

# *Addendum 1*



## *Our Lady of Fatima Dominican Convent School*

### *Financial Information 2019*

PLEASE RETURN THESE FORMS BY 31 OCTOBER 2018 to  
[jodendaal@fatima.co.za](mailto:jodendaal@fatima.co.za)



## School Fees Letter – January 2019

05 October 2018

Dear Parents

I dream of the day when I can preface this letter with a reference to an economy that is booming and which terms like recession and economic hardship are more relevant to the past than the present.

Alas, this is not the case this time.

I am writing this letter on the day in which South Africans awoke to the highest fuel price in our history and I don't have to tell you of the knock-on effect that this will have on the cost of daily living. And, as we are constantly reminded, consumers need to pull-in the purse-strings and brace themselves for economic challenges.

And in the midst of this, I am going to ask you to pay marginally more for your daughter's (or daughters') education.

In addition to funding the running expenses of the school, the school fees collected (our only source of income) are also used to pay for the upkeep of the school, improving its facilities and keeping it in a state of which we can all be proud.

As the home-owners amongst you will appreciate, ongoing maintenance is critical if one is to retain the value of the property. This is equally true for the custodians of our school who have a responsibility to ensure that the property, buildings and equipment are looked after and, when possible, improved and added to.

After the completion of the expansions in 2017, this year has been one of consolidation. And, the same is planned for 2019.

Having said that, this does not mean that we have not been and or will not be investing in your daughters' education.

This year you will have noticed the following:

- Garden Furniture for the Gr 11 seating area.
- The renovation of the two Rose windows
- The artificial turf at the netball field
- The Foundation Phase Jungle Gym and Sensory Garden
- Increased the number of iPads in the iPad Bank so that each child in Grade 1 – 7 has their own one to use during a lesson
- Enclosure of the Patio
- Set up the Maths Centre with Equipment

We are aware that parents face uncertainty and rising costs in our fragile economy. However, if we are to maintain Fatima's fine reputation, we must ensure that we have the financial resources to attract and retain excellent staff and enhance our facilities on an ongoing basis.

Plans for 2019 include:

- Replacing the Pool Pump
- Increasing the garden seating available to learners for breaks
- Refurbishing the Yvonne Eldon Centre to accommodate the Senior Drama classes
- Purchasing of more desks for classrooms
- Converting of the Old Drama room into a history classroom

The Board of Governors has debated and deliberated on what would be a fair fee increase. Taking the needs of the school, together with the financial realities confronting our parents, we have approved a 9.75% increase, effective from 1 January 2019.

The Newcastle Dominican Sisters and the Board of Governors are proud to offer you a Catholic-based education for your daughters and we thank you for entrusting us with their intellectual, spiritual and moral development while they are at our school.

We consider ourselves privileged to work in partnership with you to ensure that your daughter's years at Fatima are of life-long value and thank you for your support.

Yours faithfully,  
The Board of Governors

ML Campbell – Chairman



05 October 2018

Dear Parents

2019 FINANCIAL FORMS

We attach the following in respect of 2019 Financial Information:

- 1) Checklist
- 2) 2019 School Fee and Aftercare Fee Structure
- 3) Book Fees
- 4) Aftercare Costs
- 5) Fee billing and payment details – to be returned fully completed for correct billing.
- 6) Debit order form – to be returned fully completed

**Please note that the debit orders run from 1 January to 1 November 2019**

Please ensure that when making payment by internet transfer or direct deposit into our bank, you use **your child’s first name and surname as reference.**

Please return all completed documents marked for attention of the Bursar, Mrs Odendaal by 31 October 2018.

Alternatively they can be emailed to [jodendaal@fatima.co.za](mailto:jodendaal@fatima.co.za) by 31 October 2018.

Sincerely,  
Mrs Kathy Burgerhoff  
Business Administrator

**CHECKLIST**

		No	Yes
1.	All 2018 fees must be settled in full by 1 December 2018		
2.	Attached Compulsory Fee Payment Form completed in full.		
3.	Debit Order Form completed for all <b>monthly or termly</b> payments First debit order run will be on 1 January 2019.		
4.	Method of payment (bottom of compulsory form) filled in.		

**Please note that in order to safeguard our learners we are becoming a CASH FREE ZONE**

For **cash** payments, please deposit **directly into the account below** and forward a copy of the deposit slip to [jodendaal@fatima.co.za](mailto:jodendaal@fatima.co.za)

**Our Lady of Fatima Dominican Convent School**  
**Nedbank**  
**Durban North**  
**Branch Code : 135 226**  
**Account No. 1352 0020 94**

**KINDLY use your child’s first name and surname as reference.**

Credit Card payments will still be accepted at school, except for annual payments.



# FEE BILLING AND PAYMENT DETAILS 2019

**COMPULSORY COMPLETION - for ALL parents.**

**Please note that there are changes to the fee structures. Please complete this form in full.  
Please email to: [jodendaal@fatima.co.za](mailto:jodendaal@fatima.co.za)**

STUDENT/S NAME : \_\_\_\_\_ GRADE : \_\_\_\_\_ in 2019

STUDENT/S NAME : \_\_\_\_\_ GRADE : \_\_\_\_\_ in 2019

STUDENT/S NAME : \_\_\_\_\_ GRADE : \_\_\_\_\_ in 2019

NAME OF PARENT / GUARDIAN : \_\_\_\_\_

PHYSICAL ADDRESS :  
\_\_\_\_\_  
\_\_\_\_\_

POSTAL ADDRESS :  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE : (H) : \_\_\_\_\_ Cell : \_\_\_\_\_ (O) : \_\_\_\_\_

MOTHER'S E-MAIL ADDRESS : \_\_\_\_\_

FATHER'S E-MAIL ADDRESS: \_\_\_\_\_

**Affidavit:** We hereby certify that the information given by us on this form is complete and accurate. We agree to the conditions as set out below.

We are aware that a term's notice must be given before a student leaves Our Lady of Fatima Dominican Convent School, or a full term's fees must be paid in lieu thereof.

We accept joint and several liability to the Our Lady of Fatima Dominican Convent School for the due and punctual payment of all fees, subscriptions, levies or other amounts which may become due and payable to the Our Lady of Fatima Dominican Convent School or in respect of participation or attendance in any extra-curricular activity.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

I.D. NO MOTHER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

I.D. NO FATHER: \_\_\_\_\_

<b>BILLING AND PAYMENT METHOD</b>		
<b>(PLEASE TICK ONE BLOCK ON EACH LINE TO ENSURE THAT YOU ARE BILLED CORRECTLY)</b>		
<input type="checkbox"/> ANNUAL (31 Jan)	<input type="checkbox"/> TERMLY	<input type="checkbox"/> MONTHLY x 11 (Jan – Nov)
<input type="checkbox"/> DEBIT ORDER	<input type="checkbox"/> DIRECT DEPOSIT / EFT	<input type="checkbox"/> CREDIT CARD



## FEE STRUCTURE 2019

	Annual	Termly		Monthly on Debit Order		Monthly EFT or C/Card	
	Discounted fee (Paid before 31 January 2019)	4 instalments <b>paid in Jan,</b> Apr, Jul & Oct	Annual Equivalent	11 instalments paid Jan - Nov	Annual Equivalent	11 instalments paid Jan - Nov	Annual Equivalent
Gr 1 - 3	52000	13520	54080	4940	54340	4965	54615
Sibling	49400	12845	51380	4690	51590	4717	51884
Gr 4 - 6	58200	15165	60660	5520	60720	5530	60830
Sibling	55290	14400	57600	5245	57695	5255	57805
Gr 7	62300	16200	64800	5909	65000	5940	65340
Sibling	59180	15400	61600	5614	61750	5645	62095
Gr 8 - 9	66300	17275	69100	6290	69190	6320	69520
Sibling	63000	16410	65640	5975	65730	6000	66000
Gr 10 - 11	80000	20875	83500	7595	83550	7615	83765
Sibling	76000	19830	79320	7215	79365	7235	79585
Grade 12		3 Termly Fees <b>paid in</b> Jan, Apr & Jul		8 Monthly Fees on Debit Order (Jan - Aug)		8 Monthly Fees EFT or C/Card (Jan - Aug)	
	80000	27833	83500	10445	83560	10475	83800
Sibling	76000	26440	79320	9930	79440	9950	79600
<b>IEB EXAM FEE to be paid by 31.03.2019</b>	6650						

**SIBLING DISCOUNTS DO NOT APPLY TO THE OLDEST CHILD IN THE FAMILY.** In the case where there are more than one child, the oldest child pays the full rate and the younger siblings pay the sibling rate.

**SIBLING DISCOUNTS ARE NOT APPLICABLE WHERE THE CHILD IS IN RECEIPT OF A BURSARY.**

**Fees are due in advance, that is, in that month that they are charged. Please email proof of payments to [jodendaal@fatima.co.za](mailto:jodendaal@fatima.co.za)**

**PLEASE NOTE: ONLY THE FOLLOWING METHODS OF PAYMENTS ARE ACCEPTABLE:**

- 1. Annual:** Amount to be paid on or before 31 January 2019. The annual fee already has the early-settlement discount incorporated into it. The amount reflected under Annual is the full amount you must pay if you choose the annual fee payment option.  
*\*Credit cards are not accepted for the discounted option – Thank you.*
- 2. Monthly:** Debit orders are signed for the first of the month. This will continue for the duration of the student's schooling at Our Lady of Fatima Dominican Convent School. No excursion fees / extra charges are added to debit orders, these must be paid into the school account.  
**Monthly payments are due at the beginning of January through to the beginning of November.**
- 3. Termly:** Debit orders are signed for the first of the term. This will continue for the duration of the student's schooling at Our Lady of Fatima Dominican Convent School. No excursion fees / extra charges are added to debit orders, these must be paid into the school account. Should termly fees not be paid in the month that they are due, your fees will automatically revert to monthly fees.  
**Termly payments are due at the beginning of January, April, July and October.**

N.B. DEBIT ORDERS MUST BE SIGNED AND WILL CONTINUE FOR THE DURATION OF THE STUDENT'S SCHOOLING. WE MUST BE NOTIFIED IN WRITING OF ANY CHANGES TO BANKING DETAILS ONE MONTH PRIOR TO DEBIT ORDER DATE.

**BANKING DETAILS: NEDBANK DURBAN NORTH (135 226) ACCOUNT 1352 0020 94**



## **BOOK and DEVELOPMENT FEES 2019**

<b>GRADE</b>	<b>TOTAL</b>
Grade 1	2600.00
Grade 2	2600.00
Grade 3	2600.00
Grade 4	2700.00
Grade 5	2700.00
Grade 6	2700.00
Grade 7	2700.00
Grade 8	3200.00
Grade 9	3200.00
Grade 10	3300.00
Grade 11	3300.00
Grade 12	3550.00

- **Payment:** Please pay your daughter's Book and Development fee by **30 November 2018**.
- **Procedure for Payment:** Payment can be made by KARRI or eft / direct deposit into the following account using **your child's first name and surname as reference**.

Our Lady of Fatima Dominican Convent School  
Nedbank  
Durban North  
Branch Code: 135 226  
Account Number: 1352 0020 94

Alternatively, payment can be made by credit card at the front office.

- **Issuing of E-Books & Text Books:** E-Books will only be released and Text Books will only be issued to those girls who have paid the fee by 30 November 2018.
- Text books are ordered each October to ensure a smooth start to the following academic year.
- Parents not paying timeously will be required to obtain a book list from reception in order to purchase books directly from the suppliers.

## **EXCURSIONS AND SPORTS TOURS 2019**

The cost of the overnight Grade excursions and Sports tours will be communicated and published closer to the date of these tours taking place.

The cost of these tours must be settled in full before your daughter will be allowed to go on the relevant tour.

Debit orders are not adjusted for excursion fees or any other charges. Other charges must be paid into the school account using your daughter's name and surname as a reference.



## **AFTERCARE FEE STRUCTURE 2019**

Grades 1, 2, 3 and 4

➤ **AFTERCARE UNIFORM**

- YELLOW Aftercare shirt (Uniform shop); BLUE PE shorts; **(no skirts)**
- BLUE or BLACK tracksuit pants or BLUE jeans for cold weather.
- Blue school jersey for colder weather.

➤ **SECURITY**

- Parents must please phone Rosemary Coward (072 450 4144) **BEFORE 11am** if their daughter is not going to be attending Aftercare for any of the following reasons;
  - She is absent from school;
  - She is going straight home after school;
  - She is being collected by someone other than her parent or sister;
  - She is going to a friend's house after school or after Aftercare.

➤ ***Please do not ask school reception or a teacher to relay a message to Aftercare, it is essential for you to speak directly to Mrs Coward.***

- Parents must please collect their daughter from the Aftercare teacher on duty as no child will be sent to the car park or the Kenneth Kaunda Road gate.
- Only persons nominated on the aftercare enrolment form will be permitted to collect and sign for a child – children will not be released to any other persons.
- Please inform us promptly of any change in your home, work or cell numbers.

➤ **Aftercare Teacher: Mrs Rosemary Coward (072 450 4144)**

- Head of Department for Grades 1 - 3: Mrs Sophia Oosthuysen (031-563-5390)
- Head of Department for Grades 4 - 7: Mrs Sandy Kohler (031-563-5390)

➤ ***Please complete the section below if you require Aftercare for your daughter in 2019. Return it to school marked: Attention- Mrs Coward, or alternatively email it to [jodendaal@fatima.co.za](mailto:jodendaal@fatima.co.za).***

- N.B. Your daughter may be excluded from Aftercare if she is not collected promptly; her Aftercare fees are not paid on time; or she repeatedly misbehaves at Aftercare.
- Aftercare fees are billed to school fee accounts as per the choice indicated on the form.
- Payment for monthly aftercare fees can be made by debit order. Please complete a debit order form and return it to Mrs Odendaal or email the form to [jodendaal@fatima.co.za](mailto:jodendaal@fatima.co.za).



# Our Lady of Fatima Dominican Convent School

2019

I/we wish my/our daughter (full names):

\_\_\_\_\_

in Grade \_\_\_\_\_ (2019) to be enrolled in the Aftercare Group.

Our daughter will be collected each day by the following persons:

**Names:**

\_\_\_\_\_

By our signatures hereto we declare that we fully understand and accept that Aftercare activities shall be undertaken at our daughter's own risk, and we undertake, on behalf of ourselves, our executors and our above-named daughter, to indemnify, hold harmless and absolve the Dominican Order, The Board of Governors, Staff, Aftercare Staff, Support Staff, Learners and Parents of Our Lady of Fatima Dominican Convent School, against and from any or all claims whatsoever which may arise in connection with any loss or damage to the person or property of my aforesaid daughter in the course of such activities.

Mother's name:

\_\_\_\_\_

Contact telephone numbers:

Home:

Work:

Cell:

\_\_\_\_\_

Mother's signature

Date:

\_\_\_\_\_

Father's name:

\_\_\_\_\_

Contact telephone numbers:

Home:

Work:

Cell:

\_\_\_\_\_

Father's signature

Date:

\_\_\_\_\_

Aftercare fees are billed to school accounts	Casual	Monthly	Annual
	Jan - Nov	Jan - Nov	Equivalent
Casual / hour or part thereof	R 45.00		
Casual / day (more than 3 hours of part thereof)	R 150.00		
Gr 1 - 2 Full-time / month 12h30-17h00		R 1 200.00	R 13 200.00
Gr 3 - 4 Full-time / month 14h00-17h00		R 1 100.00	R 12 100.00
<b>Please indicate your billing preference Casual or Monthly in the adjacent blocks</b> ✓			

<b>Please indicate which days your daughter will attend aftercare in the blocks below</b> ✓				
Monday	Tuesday	Wednesday	Thursday	Friday





### DEBIT ORDER INSTRUCTION

Please email to:  
jodendaal@fatima.co.za

NAME OF CHILD / CHILDREN, SURNAME & GRADE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The details of my / our bank account are as follows:

Account holder(s) name \_\_\_\_\_

Bank \_\_\_\_\_

Branch Number \_\_\_\_\_

Branch Name \_\_\_\_\_

Account number \_\_\_\_\_

Type of Account \_\_\_\_\_ Cheque / Transmission / Savings \*

I/We\* hereby request and authorise you to draw against my/our \* account with the abovementioned bank or any other bank or (branch to which I/we\* may transfer my/our\* account), the amount necessary for the payment of school fees as published in the Our Lady of Fatima Dominican Convent School Schedule of Fees from time to time.

Any amounts outstanding for Aftercare will be drawn from my/our \* account together with the school fees. All such withdrawals from my/our\* bank account by you shall be treated as though they had been signed by me/us\* personally.

Quarterly or Monthly \* payments on indicated day (or nearest banking day) of each and every Quarter/Month\* commencing from 1<sup>st</sup> / 7<sup>th</sup> / 15<sup>th</sup> / 27<sup>th</sup> day of Month \_\_\_\_\_ and continuing until my child/children \* has/have\* completed their schooling at Our Lady of Fatima Dominican Convent School and all amounts due have been paid in full.

I/We \* understand that the withdrawals hereby authorized will be processed by computer through a system known as ACB Magnetic Tape Service, and I also understand that details of each withdrawal will be printed on my bank statement or on an accompanying voucher.

Should this authority be cancelled, I/We \* understand that I/We\* shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force if such amounts were legally owing to you. Receipt of this instruction by you shall be regarded as receipt thereof by my/our \* bank. I/We \* agree to pay any bank charges relating to this debit order instruction.

**I/We \* undertake to notify the Our Lady of Fatima Dominican Convent School of any change in banking details immediately.**

**I/We \* acknowledge that the party hereby authorised to effect the drawings against my/our \* account may not cede or assign any of its rights to any third party without my/our\* prior written consent and that I/we \* may not delegate any of my/our obligations in terms of this authority to any third party without prior written consent of the authorised party.**

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE(S) OF ACCOUNT HOLDER(S)

\* (Delete whichever is not applicable)