



**Our Lady of Fatima
Dominican Convent School**

EST. 1954

IN PURSUIT OF TRUTH

FEE INFORMATION

2021

Please return the relevant completed forms by 31 October 2020 to
jodendaal@fatima.co.za



Dear Fatima Parents

On behalf of the Board, I want to thank you for your continued financial support during the pandemic. Despite the lockdown period, your consistent payment of school fees has enabled the School to continue to meet its financial commitments, particularly to staff and suppliers.

The teaching, administrative and support staff are to be commended for the successful transition from in-class teaching to remote on-line learning during the lockdown and for delivering academic and pastoral programmes of an exemplary standard. During this time, the finance team also did everything possible to manage and curtail expenditure and, by all accounts, the response to the on-line teaching was overwhelmingly positive.

News and media reports are replete with news that there has been a steep slump in the GDP as Covid-19 takes its toll on the economy. By all accounts, the punch to the gut has been severe as summed up in the following extract from a report published on the Stats SA website:

"Perhaps the second quarter of 2020 will become known as the pandemic quarter. South Africa's economy suffered a significant contraction during April, May and June, when the country operated under widespread lockdown restrictions in response to COVID-19."

At the core of the Dominican Catholic-based education is the belief that each child is a unique creation of God, endowed with her own special gifts and talents. Our proud tradition of family values provides the fabric within which we work to ensure learners experience happy, successful, and empowering school careers but sadly, without funds, we would be unable to continue to provide this unparalleled education experience.

Accordingly, the Finance Committee has taken every care to draw up what can only be described as a *hand-to-mouth* budget for the coming year. What money is raised via school fees in 2021 will be ploughed entirely back into school expenditure, with salaries receiving the highest tranche by far, approximately 70% of the budget. Other considerations relating to the budget must take into account Covid-19 related spending in the form of decontamination, the provision of PPE's and hand sanitisers.

To this end, the Board has deliberated on what would constitute a reasonable, bare minimum fee increase. Taking into account the needs of the school during the Covid-19 lockdown, the financial realities currently confronting parents, together with the need to retain and support existing teaching, administrative and support staff; the Board has approved a 6.5% increase, effective from 1 January 2021. Fees are payable annually or monthly. Termly fees are no longer an option. Please note that monthly fees must be paid by debit order.

The Board has also resolved to place all major capital projects on hold and the balance of the capex spending will be used to upgrade the school's IT hardware, to ensure the most appropriate technology to deliver high quality learning and teaching.

We consider Fatima a community and not an institution and hope that, despite the marginal fee increase, we can continue to work in partnership to ensure that your daughter's years at Fatima are of life-long value.

Thank you for your continued support.

Yours sincerely

Jeremy Goldstone
Chairman, Board of Governors



Dear Parents

FEE INFORMATION – 2021

Please find included:

1. School Fee structure.
2. Book and development fees. Payment is due by 30 November 2020.
3. Fee billing and payment details. Please return this form fully completed to ensure that you are billed correctly.
4. Debit Order form. Please use separate forms for school fees and aftercare fees.
5. Aftercare information.
6. Aftercare Enrolment and Fee structure.

Please note the following important information:

1. It is the responsibility of the parents to ensure that the school has your correct contact and correspondence details.
2. Fees are due in the month that they are billed.
3. The school receives no other income or funding other than from fees billed to parents.
4. In order to safeguard our learner's, we are a **cash free zone**.
5. Debit orders are for school fees and aftercare fees only. All excursions, tours and other charges must be paid directly into the school account.
6. When making payments into the school account please use your **child's name and surname as a reference** and not account numbers due to changes in administration and financial systems.
7. Debit orders run from 2 January to 30 November annually. Returned debit orders are not re-run. Catch up payments must be made directly into the school bank account.
8. Interest is charged on amounts owing older than 60 days at the end of each term.
9. Amounts paid via KARRI only reflect on your account once the event is closed.
10. All fees must be settled in full by 30 November of each year.
11. Fees not settled by 30 November will be handed over for collection and could result in your contract being terminated.
12. Text books not returned at the end of November will be billed to the December account.
13. Should your daughter not be returning to Our Lady of Fatima a full terms notice is required in **writing to Mrs Horsfall**. Fees in lieu of notice will be charged for short notice periods.
14. Credit card payments are accepted at reception, except for annual payments.
15. We do not accept Diner's or American Express cards.
16. Please return all relevant completed forms marked for the attention of the Bursar, Mrs Odendaal by 31 October 2020. Alternatively, the forms can be emailed to jodendaal@fatima.co.za by 31 October 2020.

The school's bank account details are:

Our Lady of Fatima Dominican Convent School
NEDBANK
Durban North: 135 226
Account: 1352 0020 94
SWIFT CODE: NEDSZAJJ (International payments)

Sincerely
Mrs Kathy Burgerhoff
Business Administrator



FEE STRUCTURE 2021

	Annual	Monthly	
	Discounted fee (Paid before 31 January 2021)	11 instalments paid Jan - Nov	Annual Equivalent
Grades 1 - 3	60100.00	5800.00	63800.00
Sibling	57095.00	5510.00	60610.00
Grades 4 - 6	67250.00	6450.00	70950.00
Sibling	63887.50	6127.50	67402.50
Grade 7	72000.00	6920.00	76120.00
Sibling	68400.00	6574.00	72314.00
Grades 8 -9	76600.00	7370.00	81070.00
Sibling	72770.00	7001.50	77016.50
Grades 10 - 11	92500.00	8885.00	97735.00
Sibling	87875.00	8440.75	92848.25
Grade 12		8 Monthly Fees (Jan - Aug)	
	92500.00	12185.00	97480.00
Sibling	87875.00	11575.75	92606.00
GR 12 IEB EXAM FEE to be paid by 31.03.2021. Interest charged from 01.04.2021	7364		

SIBLING DISCOUNTS DO NOT APPLY TO THE OLDEST CHILD IN THE FAMILY. In the case where there is 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 the month that they are charged. Please ensure that all EFT proof of payments are emailed directly to jodendaal@fatima.co.za, the Bursar, **not to any other Fatima email address**.

PLEASE NOTE: ONLY THE FOLLOWING METHODS OF PAYMENT ARE ACCEPTABLE.

- ANNUAL:** Full amount to be paid on or before 31 January 2021. 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. Should the annual fee not be paid by 31 January your fees will automatically revert to monthly fees.

*Credit cards are not accepted for the discounted option – Thank you.

- MONTHLY:** Debit orders are signed for the 1st, 7th, 15th, 27th or 31st of the month. This will continue for the duration of the student's schooling at Our Lady of Fatima Dominican Convent School. Monthly payments are due at the beginning of January through to the beginning of November. Each September statement of accounts will reflect fees outstanding for the remainder of the year.

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 6 WEEKS PRIOR TO THE DEBIT ORDER DATE.

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



BOOK AND DEVELOPMENT LEVY 2021

Grade	Total
Grade 1	3000
Grade 2	3000
Grade 3	3000
Grade 4	3150
Grade 5	3150
Grade 6	3150
Grade 7	3300
Grade 8	3700
Grade 9	3700
Grade 10	3900
Grade 11	3900
Grade 12	4150

Please pay your daughter's Book and Development Levy by **no later than 30 November 2020**.

Payment can be made via KARRI or EFT / direct deposit into the school's bank account using your child's first name and surname as a reference. The KARRI event for book fees will close on 30 November 2020.

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

Alternatively, payment can be made by credit card at reception.

Text books are ordered each October and collated during the December holidays to ensure a smooth start to the following academic year.

E-Books will only be made available and text books will only be issued on the first day of school to those girls who have paid the fee by 30 November 2020 and thereafter on a staggered basis according to payment received.

EXCURSIONS AND SPORTS TOURS 2021

The cost of overnight Grade excursions (Gr 4 – 11) and sports tours will be communicated and published closer to the date of these tours taking place.

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

NB: Any deviation or change from the bookings made by the school for any tour will be for the parent's direct cost to the relevant agency. The school will not be responsible for the cost of any changes requested by parents.

Debit orders are **not** adjusted for excursions, sport tours fees or any other charges. These costs must be paid directly into the school account using your daughter's name and surname as a reference.

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



FEE BILLING AND PAYMENT DETAILS 2021

Please complete in full and return by 31 October to ensure that you are billed correctly or email to: jodendaal@fatima.co.za

STUDENT NAME: _____ Grade in 2021 _____

STUDENT NAME: _____ Grade in 2021 _____

STUDENT NAME: _____ Grade in 2021 _____

NAME OF PARENT / GUARDIAN RESPONSIBLE FOR PAYING FEES:

PHYSICAL ADDRESS: _____

TELEPHONE: (H): _____ Cell: _____ (O): _____

MOTHER'S EMAIL ADDRESS: _____

FATHER'S EMAIL 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 terms fees must be paid in lieu thereof.

We accept joint and several liability to 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 Our Lady of Fatima Dominican Convent School or in respect of participation or attendance in any extra-curricular activity.

MOTHER'S SIGNATURE: _____ DATE: _____

ID NUMBER: _____

FATHER'S SIGNATURE: _____ DATE: _____

ID NUMBER: _____

BILLING AND PAYMENT METHOD		
(PLEASE TICK ONE BLOCK ON EACH LINE TO ENSURE THAT YOU ARE BILLED CORRECTLY)		
<small>Grade 12s are billed over 8 months (Jan to Aug)</small>		
<input type="checkbox"/> ANNUAL (31 Jan)	<input type="checkbox"/> MONTHLY x 11 (Jan – Nov) must be paid by debit order	
<input type="checkbox"/> DIRECT DEPOSIT / EFT	<input type="checkbox"/> DEBIT ORDER	<input type="checkbox"/> CREDIT CARD



Debit order Instruction

Monthly fees are payable on a Debit Order

	Person responsible for payment of fees
Name and Surname of Learner	
Grade of Learner	
Name & Surname of Parent	
Email Address	
Cell phone number	
Name of Account Holder	
Name of Bank	
Name of Branch	
Branch Number	
Account Number	
Signature	
Date	

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 Our Lady of Fatima Dominican Convent School's 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.

Monthly payments on indicated day (or nearest banking day) of each and every Month commencing from

1st / 7th / 15th / 27th* / 31st (**please circle**) day of Month _____ 20____ 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 authorised 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.



AFTERCARE INFORMATION 2021

Aftercare is available for Grades 1 to 5 and starts on the first day of each term.

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 Lucy Venter (082 932 4458) BEFORE 11h00 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 else other than her parent or sister.
- She is going to a friend's house after school or after aftercare.

Please do not ask the school reception or a teacher to relay a message to aftercare, it is essential for you to speak directly to Mrs Venter.

- 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 Lucy Venter (082 932 4458)

Head of Department for Grades 1 – 3: Mrs Sophia Oosthuysen (031 563 5390)
Head of Department for Grades 4 - 5: Mrs Sandy Köhler (031 563 5390)

Your daughter may be excluded from Aftercare if she is not collected promptly, her aftercare fees are not paid on time or if she repeatedly misbehaves at aftercare.

Aftercare fees are billed to school fees accounts as per the choice indicated on the form. Casual fees are billed to accounts on a weekly basis.

AFTERCARE CLOSSES AT 17h00

The school reserves the right to charge a daily penalty of R200.00 per child not collected by 17h00.

Payment for monthly aftercare fees can be made by debit order. Please complete the debit order form and return it to Mrs Venter or email the form to jodendaal@fatima.co.za

Please complete the aftercare billing form if you require aftercare for your daughter.
Return the form to the school marked for the attention of Mrs Venter or alternatively email it to jodendaal@fatima.co.za



AFTERCARE ENROLMENT 2021

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

In Grade _____ (2021) to be enrolled in aftercare.

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

Names: _____

By my / 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	R55.00		
Casual / day (more than 3 hours of part thereof)	R175.00		
Gr 1 – 2 Full-time / month 12h30 – 17h00		R1 380.00	R15 180.00
Gr 3 – 5 Full-time / month 14h00 – 17h00		R1 255.00	R13 805.00
Please indicate your billing preference Casual or Monthly in the adjacent blocks with a ✓			

Please indicate which days your daughter will attend aftercare in the blocks below with a ✓				
Monday	Tuesday	Wednesday	Thursday	Friday

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