



UNLOCKING GREATNESS

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School Fees Policy 2024/25

School Fees Policy

The school fee is set by the Independent Schools' Governing Board of Directors. The fee for the 2024/2025 academic year will be R 3040,00 per month per child.

It is important that you read and understand the information within this document as it forms the school's 'School Fees Policy'. Please note that your acceptance of the school place(s) for your child(ren) is an automatic acceptance of the terms and conditions of the school fees policy herein.

School fees

All parents/school fee payers must pay a registration/Admission fee of R 1250,00 per learner.

Learner Fees:

Yearly: R 36 480.00

Baseline assessment fee: R1500.00

Admission Fee: R 1250,00

Monthly: R 3040.00 payable by electronic transfer (EFT) in advance on or before the 28th of each month.

- The Parent/Guardian hereby agree that the school place for their child(ren) is offered and accepted on a contract period of no less than the full academic year.
- Please indicate on the payment which dates of care the payment is for.
- Payments should be made out to Autism Connect Learning Centre.
- Payment is due in advance on and no later than close of business the 28th of each month.
- Payment is considered past due at close on the 28th of every month. If fees are not paid in full by that time, a charge of R50,00 per day will be assessed to your account until all fees are paid in full.
- If your child is absent for any reason, you are responsible for the full monthly fees as contracted. This includes sick days, parental days off from work, family vacation, etc.

Autism Connect subscribes to the INDEPENDENT CODE OF GOVERNANCE Code for non-profit Organisations in South Africa



Members: N. Ripepi (Director) D. Michaels (Chairperson), Rosetta Cupido (Vice Chair), Zaida Frank (Communications liaison), Jose Philander (Treasurer), Candice Eaton (Secretary)



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- An automatic raise in fee will go into effect in January of each year. This will be communicated to parents two months before the increase comes into effect, usually at our Annual General Meeting.
- One month written notice is required for parents to terminate childcare services for whatever reason. When notice of termination is given all outstanding fees including the one-month notice period should be paid in full and any additional outstanding amounts must be paid.
- The Parent/Guardian hereby agree that the school place for their child(ren) is offered and accepted on a contract period of no less than the full academic year.
- You will receive a receipt via email recording your payment as well as any additional charges due or credit given.

This School Fees Policy also includes the Late Payments Policy. This informs you of the action that the school will take in the event where School Fees are delayed or withheld.

Late Payments Policy

If you are experiencing or expect any difficulties in the payment of fees then **you** must contact the school and discuss with the Centre Manager prior to the due date, so that we may be able to help and/or support.

- Step 1

Parents whose accounts are in arrears more than one month from due date will be phoned by the school accountant to make them aware of the situation and request immediate settlement. The school accountant must record any relevant comments made by the parent.

- Step 2

If the account is not settled within one week of the first call, the school accountant must conduct a second telephonic request and again record any relevant comments made by the parent.

- Step 3

3.1 the account is not settled within one week of the second call, a registered letter will be sent to parents drawing their attention to the following:

3.2 Parents who cannot afford the school fees, may make application to the Board of Directors for leniency. Accompanying such application must be proof of income, in the form of their latest payslip from their employers.

3.3 The Board of Directors must receive a reply no later than 21 days from the issue of the registered letter.

3.4 After a reply has been received, the Board of Directors will arrange to meet with parents to negotiate a mutually acceptable solution.

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3.5 Should no reply be received; parents will be handed over to the Centres lawyers for collection.

The Management committee should like to emphasize their commitment to support parents. The responsibility to negotiate with the Board of Directors concerning difficulty in paying fees does, however, lie with parents.

Removing Child(ren) From School

Parents must provide a letter in writing, stating the reason and where the child(ren) being removed will continue to be educated, if they wish to remove their child(ren) from the school. This is a requirement by the school and in the absence of this notice the child's details may be passed onto the local education authority to pursue with the parents directly. Also note that the parent/guardian will be liable to pay school fees for the duration of the notice period. Parents will be liable to pay school fees in full including the one-month notice period.

Parent signature

Date

For any queries regarding payment of fees please contact the Centre's Manager, Nicolette Ripepi on 0213700098 or 079 226 0063/ 0659435025 or info@autismconnect.org.za

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