

# Fees Policy

Harding Christian Academy (HCA)  
Website and General Use

<b>Document owner</b>	Finance Office
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This Fees Policy explains how school fees are set, paid, allocated and followed up. It must be read together with the annual fee schedule and the parent contract documents.

## 1. Principles

HCA is a fee-paying independent school. Fees fund staffing, learning resources, operations and safety. To keep the school sustainable, fees are payable in advance and on time.

The school applies its fee rules consistently while still engaging families constructively when genuine hardship exists.

- Clear due dates and payment options.
- Accurate reference requirements for allocation.
- Fair follow-up on arrears with opportunities to engage.
- CPA-aware and reasonable cancellation/notice handling.

## 2. Annual fee schedule (published)

The current published fee schedule in the admissions pack includes a registration fee and tuition fees, with options to pay monthly (Jan-Nov), quarterly (per term) or annually.

Fees are reviewed annually by the Board. Where a revised schedule is issued for a new year, that schedule supersedes the amounts below.

### Fee table

Item	Eldest child	Sibling (discount)
Registration fee (once-off per child)	R 2 500,00	R 2 500,00
Monthly (Jan-Nov) tuition instalment	R 1 400,00	R 1 200,00
Quarterly tuition instalment (Jan/Apr/Jul/Oct)	R 3 850,00	R 3 300,00

Annual tuition (once-off)	R 15 400,00	R 13 200,00
Total (registration + annual tuition)	R 17 900,00	R 15 700,00

### 3. Due dates and payment options

Parents/guardians choose one of the following options and commit to pay by the relevant deadline:

Changing payment option: families may request to change payment option during the year, provided payments remain up to date and the change is agreed with the Finance Office.

- Monthly: fees paid over 11 months (January to November) and due by the **first week** of each month (January may be paid by the first week of school).
- Quarterly: fees paid at the start of each term and due by the **first week** of January, April, July and October.
- Annually: fees paid once-off and due by the **first week of school in January**.
- Registration fee: payable on registration (before the learner starts) so that books and planning can be done.

### 4. Termly consumables contribution

To help keep basic operational supplies available, families are requested to provide the following items each term:

- 1 packet A4 copy paper (500 sheets)
- 9 rolls toilet paper
- 1 box tissues
- 1 bottle Dettol 500 ml

### 5. Payment methods and banking details

Preferred payment methods are EFT (electronic funds transfer) or direct deposit into the school account.

No cash fees are accepted at the school. If you need special arrangements, please speak to school management before fees fall behind.

#### Banking details

Banking field	Details
Account name	Amorette Artworks & Projects CC
Account number	623 422 467 42
Branch code	25 06 55
Reference (required)	Learner reference number + learner name (e.g., H1999Andrew)

### 6. Payment references and allocation

Correct references are essential for allocating payments. Payments without the learner reference number (or with an incorrect reference) may not allocate automatically.

- Use the learner's **reference number and name** as the bank reference.
- If a payment is incorrectly referenced, the parent/guardian must email/submit proof of payment to the Finance Office for manual tracing and allocation.
- The school cannot be held responsible for delays caused by missing/incorrect references.

## 7. Statements and communication

Statements are issued to help families track accounts. Parents/guardians must ensure the Finance Office has up-to-date email and contact details.

- Queries should be directed to the Finance Office with the learner's full name and reference number.
- Disputes about allocations should include proof of payment and date of payment.

## 8. Arrears management and arrangements

Where accounts fall into arrears, the school will contact the responsible payer and request prompt settlement or a written payment arrangement.

Important: HCA will always consider the best interests of the child and will aim to avoid abrupt disruption. However, continued non-payment threatens the sustainability of the school.

- If fees remain unpaid for more than three (3) months, the school may suspend the fee contract and may require the learner to leave, subject to a fair process and responsible transition planning.
- Where legal collection steps are required, reasonable collection costs may be recovered where lawful and contractually provided for.
- The school prefers early engagement. Please contact the Finance Office before arrears accumulate.

## 9. Discounts, concessions and additional charges

Sibling discount: the published fee schedule provides a reduced tuition amount for siblings of the eldest child enrolled.

Additional charges may arise for items such as stationery packs, camps, transport, excursions, special therapies or replacement of damaged/lost school property. These will be communicated in advance where possible.

## 10. Cancellation, notice and refunds

Parents/guardians must give written notice of withdrawal and follow the school's withdrawal procedure. Notice periods and fee liability must be reasonable and will be applied consistently.

As a general rule, fees already paid are not refundable once the term has started, because costs are committed in advance. Any exceptions are at the discretion of the Board, considering the reasons and the school's fixed costs.

- Submit written notice to the Finance Office and Principal.
- Settle outstanding fees (or sign an agreed arrangement) before final administrative clearance.

## 11. Referenced legislation (summary)

This policy is aligned to South African independent school expectations and relevant law, including the South African Schools Act, the Consumer Protection Act (fair contract terms), and POPIA (protection of personal information).