Lenasia Muslim School

The seeking of knowledge is compulsory upon every muslim

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SCHOOL FEE POLICY

Dear Parent/Guardian Assalaamu-Alaikum

Kindly note the fees are payable as follows:

- **OPTION 1 :** *(ANNUAL)* In **FULL** at the **COMMENCEMENT** of the Academic Year.
- **OPTION 2 :** *(TERMLY)* Payments must be made at the **BEGINNING** of each term.
- ***OPTION 3 :*** *(MONTHLY)* Payments must be made at the end or **BEGINNING of each month** (January to October = 10 payments).

You have an option to pay your fees via:

- Electronic Fund Transfer (eft)
- Cash Payments
- Debit Orders

Any deviation from the above payment options will have to be approved by the Finance Committee of the Board of Governors.

- **DEBIT ORDERS**

  Parents are required to activate and sign a debit Order at their banks and submit the debit order document to the school.

- Debit Orders should start in January and stop in October each year.
- It is the Parents' responsibility to ensure that funds are available.
- If a debit order is returned by your bank "insufficient funds".
- The school will debit your account with an amount of R100 being admin fee.
  The bank charges incurred on the Parent's Bank account is not the school's responsibility.

- **SECURITY**

  Due to security reasons, the school urges all parents to adhere to the following:-

- Fees should be deposited into the school banking account
- Fees may be paid electronically
- Fees in CASH should NOT be sent via learners, however if CASH is sent with the learner, the school will not be responsible for any loss thereof.
- **PLEASE USE YOUR ACCOUNT NUMBER AS YOUR REFERENCE** AND NOT YOUR CHILD'S NAME.
- Kindly email/send proof of payment to the school if you are making bank payments.

- **WITHDRAWAL OF LEARNER/S**

- A full term's notice in writing signed by both parents addressed to the Principal is required before the learner/s is removed from the school. Failure to furnish the school with a full term's notice, will make you liable for one terms fees, in lieu of **late** notice prior to removing the learner from the school.
- If a full term's notice is given then the school will calculate the fees on a Pro-Rata basis for the months attended.

- **REGISTRATION FEE**

- Please note that the Registration fee is **NON - REFUNDABLE**.

- **ADVANCE AND MONTHLY PAYMENTS**

Many Parents compound their debt by not paying fees on a monthly basis.

To avoid embarrassment kindly adhere to punctual payment of fees on due dates. Parents on Payment Plans are kindly requested to honour their commitments on promised dates.

- **TERMS AND CONDITIONS**

If the school fees are **NOT** paid in accordance with one of the above selected payment options, the school reserves the right to:-

- Excluded your child/children from all school activities including lessons and examinations.
- Accept your child/children ONLY on PAYMENT of the FULL OUTSTANDING FEE.
- Re-register your child/children for the next year on payment of the full outstanding fees.
- Hand your account over to our attorneys for collection including costs.
- Report you to the credit bureau.

FEE STRUCTURE: 2027

GRADE	OPTION 1 ANNUAL (Once off payment at the beginning of the year)	OPTION 2 TERMLY (4 Instalments – Beginning of each term)	OPTION 3 MONTHLY (10 Instalments – **J**anuary to **O**ctober)
Grade 1 – 6			
1st Child	40 980-00	10 245-00	4 098-00
2nd Child	37 907-00	9 477-00	3 791-00
(3,4,5) Child	36 882-00	9 221-00	3 688-00
Grade 7 – 12			
1st Child	44 220-00	11 055-00	4 422-00
2nd Child	40 904-00	10 226-00	4 090-00
(3,4,5) Child	39 798-00	9 950-00	3 980-00

Was-Salaam

Ameer – Finance Committee