



Penryn College

2nd December 2011

Dear Parents

At the Penryn College Council Meeting held on 25th November 2011, Council approved the 2012 budget. In preparation of this budget the College has been particularly concerned about the ongoing economic recession. We are very aware that you are still impacted negatively by the economic downturn, and we have done everything to keep the fee increase as low as possible. As in the previous year, we are faced with high increases in areas of operating expenses, and have, again, done our utmost to contain costs. Staff remuneration remains a high priority as we need to remain competitive in this regard. The College spends approximately 70% of its revenue on remunerating staff, and staff increases across the board were held at 6%.

We have also had a long hard look at the package and all that is included in annual costs. Importantly the following are all included and are usually not part of school fees elsewhere:

- Textbooks
- Sport transport
- Access to the college computer network and printing
- Cost of the Matric exam
- Most workbooks
- College Awards
- Diaries

While it is difficult to calculate a precise figure, we estimate this comes to approximately 5% of the total fee. This is a considerable saving.

The schedule of fees for 2012 is enclosed. This schedule is also published on our website http://www.penryn.co.za/school_fees.html and will be included in the final packs for the year.

Please note the process of registering your child at Penryn College in effect concludes a contract between the family and the College, concerning the payment of fees by the one party and the delivery of education by the other party. If this contract is broken by the non-payment of fees, the College will be at liberty to cancel the contract and exclude the scholar concerned from the College. We remain unrelenting in our collection process, building on our past successes. While not perfect the process is better than in the past and we will continue to clamp down on debtors where required. In particular please note that we are still hampered by parents not paying by debit order which is the official policy of the College.

There are three options for the payment of fees:

- An annual upfront payment with a discount on tuition (not boarding) fees. Parents who pay the full amount for 2012 before the close of business 27 January 2012 will qualify for a 4% discount. Where the amount is received after the 27 January the College will not process any discount. Please ensure that your payment is received on time. It is important to note that the College's interest earning on money received in advance does not cover the full expense of the discount allowed.
- The monthly debit-order system. For your convenience, there are four possible debit order dates – the 1st, 7th, 15th or the 25th day of the month. Should you require a different debit order date, or have

any queries about how the monthly debit order system operates, please be in touch with Liz Bielich (Tel: 013 758 9000 or liz@penryn.co.za).

- The termly debit-order system. These payments go through on the 2nd Friday of each new term. The dates for these payments are attached below.

Sincerely

A handwritten signature in black ink, appearing to read "G. Theron".

Greg Theron
Executive Head

FEES BOOKLET - 2012

Introduction

1. Every parent wants the best for their child - both in the short and in the long term. The provision of a quality education for the child is of the utmost importance and concerned parents go to great lengths to secure the best possible schooling, often at great sacrifice to themselves.
2. Schools, for their part, are acutely aware of the aspirations of parents for their children and strive, each in their own way, to provide the best education affordable. No school can operate successfully if inadequately funded. The primary reason for deteriorating standards in some schools is the relatively low level of funding to these schools. This has made independent schools very attractive to many parents.

Funding operating expenses and capital projects at the College

3. Tuition Fees are kept at the lowest possible level. The annual fee increase covers the anticipated increase in operational and salary costs for 2012.
4. Penryn College is a registered Public Benefit Organisation and a registered Non-Profit Organisation. Receipts in terms of Section 18A of the Income Tax Act are issued in respect of donations made to the College upon request where this is relevant, i.e. Development Fund.

Account Statements

5. All statements for school fees and extras are emailed to parents on a twice per term (statements will be posted by exception only). Statements may also be viewed online through the family portal.

Default on Payments

6. The following is a guideline for the procedure followed in the case of the default of payments. The full procedure is contained in the Debtors Policy.
 - 6.1. Parents will be invoiced for fees termly and statements will be sent on a twice a term basis.
 - 6.2. If the account is outstanding for 30 days, the parent will be contacted and an arrangement made to settle the arrears. Should this arrangement not be kept, a warning letter will be sent. The letter will warn parents that they are in breach of the contract, and that the scholar may be excluded from the start of half-term or at the end of the next term as a consequence of the breach of contract. The parents will be given ten working days to settle the account.
 - 6.3. Should the account remain unpaid after the window period stated above, parents will receive a second letter advising them that the contract will be terminated and that alternative arrangements should be made for the education of the scholar in question. Parents will be required to sign a new contract with the College, once a 2nd letter has been issued. In the event of exams taking place immediately after half-term, scholars may be allowed to write the exams, however, their results will be withheld until such time their fees have been paid in full. The College may withhold reports once a second letter has been issued. The report will be released on receipt of the full outstanding fee amount. Once a 2nd letter has been issued scholars will not be allowed to go on trips or tours whether local or international until the fee account has been settled in full.

- 6.4 Once the contract has been terminated:
 - 6.4.1. Scholars cannot be guaranteed of a place at the College and parents may have to reapply for a position for the scholar. (No registration fee, application fee or non-refundable entrance fee will be required).
 - 6.4.2. Parents will be required to complete a new contract for enrolment at the College.
 - 6.4.3. The outstanding account may be handed over to either a debt collection agency or the College's attorneys for collection.
 - 6.4.4. In the event that a scholar is re-accepted to the College the decision to hand an account over will rest with the Bursar.
 - 6.4.5. On re-acceptance of the scholar, who was previously excluded, a deposit, equivalent to 3 months fees, may be requested.
- 6.5 Grade 12 scholars will not be excluded during the year if their account is in arrears. However, scholars will not be allowed to attend any Matric farewell events or represent the College in any academic, cultural, or sporting events once a 2nd letter has been issued.
- 7. If parents experience a financial problem, an appointment must be set up with the Bursar to see if an arrangement can be made with regards to fee payments.

Discount Allowed

- 8. Where tuition fees are paid in full annually in advance before 27 January 2012 a 4% discount will be allowed.
- 9. The arrangement with regard to discounts does not apply to sundry levies, field trips and other charges mentioned below.

Terms Associated with the Payment of Fees

- 10. Annual fees are due on 27 January each year and are payable:
 - 10.1. As a lump sum on or before 27 January; or
 - 10.2. Ten monthly instalments commencing on 1 February through 1 November (See Schedule of Fees table below for applicable dates)
 - 10.3. 4 termly instalments on the first Friday of each term (See Schedule of Fees table below for applicable dates).

RD ("Return to Drawer") Cheques

- 11. Unfortunately, we have had instances where parents issue cheques that are drawn on accounts where there are insufficient funds or where other problems exist with the account. In these instances an administrative fee of R200 will be levied on every RD cheque received.

Returned Debit Orders

- 12. In the event of debit orders returned due to insufficient funds or any other reason, an administrative fee of R200 will be levied. Only cash (by direct deposit), bank guaranteed cheques or credit card payments will be accepted as further payment on accounts for which debit orders have been returned by the bank.

Payment by debit order

Tuition and boarding fees are payable in 10 equal instalments. Extras charged to the account will be collected by debit order in April, August and November.

Monthly debit order dates:	Day:	Deduction for:
February	1 st , 7 th , 15 th or 25 th	Fees
March	1 st , 7 th , 15 th or 26 th	Fees
April	2 nd , 7 th , 16 th or 25 th	Fees and extras
May	1 st , 7 th , 15 th or 25 th	Fees
June	1 st , 7 th , 15 th or 25 th	Fees
July	2 nd , 7 th , 16 th or 25 th	Fees
August	1 st , 8 th , 15 th or 25 th	Fees and extras
September	1 st , 7 th , 15 th or 25 th	Fees
October	1 st , 7 th , 15 th or 25 th	Fees
November	1 st , 7 th , 15 th or 26 th	Fees and extras

Termly debit order dates:	Day:	Deduction for:
January	27	Fees and extras
April	20	Fees and extras
August	3	Fees and extras
October	19	Fees and extras

Methods of Payment

13. The following methods of payment are accepted:
- 13.1 Credit Cards / Debit Cards
 - 13.2 Cash: For security reasons, parents are requested not to bring cash to the College Cashier. Cash payments must please be made directly at any Nedbank into the College account, the details of which are attached below.
 - 13.3 Debit Orders: The College administers a debit order system which is the compulsory method of payment if the account is not paid annually. If bank details are not furnished the College accepts that parents will ensure that payments will be made on the specified date directly to our bank account.
 - 13.4 Banking details:
 - Bank account details are:**
 - 1. Account Name: Penryn College
 - 2. Bank: Nedbank Nelspruit
 - 3. Account number: 1589 289978
 - 4. Branch Code: 158952

Notice Periods

14. Parents are reminded that in terms of the agreement signed by them at the time of the child's enrolment, they are required to give a term's notice in writing (addressed to the Head of that school) if it is their intention to remove their child/children from the College. Alternatively they are required to pay a term's fees in lieu of notice. Adequate notice is appreciated as it allows the College to make timeous arrangements for the re-allocation of the place at the College. Scholars who are admitted to the boarding house will make a commitment for a calendar year unless they leave the school.

Sundry Fees

15. *Registration Fee* - a non-refundable registration fee of R150 is payable on receipt of an application to be placed on the waiting list.
16. *Entrance Fee* - a non-refundable entrance fee is payable on acceptance of each new scholar to the College. This fee is set by Council and is amended yearly. Kindly refer to the Entrance Fee Policy for further details. Please note that this fee has nothing to do with the tuition fees of the College and is allocated solely to the capital development or maintenance of the College. The current entrance fee amounts are:

Phase	Grade	Amount
Pre-Primary	000 to 0	R5 400
Junior Primary	1 to 3	R6 900
Senior Primary	4 to 7	R7 800
College	8 to 12	R9 900
Boarding		R4 500

17. The following conditions apply to the entrance fee
 - 17.1 It will not be refunded if the scholar withdraws before enrolling at the College.
 - 17.2 It will not be refunded when the scholar leaves the College.
 - 17.3 Scholars leaving a phase to enter another will be required to pay a top up entrance fee to the level required as of the 1st January of the year that their child enters the phase.

Sundry Boarding Fees

18. An additional nominal cost of R80 per day or R160 per weekend will be charged for scholars staying in over weekends in the boarding houses.

Textbooks and Stationery

19. Scholars are required to purchase their own stationery in accordance with the lists distributed each year, with the exception of the Foundation Phase. Damaged or lost books will be for the account of the parent.
20. Textbooks are provided for all scholars by the College at no extra cost.

Annual School Magazine

21. Both College and Prep produce an annual magazine, should you wish to purchase one, you can ask at reception or your child's tutor or class teacher. A nominal fee of R100 will be charged which you can pay at reception.

IEB Examination Fees

23. Fees are set by the IEB and are revised annually. Currently the exam fee is borne by the College.
24. The College reserves the right to recover the cost from the parents in the following circumstances:
 - 24.1 Where a candidate's tuition fees are in arrears.
 - 24.2 If a scholar leaves the College before the end of Grade 12 but after being registered for the IEB exams.
 - 24.3 Please note that all scholars who apply for and receive academic concessions do so at their own cost. All testing, extra exam fees and logistical costs are covered in this.
25. Grade 9: All Grade 9 scholars participate in the GETC Examination administered by the IEB.

Sport and Cultural Trips or Tours

26. Additional charges are levied to cover accommodation and outside transport for sports and cultural camps or tours. Parents will be advised of the nature and amount of these charges during the year. The amount will be added to the account or preferably will be paid into the College account via electronic payment. For estimated costs, please refer to the summary by school below.

Responsibility of Scholars

27. Parents are reminded that the College accepts no responsibility for the safety of scholars who are on College property after the end of the school day or after official school activities. Each school will publish the times of all activities and the times they close/end.

Queries

28. If you have any queries regarding fees or charges, please make an appointment with either Liz Bielich (liz@penryn.co.za) or Jackie Hood (jhood@penryn.co.za).

Errors and Omissions

29. Please note that the amounts in the tables below are estimates only.
30. The College reserves the right to review and correct errors and to amend fees and amounts debited to the account during the year.
31. List of Possible Additional Charges to the Account (specific tours with approximate prices)

COLLEGE		COLLEGE CONTINUED	
Midmar Tour	R1 500	Biology / Geography Tour	R250
Golf Tour	R1 400	Cornwall Hill / Saints sport Tour	R300
Sportweni Cricket Tour – 1 st Team	R1 700	St Peters 1 st Team Boys and Girls Soccer festival	R1 300
Round Square	R17 000	St Andrews 1 st Team Netball Festival	R1 800
Scuba Diving – Sodwana	R3 500	Grade 11 Fundraising effort	R500
U15 Rugby Festival – St Andrews	R3 500	Gr 11 Exec Camp	R750
Grade 12 Matric Dance tickets	R500		
Sportismo 1 st Team Netball Course	R1 400	PREP	
Drama Tour	R800	Musical Tours	R750
St Mary's 1 st Team Hockey Tour	R2 800	Choir Tour	R1 500
St Albans u16 Boys Hockey Tour	R1 600	Prep Hockey Tour To KZN	R1 500
Treverton 1 st Team Rugby Festival	R2 600	Michaelhouse Cricket Tour	R1 250
European Tour	R50 000	St Stithians Tour	R150
Gr 11 Leadership Camp	R800	Stationery Pack Gr R – 3	R500
Gr 10, 11 Art packs	R400		



Penryn College

Fee structure from January 2012

Grade	Annual fees	Annual fee discounted by 4% if paid in advance before 27 January 2012	Discount if paid in advance before 27 January 2012	10 monthly instalments commencing 1 February 2012 to 1 November	4 termly instalments commencing 27 January to 21 October
000	R22 500	R21 600	R900	R2 250	R5 625
00 and 0	R25 200	R24 192	R1008	R2 520	R6 300
1 – 3	R32 000	R30 720	R1 280	R3 200	R8 000
4 – 7	R37 300	R35 808	R1 492	R3 730	R9 325
8 – 12	R47 000	R45 120	R1 880	R4 700	R11 750
Boarding	R39 960	N/A		R3 995	R9 990

- We would like to suggest that the cost of the annual field trip is added to this amount.

Field Trips and Tours

22. There are compulsory field trips for all scholars from Grades 3 to 11. Parents will be informed of the exact cost and venue at a later date. Charges for these trips will be reflected on first term statements. Field trip costs will be included in the monthly / Termly Debit Order. Costs are as follows:

Grade	3	4	5	6	7	8	9	10	11
Nights	1	2	3	4	4				
Cost	R800	R1 200	R1 700	R1 700	R2 900	R1 500	R800	R2 500	R 1 500