



## WEMBLEY COLLEGE

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Dear Parent(s)

### **APPLICATION AND ADMISSION INFORMATION**

Monthly fees are required to be paid in advance, as stipulated in the *Undertaking by Parents*, which is signed by both of the parents (or the guardian, if applicable). It is the responsibility of the parent(s) to ensure that all outstanding fees from the prior year have been fully settled and the first month's fees have been paid in advance, before bringing their child to school. **No children will be admitted to classes in 2016 unless these financial criteria have been met.**

### **APPLICATION FEES AND DEPOSITS**

#### **Application fees (non-refundable):**

- Grade RRR – RR R 350
- Grade R – Gr 3 R 500
- Grade 4 – Form 6 R1,000

#### **Deposits:**

A deposit of one month's current school fees and boarding fees (if applicable) is payable upon acceptance. This is a non-refundable admission fee that will be credited to your Wembley College account. This will become the advance payment for January and must be topped-up according to the increased fees for the New Year. January fees are due on the first day of school at the latest, as school and boarding fees are payable in advance.

### **NOTICE PERIOD:**

**A full term's written notice is required in the event of any scholar leaving the College or the Boarding Establishment before completing Form 6, failing which, a quarter's fees will be payable in lieu of notice.**

### **DEBIT ORDER SYSTEM:**

The debit order system is compulsory for all parents, except those paying annually in advance, by order of the Board of Governors. Please refer to the attached debit order form for information on the various options that are available.

Should you wish to increase your debit order to include 'extras', kindly include an amount under "Other charges to a maximum of" on the debit order form. Alternatively all extras will have to be individually paid for within 14 days of month-end statement.

A R100.00 levy will be charged for each **dishonoured debit order**. To cancel your debit order, please advise Wembley College in writing **one month in advance**. Debit orders cannot be charged to credit cards.

## **DISCOUNTS:**

### **Settlement discounts:**

If fees are paid **annually in advance**, the following discounts will be applicable:

- Before 1 January 2016 7%
- Before 15 January 2016 5%

If fees are paid **quarterly in advance**, a 2,5% discount will be applicable:

If fees are paid evenly **over 10 months**, a 2,5% discount will be credited to your 2017 fee account.

### **Sibling discounts:**

For the second and subsequent siblings admitted to Wembley College, the following sibling discounts are applicable:

- 2<sup>nd</sup> sibling 5%
- 3<sup>rd</sup> sibling 10%
- 4<sup>th</sup> and additional siblings 15%

Sibling discounts are discretionary and will only be applied to accounts that are up to date.

**These discounts listed above do not apply to Grades RRRR, RRR and RR.**

## **CREDIT CARD FACILITIES:**

For parents with credit or debit cards, please note that we have a card machine in the office.

## **PERSONAL ACCIDENT INSURANCE FUND:**

It is compulsory for all scholars to belong to the KZN Scholars' Personal Accident Fund. It is a once-off payment for the year and will be charged to your account at the beginning of the year. The costs of the fund are listed below:

- All rugby playing scholars in Forms 2 to 6 R560.00
- Other High School boys R260.00
- All other Scholars R170.00
- Optional: Netcare 911 R 40.00

## **CAMBRIDGE EXAMINATION FEES (FORMS 3 TO 6):**

We suggest that you build up a credit on your account for these fees, which are billed to your account during the 2<sup>nd</sup> and 3<sup>rd</sup> terms and are payable before the exams are written.

## **CAMBRIDGE PRIMARY CHECK-POINT EXAMINATION FEES (GRADE 6):**

We suggest that you build up a credit on your account for these fees, which are billed to your account at the beginning of the 3<sup>rd</sup> term and are payable before the exams are written.

## **INTEREST:**

Interest of 2% per month is charged on outstanding amounts. Any costs borne by the College to follow-up on unpaid fees will be charged to the account of the parent/guardian, including cell-phone calls, letters, statements, faxes etc.

### **EXTRAS & SUPPLEMENTARY FEES:**

Charges for special medicines, private use of transport, stationery, dry cleaning, Uniform Shop purchases and other incidentals, such as examination fees or private tuition, will be reflected on the month-end accounts. Doctors' consultation fees are charged directly to parents by the medical practitioner. Accounts for supplementary fees or expenses shall be paid within **fourteen (14)** days of the date of posting.

### **STATIONERY & TEXT BOOKS:**

School fees do not include textbooks and stationery. A list of textbooks and stationery is available from the office for each grade/form. Certain Cambridge textbooks are supplied by the school and a rental will be billed to parents for the use of these books.

### **UNIFORMS:**

The uniform shop is open during the school term every Wednesday from 12:00 – 16:00. The shop will also open a week before school starts in January. **There are no accounts at the uniform shop.**

### **REPATRIATION FEE (FOR NON-SOUTH AFRICAN RESIDENTS):**

Due to government regulations, the College requires a full term's fees to be held as a refundable deposit in case of repatriation. This fee will be refunded when the scholar leaves Wembley College. This arrangement excludes scholars from Namibia, Lesotho and Swaziland.

### **ATTORNEY'S FEES:**

In the event of Wembley having to hand over outstanding fees after 120 days for collection, parents are liable for all attorney and collection costs.

### **MY SCHOOL CARD:**

Application forms for a **My School** card are available at reception, or online at [www.myschool.co.za](http://www.myschool.co.za). Please support this worthy cause as it benefits our school.

### **MAKRO REBATE SYSTEM:**

Application forms for **MAKRO's Rebate System** are available at reception. Please link your Makro card to our rebate account as this will generate funds for our school.

### **CORBISHLEY CULTURAL CENTRE:**

The Centre offers Kindermusik to our Pre-Primary (Grades RRRR, RRR and RR) scholars, the cost of which is included in their fees. This Centre also offers **private** tuition in ballet, modern and tap dancing.

### **ADDITIONAL PRIVATE COACHING:**

Swimming lessons	Sheona Lottering	074 106 6599
Playball	Theresa Hohls	082 419 3244
Tennis coaching	Derek Brown	083 228 9243
Ballet, contemporary and tap dancing	Midge Joubert	072 692 9262
Ballet and modern dancing	Janet Harrison	084 772 8741