



**NOVA PIONEER**  
SCHOOLS FOR INNOVATORS & LEADERS

# **SCHOOL FEES POLICY**

**South Africa**

**November 2018**

## 1. Introduction

All individuals at Nova Pioneer uphold the six culture principles reflecting our philosophy and that define a Novaneer. We believe that you cannot have great learning or build a great community without a strong and positive culture.

**Novaneers live these six culture principles in learning and behaviour**

<b>High Expectations</b>	<b>Greater Together</b>	<b>Servant Leadership</b>	<b>Joy of Learning</b>	<b>Always Growing</b>	<b>Solutions First</b>
<i>We sweat the small stuff and take pride in what we do. We set goals that others think are impossible and never stop until we achieve them.</i>	<i>We constantly support our teammates because we know we can achieve more together.</i>	<i>Great leaders always put others before themselves and engage their community with humility and generosity. We see leadership as a way of improving the world, not simply promoting ourselves.</i>	<i>We are lifelong learners and we are fuelled by curiosity and discovery</i>	<i>We constantly seek out difficult challenges, share and receive feedback as a gift, and see every failure as an opportunity to grow.</i>	<i>Everything is possible when we think creatively and critically about a problem. We are always thinking of new solutions when faced with difficult problems.</i>

It is the policy of Nova Pioneer to charge fees for the provision of education and other services to learners at all our schools.

The fees policy and schedule should be communicated to parents, guardians and account holders annually and published on the website.

## 2. Fees determination

- 2.1. Fees at Nova Pioneer are determined annually for a period of 12 months. Parents are informed of changes in fees, in writing, at least 3 months prior to the changes becoming effective.

## 3. Fee types

- 3.1. Notice deposit
  - 3.1.1. This is a once off fee payable for every new learner at enrolment and is refundable.
  - 3.1.2. The student's place is only guaranteed once the enrolment fee is paid in full.

- 3.1.3. This notice deposit is only refundable at the end of Grade 12 on condition that the school fees account is up to date or, where a student exits the school before Grade 12, on exit so long as the required full term's notice has been given.
- 3.1.4. In the event that the full term's notice is not provided, the deposit will be forfeited and will not be refunded.
- 3.2. Top-up deposit
  - 3.2.1. When a student enters Grade R from Grade 00 at the school, a top up-deposit will be required.
- 3.3. Tuition fees
  - 3.3.1. This is the core school fee per student determined per campus (see *school specific fees schedule*).
  - 3.3.2. Fees are paid annually, termly or over an 11 month period.
  - 3.3.3. Fees are payable in advance on the first day of each month for monthly payments, on the first day of term for termly payment and no later than 31 December of the previous year for annual fee payments.
  - 3.3.4. Payment of tuition fees is not subject to presentation of a statement.
  - 3.3.5. Failure to pay the annual or termly fee by the due date will result in the payment plan being converted to monthly.
- 3.4. Information Technology (IT) Levy
  - 3.4.1. The IT levy covers the usage of a chromebook as well as related technology costs.
- 3.5. General Levy
  - 3.5.1. The general levy comprises of the following elements (grade & school dependent): stationery, textbooks and workbooks, contract with ER24, a field trip, swimming, exploration day and sports. See detailed fees schedule per school for further details.
  - 3.5.2. The General Levy is a once-off annual fee, billed at the start of each academic year. Where a student joins the school after the start date, the full Levy will be billed on their first day.
- 3.6. Aftercare Fees
  - 3.6.1. Aftercare services are provided at the school premises by an external service provide or by the school.
  - 3.6.2. The casual Aftercare Fees billed by the school relate to students *who are not signed up* for aftercare, but who do not leave the school at the end of the school day.

- 3.6.3. The fees are charged on an hourly basis for the late collection of students.

## **Payment methods**

- 3.7. All monthly fees are collected via debit order. Failed or disputed debit orders attract an administrative fee of R50.
- 3.8. Annual and Termly fees are to be made via an Electronic Funds Transfer (EFT).
- 3.9. The responsibility to make the transfer on time remains with the payer.
- 3.10. No cash payment of fees are allowed at the schools.
- 3.11. Late payments attract a 1% interest charge per month.

## **4. Discounts**

- 4.1. A family discount of 5% on one fee is offered to parents with two children at Nova Pioneer and is applied to the tuition fees of the lowest grade student. A discount of 10% applies to the tuition of every child thereafter.

## **5. Re-enrolment**

- 5.1. As is standard practice in the independent school environment, all students will need to be re-enrolled into the school for each following year. This process is to ensure that the school has all the necessary documentation required from parents.
- 5.2. All outstanding fees for the year need to be settled before a student can be re-enrolled into the school for the following year.
- 5.3. **Enrolment for the following year is not possible until the account is fully settled.**

## **6. Withdrawal of a Student before Grade 12**

- 6.1. If a student is withdrawn from the school before the end of Grade 12, at least one full term's notice of withdrawal must be given in writing to the school. Failure to give this notice may result in the Notice Deposit not being refunded.

## **7. Review of Policy**

- 7.1. In order to remain relevant, this policy will be reviewed in terms of the Policy Management Policy.