



NOVA PIONEER
SCHOOLS FOR INNOVATORS & LEADERS

SCHOOL FEES POLICY

Version FIN006

South Africa

Last updated May 2023

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

High Expectations	Greater Together	Servant Leadership	Joy of Learning	Always Growing	Solutions First
<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 schedule is to be communicated to parents, guardians and account holders annually and published on the Nova Pioneer School website.

2. Fees determination

- 2.1. Fees at Nova Pioneer are typically determined annually for a period of 12 months. Parents of existing enrollees are informed of changes in fees, in writing, at least 3 months prior to the changes becoming effective. Parents of prospective students can find fees on the website or request these from their school's Admissions team.

3. Fee types

Deposits and Non-refundable Enrolment Fee

Parents of students who were enrolled prior to 7 June 2023, are required to pay a Refundable Notice Deposit and Refundable Top-Up deposits as set out in 3.1 and 3.2. Parents of students who were enrolled after 7 June 2023 onwards are required to pay a Non-Refundable Enrolment fee with Non-Refundable Top-Up payments as set out in 3.3 and 3.4

- 3.1. Notice Deposit (relevant to students enrolled prior to 7 June 2023)

- 3.1.1. This is a once-off fee payable for every new learner at enrolment and is refundable if the terms and conditions are fulfilled according to stipulations to follow.
- 3.1.2. The student's place is only guaranteed once the notice deposit is paid in full.
- 3.1.3. This notice deposit is only refundable at the end of Grade 12 or Grade 13 if the student chooses to stay an additional year on condition that the school fees account is paid up to date or, where a student exits the school before Grade 12, on exit so long as the contractual full term's notice has been given.
- 3.1.4. In the event that the full term's notice is not provided, all deposit payments made will be forfeited and will not be refunded

3.2. Top-up deposit (relevant to students enrolled prior to 7 June 2023)

- 3.2.1. When a student enters Grade R from Grade 00 at the school and Grade 4 and Grade 8, a top up-deposit will be required and payable in full ahead of the student moving into that Grade.
- 3.2.2. Top-up deposits are also refundable if the conditions are met as set out in 3.1.3.

Refunds owed to parents after fulfilling stated conditions are only made once a refund form is completed by the parent and received via Parent Fee support and can take up to 4 weeks to be reimbursed after receipt of the refund form.

3.3. Non-Refundable Enrolment Fee (relevant to students enrolled after 7 June 2023)

- 3.3.1. This is a once-off fee payable for every new learner at enrolment and is not refundable. These funds are used for the set-up costs of enrolling a new student.
- 3.3.2. The student's place is only guaranteed once the enrolment fee is paid in full.
- 3.3.3. A full term's notice before the student exits must be provided, otherwise tuition for the term will be billed and the parent liable for these fees.

3.4. Non-refundable top-up enrolment fee (relevant to students enrolled after 7 June 2023)

- 3.4.1. When a student enters Grade R at the school and Grade 4 and Grade 8, a top up-enrolment fee is required and payable in full ahead of the student moving into that Grade.
- 3.4.2. These top-up enrolment fees for Grade entry as specified in point above, are not refundable at time of exit as this amount is used for the set-up costs for that learner, as they enter Grades mentioned in 4.1 above.

Note: that within some families, depending on enrolment date of specific students/siblings, it is possible to have one or more children enrolled with the non-refundable enrolment plan and some with the refundable deposit plan.

3.5. Tuition fees

- 3.5.1. This is the core school fee per student determined per campus (*see school specific fees schedule for the specified academic year on the Nova Pioneer Website*).
- 3.5.2. Tuition Fees are paid IN ADVANCE annually, termly or over an 11 month period, depending on the payment option chosen/requested by the parent in advance
- 3.5.3. 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.
- 3.5.4. Payment of tuition fees is not subject to presentation of a statement.
- 3.5.5. Failure to pay the annual or termly fee by the due date will result in the payment plan being converted to monthly and Nova Pioneer reserves the right not enter into discussions in this regard
- 3.5.6. In cases where an issue is raised in the affordability check which is a standard pre-enrolment pre-requisite or if current student's have fee arrears, Nova Pioneer reserves the right to insist that tuition is paid either termly or annually.

3.6. Other fees

- 3.6.1. Nova Pioneer tries to keep additional costs beyond tuition to a minimum, but please note that specific grades are required to complete a formal Cambridge assessment and this incurs a cost specific to that year and to the number of subjects in high school. These costs are not optional; they are outlined on the fee schedule that is published in advance and is payable when allocated to the fee statement.
- 3.7. From time to time, there may be school-specific costs that are allocated to your fee account - for example for a special outing or school photographs etc. The school will notify you in advance to the best of their ability. These amounts will be payable once allocated to the fee statement.

Aftercare/Novacare Fees

- 3.7.1. Aftercare services refers to after-school, before-school* and holiday* supervision on campuses where this* is offered) are provided at the school premises and are optional and billable.
- 3.7.2. Fees are published annually in advance and allow for different payment options..

- 3.7.3. 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 by the specified time. Students will be sent to Aftercare and the specified casual fee will be billed to the account and is payable.
- 3.7.4. The fees are charged on an hourly basis for the late collection of students.

4. Payment methods

- 4.1. Monthly fees are collected via debit order**. Failed or disputed debit orders attract an administrative fee of R50. (** January monthly fees and/or the first month for families may be payable via an Electronic Funds Transfer (EFT) to allow for debit order set-up ahead of February and/or the second month for new students.
- 4.2. Annual and Termly fees are to be made via an EFT.
- 4.3. The responsibility to make the transfer on time remains with the payer.
- 4.4. No cash or credit/debit card payment of fees are allowed at the schools.
- 4.5. Late payments may attract a 1% interest charge per month.
- 4.6. Any and all payments made via an EFT must always have the Nova Pioneer Parent Account number as the bank beneficiary reference, and ONLY this number. (Payers should not add the student's name or surname to this reference as the allocation of payments from the bank to your fee statement uses the Parent Account number only. This unique account number is found towards the top right-hand side of your fee statement or for new families is confirmed by your Admissions Associate.)
- 4.7. Provided the correct beneficiary is used for an EFT (the Parent Account code) as stated in the point above, it is not a requirement that you email proof of payment (unless expressly asked to do so). Your parent account code as the beneficiary reference is suitable.

5. Discounts

- 5.1. A sibling discount of 5% is applied to the tuition of the second sibling. This is applied to the tuition fees of the lowest grade student. A discount of 10% applies to the tuition of every younger sibling thereafter. Nova Pioneer reserves the right to change or amend this family discount at a future date. Terms & conditions apply.
- 5.2. Other discounts may apply from time to time and will be bound by their associated terms and conditions.

6. Non-Payment of Fees

- 6.1. Non-payment of fees is tantamount to breach of the enrolment contract and as such Nova Pioneer has the right to issue a term's notice of termination of the enrolment contract on the grounds of breach of conditions.
- 6.2. Nova Pioneer reserves the right to update the payment status of its families with a credit reference bureau, issue demand letters, and, if necessary, blacklist accounts that are in default.

- 6.3. Nova Pioneer reserves the right to use a 3rd party debt collector to recoup fees owed, during or after the enrollment of the student.
- 6.4. Nova Pioneer reserves the right to utilise all lawful debt collection mechanisms, including legal recourse through the courts, to collect any outstanding fees owed to the school.

7. Withdrawal of a Student before Grade 12

- 7.1. 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 via email to the School Head and the School Receptionist. Failure to give this notice will result in a FULL Term's tuition being billed and payable, regardless of whether the student has exited. Also, should the student have joined before 7 June 2023 and sections 3.1 and 3.2 outlined above are relevant then, the refundable deposit(s) paid will also be forfeited.
- 7.2. Where annual payment has been made and notice is given and the student leaves at the end of Term 1 or Term 2, the fee adjustment will be applied in this way: (a) the full annual fee will be reversed/credited and then the Termly fee will be applied/debited to the fee account.

8. Review of Policy

- 8.1. In order to remain relevant, this policy may be reviewed from time to time in terms of the Policy Management Process.