



# HeronBridge COLLEGE

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## 2012 GENERAL INFORMATION ADMINISTRATION, FEES AND BILLING

November 2011

### 1. Introduction

We would like to take this opportunity to welcome all our new families to HeronBridge College. We trust that your time with us will be happy and fulfilling.

In order to assist parents (new and existing) with planning for 2012, we set out below details of our school fees, the education levy, a brief summary of our billing methods, and general administrative information. More detailed information will be available at one of the Registration Days on 7<sup>th</sup> or 9<sup>th</sup> January 2012, from the relevant school reception office throughout the year, or on the School Communicator – see paragraph 20 for more information on this.

This letter has been prepared to address questions frequently asked by parents. Should you still have any queries, please feel free to contact us at any time.

### 2. School fees 2012

Below is a schedule of school fees for 2012

	PAYABLE OVER 10 MONTHS		TERMLY	ANNUAL	EARLY BIRD
<b>2012</b>	<i>Annual fee payable in 10 monthly instalments on the 5th day of each month, commencing 5th January 2012 (by debit order)</i>		<i>If paid in 3 instalments on 5 January, 5 May and 5 September 2012 (by debit order)</i>	<i>If paid in advance before 3 January 2012 (by eft or cheque)</i>	<i>If paid in advance before 22 November 2011 (by eft or cheque)</i>
	<i>Per month</i>	<i>Total</i>			
<b>Grade 000/00</b>	R 3 914	R 39 140	R 12 645	R 37 404	R 36 634
<b>Grade R</b>	R 4 460	R 44 600	R 14 421	R 42 660	R 41 782
<b>Grade 1 - 3</b>	R 5 010	R 50 100	R 16 214	R 47 954	R 46 966
<b>Grade 4 - 6</b>	R 5 126	R 51 260	R 16 585	R 49 052	R 48 041
<b>Grade 7</b>	R 5 876	R 58 760	R 18 976	R 56 105	R 54 970
<b>Grade 8 - 9</b>	R 6 011	R 60 110	R 19 410	R 57 390	R 56 228
<b>Grade 10 - 12</b>	R 6 327	R 63 270	R 20 464	R 60 553	R 59 305



### 3. Registration fee

A non refundable registration fee of R380 is payable with all new registrations and waiting list applications.

### 4. Refundable deposit and annual deposit top-up

In terms of the enrolment contract, a refundable, interest-free deposit equal to one term's fee is payable to secure a place. This deposit will be increased annually in January of each year so that at all times it is equal to one term's fee. This annual increase is referred to as the "deposit top-up".

Statements will be sent out early in December detailing the top-up amount. Payment of the deposit top-up must be made before Registration Day in January of each year.

At the end of a learner's final term at HeronBridge (provided the requisite notice has been given) the full amount of the deposit held at that date will be credited to the fees' account and the credit balance on the account refunded.

### 5. One Term's notice

Parents are reminded that in terms of the contract of enrolment signed by them, they are required to give a full and complete term's notice **in writing, on or before the 1<sup>st</sup> day of the term**, if it is their intention to remove their child from the College. Should notice not be received on the 1<sup>st</sup> day of term, parents will be liable for a term's fees in lieu of notice. Please note that notice is required should your child be leaving at the end of Grade R or Grade 7, as without notice it will be assumed that he/she will continue to the next phase.

### 6. Education Levy

From 2012 all compulsory grade specific charges will be covered by an Education Levy calculated per grade. This levy will be closely controlled and monitored, and will be for the benefit of all children in that grade during the year. The levy or part thereof is not refundable, should a child not participate in any planned outing or event covered by the levy. Full details on how the levy is calculated, are available on request.

	<i>Per month over 10 months</i>	<i>Up-front payment on 5 January 2012</i>
<b>Grade 000</b>	<b>R 79.70</b>	R 789.00
<b>Grade 00</b>	<b>R 93.60</b>	R 926.00
<b>Grade R</b>	<b>R 151.30</b>	R 1 498.00
<b>Grade 1</b>	<b>R 174.50</b>	R 1 727.00
<b>Grade 2</b>	<b>R 143.50</b>	R 1 420.00
<b>Grade 3</b>	<b>R 190.50</b>	R 1 886.00
<b>Grade 4</b>	<b>R 272.50</b>	R 2 697.00
<b>Grade 5</b>	<b>R 183.50</b>	R 1 816.00
<b>Grade 6</b>	<b>R 227.50</b>	R 2 252.00
<b>Grade 7</b>	<b>R 232.50</b>	R 2 301.00
<b>Grade 8</b>	<b>R 147.00</b>	R 1 450.00
<b>Grade 9</b>	<b>R 246.00</b>	R 2 435.00
<b>Grade 10</b>	<b>R 75.00</b>	R 737.00
<b>Grade 11</b>	<b>R 179.00</b>	R 1 772.00
<b>Grade 12</b>	<b>R 489.00</b>	R 4 839.00



## 7. Billing procedures generally.

- 7.1. School fees and the education levy are payable monthly in advance over 10 months, commencing on 5 January 2012. Payment is by way of debit order.
- 7.2. Parents may choose to pay school fees termly in advance (3 instalments on 1<sup>st</sup> January, 1<sup>st</sup> May and 1<sup>st</sup> September), or in one lump sum on 22 November (Early Bird) or 3 January (Annual). The education levy can also be paid in one amount on 3 January. Parents will have the opportunity in October of every year to decide whether they wish to choose an advance payment method for the year ahead. If no advance payment is arranged, parents will be billed monthly as this is the default method of payment.
- 7.3. Fees and levy will be debited on the first day of each month over 10 months (Jan-Oct) unless an advance payment option has been chosen. All fees and levies (except Early Bird and Annual) are payable by debit order on the 5<sup>th</sup> of the month – per Clause 8 below.
- 7.4. Parents will always be informed in advance and agree to any additional charges.
- 7.5. A statement will be emailed to parents on about the 20<sup>th</sup> of each month. You are requested to go through the statement and immediately contact the Accounts office if there are any queries. Our method of communication is email. Should you not have access to email, we will send a statement home with your child.
- 7.6. If you are happy with the account, it is not necessary to take any further action, except to ensure that there are sufficient funds in your account on the 5<sup>th</sup> of the following month to meet the debit order.
- 7.7. Debit orders will be processed for the full balance outstanding on the statement at the end of the month. Once the debit order instruction has been sent to the bank it cannot be reversed. It is important to note that should you wish to avoid the debit order being processed, you need to pay the account **before the last working day of the month** by direct transfer into the College's bank account.
- 7.8. Registration for Aftercare and the bus is by the term, but this termly charge will be split over three months. Ad hoc charges for Aftercare will be billed monthly in arrear.

## 8. Payment by debit order

A debit order will be processed on the 5<sup>th</sup> day of every month for the total amount outstanding on your statement. Details are as follows:

Month	Debit order dates	Applicable to:
January	5 <sup>th</sup>	1 <sup>st</sup> term and monthly fees, deposit top-up & education levy
February	5 <sup>th</sup>	Monthly fees, education levy & any approved extras, e.g. bus
March	5 <sup>th</sup>	Monthly fees, education levy & any approved extras
April	5 <sup>th</sup>	Monthly fees, education levy & any approved extras
May	5 <sup>th</sup>	2 <sup>nd</sup> term and monthly fees, education levy & any approved extras
June	5 <sup>th</sup>	Monthly fees, education levy & any approved extras
July	5 <sup>th</sup>	Monthly fees, education levy & any approved extras
August	5 <sup>th</sup>	Monthly fees, education levy & any approved extras
September	5 <sup>th</sup>	3 <sup>rd</sup> term and monthly fees, education levy & any approved extras
October	5 <sup>th</sup>	Monthly fees, education levy & any approved extras
November	5 <sup>th</sup>	Approved extras only
December	5 <sup>th</sup>	Approved extras only



## 9. Methods of payment

- 9.1. Debit orders.** The debit order system administered by the College is our preferred method of payment, the **only** exception being the lump sum payments in November and January which should be made by bank transfer or cheque.
- 9.2. Bank transfers/ efts.** Although all parents are required to sign the debit order instruction, some prefer to pay the account themselves by direct transfer. You are welcome to pay the full amount owing on your statement by cheque or eft, provided that the payment reflects in the College's bank account **before the last working day of the month**, so that the balance on your account is zero at month end. If the balance is zero, the debit order will not be activated.
- 9.3. Cash.** For security reasons we do not accept cash payments on the College property. Any cash payments should be deposited directly into our account at any First National Bank branch.
- 9.4. Credit card.** The College does not have credit card facilities. However, parents are welcome at any stage to make use of the credit card facilities at the Uniform Shop provided the commission charge of 3% is added to the payment.

## 10. Returned Debit Orders and RD Cheques

Should a cheque or debit order be returned by the bank due to insufficient funds, an administrative fee will be levied as follows:

First Return:	R150
Second and subsequent Returns	R200

## 11. Interest on Overdue Accounts

Interest at 2% above prime will be levied monthly on all amounts which are not paid on due date.

## 12. Default on payments

The contract of enrolment sets out the responsibility of the parent to settle all accounts timeously.

Should an account be in arrear for longer than 30 days, the College will take whatever action it deems necessary, including but not limited to, refusing entry to the learner at the start of the following term or after half-term. In particular, no learner may go on an outing or tour, or be registered for an external examination, if the account is not up to date.

Grade 12 learners whose accounts are in arrear will not be allowed to attend any matric farewell events or write their examinations as a candidate of the College. They will be entered as a private candidate and will need to find an alternative venue to write their examinations.

Should no satisfactory arrangement be made, all arrear accounts will be handed over for collection, and parents will be credit listed.

It is, however, important to stress that if parents do have a financial problem, our door is always open to discuss this, and to see what arrangement can be made regarding payment of the outstanding amount.

## 13. Registration Days – Saturday 7 and Monday 9 January 2012

At least one parent from each family is required to attend one of our Registration Days - either the Saturday or Monday before the start of school each year. Attendance at Registration Day is compulsory for every family – both existing and new. It is not essential for pupils to attend, but they are welcome to do so.



On this day, parents will be able to: confirm/update their personal details and contact numbers, collect their stationery and text books, register for aftercare and external extra murals, register for the bus (or collect bus cards if already registered), collect timetables, and purchase uniforms from our uniform shop. **All accounts must be settled in full before the registration process can be completed.**

The times and full details of the registration days are sent out to parents before the end of the 3<sup>rd</sup> term.

#### 14. Aftercare

HeronBridge College provides an aftercare programme for Pre-Preparatory children and Preparatory children up to Grade 5 during the school term. Lunch is provided every day, and those children who stay for the whole afternoon will have their homework supervised. Pupils are required to register for the year, but can give notice at the end of each term if they don't wish to make use of Aftercare in the following term.

The termly charge for Aftercare will be billed over three months, and accounts will be debited on 1<sup>st</sup> February, March, April (1<sup>st</sup> term), 1<sup>st</sup> May, June, July (2<sup>nd</sup> term) and 1<sup>st</sup> Sep, Oct, Nov (3<sup>rd</sup> term). The charge for Ad hoc visits will be billed in arrear on the 20<sup>th</sup> of each month.

Full details are available on Registration Day in January, when you will have the opportunity to register for the year. Details are also available on the School Communicator or from either of the school reception offices. The necessary enrolment and indemnity forms must be completed before a child may attend Aftercare.

Charges are set out in the table below.

Aftercare 2012		
<i>Charge is per term, but divided into three monthly payments</i>	<i>Until 14h30 including lunch</i>	<i>Until 17h30 including lunch, an afternoon snack &amp; homework supervision</i>
Payable per month (3 months per term)	R680	R1170
Ad hoc Aftercare – per visit	R50	R80

#### 15. Uniform Shop

HeronBridge College has its own Uniform Shop with the full range of academic and sports uniforms, school bags and school shoes. Our staff in the uniform shop will be able to advise you on the correct clothing required for every situation.

In addition to new clothing, the shop has a limited range of good quality “nearly new” uniforms at 50% of the cost of new items. The shop is open every day during school term, and at the beginning and end of school holidays. Open days and times are published on the School Communicator.

Uniforms can also be purchased through our On-Line shop – see [www.heronbridgecollege.co.za](http://www.heronbridgecollege.co.za) - and then collected from the shop.

The Uniform Shop does not operate accounts, but will accept cash, cheque or credit card payments.



**16. Bus fares**

The College provides a bus service along many routes in the mornings, and early and late afternoons. Full details of times and routes will be available on Registration Day in January or throughout the year on our website and the School Communicator or from the school reception offices. The morning routes in particular are very popular and seats are allocated on a first come/first served basis, so we encourage parents to register as soon as possible.

Bus cards are issued upon completion of an application form and indemnity, and must be shown to the driver on every trip.

To simplify administration, pupils are required to register for the whole year, but can give notice and return their bus card at the end of each term if they don't wish to use the bus the following term.

The termly charge for the bus will be billed over three months. Accounts will be debited on 1<sup>st</sup> February, March, April (1<sup>st</sup> term), 1<sup>st</sup> May, June, July (2<sup>nd</sup> term) and 1<sup>st</sup> Sep, Oct, Nov (3<sup>rd</sup> term).

**Bus fares for 2012 will be as follows:**

<b>BUS FARES 2012</b>	<b>Short trip</b>		<b>Medium trip</b>		<b>Long trip</b>	
	<i>One way</i>	<i>Both ways</i>	<i>One way</i>	<i>Both ways</i>	<i>One way</i>	<i>Both ways</i>
	<i>Broadacres, Fern Shopping Centre, Cedar Lakes, Stratford Gardens</i>		<i>All other stops</i>		<i>Sunninghill, Charterhouse School</i>	
<i>Registration is per term only, but fares are charged monthly (3 months per term)</i>						
1st child in family	R 335	R 600	R 456	R 730	R 510	R 810
2nd child in family	R 242	R 390	R 324	R 516	R 360	R 570
3rd child in family	R 185	R 305	R 225	R 363	R 255	R 405
Book of 10 "AFTERNOON ONLY" tickets **	R 275					
Once off ticket AFTERNOONS ONLY **	R 30					
Replacement lost bus card	R 35					

**17. Textbooks and Stationery**

**17.1. Pre-Preparatory**

All stationery requirements will be purchased by the school on your behalf. The cost is included in the education levy.

**17.2. Preparatory School**

• **Junior Preparatory – Grades 1 to 3**

All stationery requirements will be purchased by the school on your behalf. The cost is included in the education levy.

• **Senior Preparatory – Grades 4 to 7**

Exercise books and workbooks are supplied by the school, and the cost thereof is included in the education levy.

A list of compulsory **stationery** for 2012 has been sent out to all parents. Stationery ordered from Waltons will be available for collection on Registration Day.

A list of **textbooks** required has been sent out to parents with order forms for Basically Books. These textbooks will be available for collection on Registration Day. Books can also be purchased direct from Basically Books on Registration Day.



### 17.3. College

Stationery and text books must be purchased by learners in accordance with lists distributed by the College. These lists can be found on the School Communicator under resources.

- **College Stationery:**

Parents can (but are not obliged to) order stationery in advance from Waltons. Order forms are sent out in October and the stationery must be collected on Registration Day.

- **College Textbooks:**

Textbooks can be ordered in advance from Book Bound. Order forms are sent out in October and the text books must be collected on Registration Day. Books can also be purchased direct from Book Bound on Registration Day. For certain subjects, textbooks or notes may be supplied by the school during the year, and these will be for parents' account.

#### **Workbooks and printed notes**

In certain subjects the College prepares and supplies notes and workbooks. Where these are for the whole grade, the charge has been included in the education levy, but parents will be billed for any subject specific workbooks. Parents will always be informed in advance of the cost involved.

- **Calculators:**

Approved calculators are available from the HeronBridge Uniform Shop.

### 18. Tuck shop and Canteen

The College Canteen services the College campus and the Sports Complex, while the Prep Tuck Shop supplies food to Prep and Pre-Prep pupils, parents and staff.

In order to limit the amount of cash brought to the school, all College and Preparatory pupils are issued with their own personalized "debit cards" which must be used for all purchases. There is an initial charge for the card which will be debited to your school account. Funds must be deposited in advance directly into the bank account, and **pupils are not permitted to buy with cash.**

Cards for Pre-Prep pupils are not compulsory, but families who wish to make use of the tuck shop can order a card from the Pre-Prep reception office.

Canteen/Tuck Shop cards are unfortunately not interchangeable as the two systems operate independently, but it is possible to have a card linked so that purchases can be made with the same card at all the different points. Full details are available on Registration Day or from the office throughout the year.

### 19. Extra charges

The education levy introduced in 2012 will replace most of the incidental charges previously debited to your account. The following are examples of charges that may still appear on your account from time to time:

- **Year Book**

Our Year Book will in future be published in February, so that all the year-end events can be included in it. The charge for the year book will be per family, and families will have the opportunity to order as many as they wish, or may choose not to receive one. You will hear more about this closer to the time.

- **Subject specific charges**

Should there be an expense which applies only to pupils studying a specific subject, those parents concerned will be informed of this, and their accounts debited.

- **Sports and Co-curricular tours and charges**

Sports tours are optional, and parents will be informed of the opportunity for their children to take part in these.

- **Optional payments**

Civvies Days, charity collections, etc are optional, and should parents choose to contribute, their accounts will be debited accordingly. Eisteddfod and competition entry costs will be debited if requested by parents.

- **Bus and Aftercare**

These charges are billed monthly to those parents who make use of the service.

## **20. Communication**

It is essential that parents have the School Communicator installed on their computers. This will keep you up to date with everything that is happening at HeronBridge at all times. In addition to news, the Communicator will give you access (through the Resources tab) to all documentation, timetables, stationery lists, application forms, etc. To download the Communicator go to [www.school-communicator.com](http://www.school-communicator.com) and choose Downloads/HeronBridge College.

A newsletter “The Heron” is emailed to parents every second Monday and from time to time you will receive school specific emails. Accounts are emailed on the 20<sup>th</sup> of each month and then again after the debit order run has been completed. Our website is updated weekly. Please log on regularly to keep up to date with what is happening at HeronBridge College. Go to: [www.heronbridgecollege.co.za](http://www.heronbridgecollege.co.za).

We also have a Facebook account “**HeronBridge College**” as well as a Twitter account “**@Herontweets**”.

## **21. Any questions or queries**

If you have any queries regarding fees or charges, please contact our Accounts office at [accounts@heronbridge.co.za](mailto:accounts@heronbridge.co.za), telephone number 0861 HERONC (437662) or on the direct Accounts line 079-697-2565.

School specific queries should be addressed to the relevant school – telephone 0861 HERONC (437662) or (011) 540-4800. Emergency cell numbers for each department are on the School Communicator.

Kind regards,

**Beth Tomlinson**  
**Financial Manager**