount)

- Accounts will be emailed to a nominated email address.
- **A minimum payment of 1 term's fees is payable for temporary enrolments of less than 3 months.**
- A 5% sibling discount is offered to parents with more than one child in the school. Please note that this discount will only be applicable to the 2<sup>nd</sup> child onwards and will NOT be considered unless all payments are up to date.
- Interest on overdue accounts will be charged at the prime rate + 2%

	Monthly over 12 months, <b>per EFT / Card. Due by the 5<sup>th</sup> each month</b>	Monthly over 12 months <b>per debit order</b>	<b>Per Term Due by the first week each term</b>	<b>Per Annum Due by 31st Jan</b>
Toddler Group	R2,220	R2,165	R6,460	R24,908
Playgroup - 3 days	R2,220	R2,165	R6,460	R24,908
Playgroup - 4 days	R2,958	R2,884	R8,608	R33,188
Playgroup - 5 days	R3,698	R3,606	R10,761	R41,492
Kindergarten	R3,800	R3,705	R11,058	R42,636
Class 1	R4,932	R4,809	R14,352	R55,337
Class 2	R5,178	R5,049	R15,068	R58,100
Classes 3-4	R5,535	R5,397	R16,107	R62,103
Classes 5-7	R5,766	R5,622	R16,779	R64,695

### LEVIES PAYABLE

In addition to the fees **two levies** are payable:

- Sports levy from Class 3 to 7 of R100 per child per month
- Development Levy of R350 per family per month

### LATE PAYMENTS

- A fee of R200, or R25 for sponsored children, will be applied to late payments as well as returned Debit Orders.
- If annual or term payments are not paid on time, a late payment fee will be added and the payment option will **automatically revert to a monthly option** and new invoices will be sent to the relevant parents.
- Parents/guardians with overdue accounts for two consecutive months, will have their child/children suspended until fees are paid in full. If not paid, the account may be handed over and they will be asked to withdraw their child/children from the school.

**Imhoff Waldorf Pre-School & Primary School**

Corner of Kommetjie & Slangkop Road, Kommetjie

PO Box 1206, Sun Valley, 7985

Email: [admin@imhoffwaldorf.org](mailto:admin@imhoffwaldorf.org) Tel: +27 (0)21 783 4237

[www.imhoffwaldorf.org](http://www.imhoffwaldorf.org)

NPC 2012/215475/08 | PBO 930 018 698

## **APPLICATION FEE & ACCEPTANCE OF PLACE FEES**

An **application fee** of R450 is payable when applying, followed by a **non-refundable acceptance of place fee of R4,000** payable on enrolment from **Class 1 to Class 7** and a **non-refundable acceptance of place fee of R2,000** on enrolment in **Kindergarten**.

- **Playgroup enrolments do not pay an acceptance of place fee** but the first month's fees are payable in advance on acceptance.
- For **children moving up from Kindergarten to Class 1**, a deposit of R1,500 will be payable by the 15<sup>th</sup> December and will be offset against the first month's school fees.
- **One term's written notice is required if you plan to withdraw your child from the school during the year or if you do not want your child enrolled for the following year.** Failure to give a term's notice will mean that you will be liable for the school fees for that term. Notice cannot be rolled over for a 2<sup>nd</sup> term.
- The school reserves the right to invoice for additional charges that may occur from time to time

## **SPORTS & CAMP FEES**

- Fees include teaching and craft materials for each class as well as sport offered at the school, however, additional charges for sport offered at alternative facilities may be levied. (See the Sport Programme for details)
- **Class camps from CI 3-7 are not included in the fees. Camp fees need to be paid by the end of Term 2 IN FULL, to enable the child to attend.** Parents in need of assistance can ask to pay the fee in monthly instalments prior to the due date.
- Should you encounter personal financial difficulties please contact the Finance Committee on [bursar@imhoffwaldorf.org](mailto:bursar@imhoffwaldorf.org), following which your case may be referred to the Debtor's Mandate Group for consideration.

## **TODDLER GROUP, PLAYGROUP AND AFTERCARE**

- Toddler Group consists of children aged 2-3 years old and they attend 3 days a week on Tues, Wed & Thurs.
- Playgroup consists of a mixed age group 3-4 years old and can attend 3, 4 or 5 mornings a week.
- ECD Aftercare rates: **(NB: a Late fee will be charged at R30 per 15 minutes late)**

### **Daily rates:**

R 25 until 1pm

R 75 until 2:45pm

Less than 3 full afternoons / week - Daily rate applies (R75)

### **Termly rates:**

R750 (3 full afternoons / week)

R1075 (5 full afternoons / week)

**Primary aftercare** is independently run by **Giselle Downes** and is charged by her independently.

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## **DEBTORS POLICY 2023**

Fee invoices are sent out on the 25th of the month, with payment clearing in the school nominated bank account on or before the 5th of the following month.

Interest of prime + 2% is charged on overdue accounts. An administrative charge of R200 is charged per late payment as well as on returned Debit Orders.

Families with overdue accounts for two consecutive months will be sent a letter to inform them that failure to pay within 72 hours, or agreeing to a payment plan with the school, will result in suspension and unpaid debt may be handed to debt collectors.

Sincerely,

**Board of Management  
Imhoff Waldorf School**

Fees are reviewed annually by the Finance Committee and Board of Management.

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