

**SPRINGFIELD CONVENT SCHOOL**  
**TERMS AND CONDITIONS FOR PAYMENT OF SCHOOL FEES**

**1. PLACEMENT FEE**

When application is made to enrol new pupils, we shall give parents written confirmation of acceptance of the pupil. This acceptance will only take effect on receipt of the required Placement Fee. *This is a non-refundable and non-transferable fee.*

**2. ACCOUNTS**

Accounts for School Fees, Building Levy, Art, Music and any other charges, are payable **in advance** and are invoiced in the preceding term. Statements will be emailed monthly to parents.

**If for any reason you are unable to view an account, please contact the Account's Office, telephone 021 797 5459, within the first three days of the term.**

**Please inform the Account's office of any change of address or contact details for accounts. Notification for discontinuation of music, art or other extras must be sent to the accounts office in addition to the relevant department / teacher.**

**3. PAYMENTS**

**All fees are payable in advance at the beginning of each year / term or in equal monthly instalments starting in December** and ending in November. It is agreed that fees paid in advance will be deposited by the school and held in accordance with the Consumer Protection Act, with interest or other income thereof to accrue to the school as income. Details of these payment options are reflected on the fee list.

3.1 Fees are payable by:

3.1.1 **Internet Transfer:** Payments should be made into the bank account referred to in clause 3.2 below.  
We wish to point out to parents that it is their responsibility to ensure that proof of payment is provided to the Account's Office to ensure that payment is allocated correctly. Bank charges to identify payee with be debited to your account.

3.1.2 **Credit Card:** Credit Card payment facilities are available at the Accounts Office

3.2 **Banking details:**

Beneficiary:	Springfield Convent School
Bank:	First National Bank
Account number:	501 600 36635
Branch / Code:	Plumstead - 201109

3.3 In the interests of security, the office does **NOT ACCEPT CASH PAYMENTS**.

3.4 In the case of a divorce, irrespective of the divorce agreement, both parents will be held responsible for the fees.

3.5 Kindly note that any payments received by the school will automatically be allocated to the oldest outstanding family invoice.

**4. SNR SCHOOL ART / MUSIC**

When Art and/or Music are taken as subject(s), the additional fees will be charged.

**5. NON-PAYMENT**

5.1 Where fees are overdue the parents will receive a pre-termination of contract letter whereby submissions can be made which will be reviewed for consideration by the school, thereafter if fees are still outstanding, a termination of contract letter will be issued, giving a terms notice. However, we acknowledge that financial problems do arise from time to time. If this should happen, please contact the Financial Manager and inform her of the position so to arrange for an alternate payment plan to be set up.

5.2 Outstanding accounts that are continually ignored shall be handed over to our lawyers for collection.

5.3 Extras such as Music, Sport and Tours etc cannot be continued or attended if fees are not paid promptly. Monies received will first be allocated to the payment of School Fees, and then to any other extra billings or expenses.

**6. ALTERATIONS IN PAYMENT OPTIONS OR FEES**

6.1 The School may bring into effect from time to time any substitution, modification or addition to the fee payment options and fee structure of the School, the details of which will be communicated to you.

6.2 The parent will be liable to pay in the event of any increase in fees, subscriptions charged or other levies which the School is charged for during the course of the School year.

**7. WITHDRAWAL OF PUPIL**

We require a **FULL TERM'S NOTICE IN WRITING**, before the discontinuation of extra subjects or extra murals or the withdrawal of children from the school. Failure to do so will involve payment of a full term's school fees, building levy and other applicable fees in lieu of notice.

**THIS IS IN ACCORDANCE WITH SCHOOL POLICY AND WILL NOT BE WAIVED UNDER ANY CIRCUMSTANCES.**

Should you have any further queries regarding fees, please contact the Account's Office  
021 797 5459 / [accounts@springfieldconvent.co.za](mailto:accounts@springfieldconvent.co.za).