



SCHOOL FEE - EXEMPTION POLICY

EXEMPTIONS – DEFINITIONS

“parent” – means

- a) the **biological** parent or **legal** guardian of a learner;
- b) the person **legally** entitled to custody of a learner; or
- c) the person who undertakes to fulfill the obligations of a person referred to in paragraphs (a) and (b) towards the learner’s education at school:

NOTE: A formal undertaking by a person who is not the natural parent or legal guardian to fulfil the obligations of a parent toward a public school is required.

“**application**” - means an application by parents for exemption from paying school fees.

“**combined annual gross income of the parents**” – means the gross income of any of the parents of a learner as defined in the Act calculated **together** (irrespective if they are divorced) or, if a learner has only one parent (widow/er), the total annual gross income of such parent.

“**conditional exemption**” – means the exemption granted to a parent who qualifies for either partial or no exemption, but, supplies information indicating his or her inability to pay compulsory school fees due to personal circumstances beyond his or her control; and leading to the School Governing Body imposing certain conditions for the exemption from payment of the compulsory school fees by the parent.

“**exemption**” – means the total, partial or conditional exemption of parents from the payment of compulsory school fees.

“**income**” – means

- | | | |
|---|---|-------------------------|
| ➤ gross salary or wages | - | both biological parents |
| ➤ money received from investments | - | both biological parents |
| ➤ profit gained from any form of business undertaking | - | both biological parents |

“**foster parent**” – a person who has the responsibility of a learner placed in:

- a foster home
- a youth care centre
- a place of safety; or
- an orphanage
- a person who is a kinship caregiver; or
- a parent who receives a social grant on behalf of a learner
- a child’s care who heads a household

“**partial exemption**” - means the parent is liable to pay only a portion of the compulsory school fees determined in terms of regulation 6.

“**total exemption**” – means the parent is not liable for the payment of any compulsory school fees and it includes automatic exemption of a foster parent

PROCEDURES

1. Upon registration of new learners it is compulsory that all parents complete the form Annexure “A” that is supplied. .
2. If parents intend to apply for exemption of school fees they must ensure that they collect the necessary forms from the school in person, complete them and return them to the school **within 30** days from collecting them from the school.
3. Forms completed incorrectly and without the supporting documentation required by Constantia Kloof Primary School, **will be returned** to the “applicant”.
4. No application will be forwarded to the SGB for adjudication until such time as Constantia Kloof Primary School has received **all** the information requested on the exemption application form.
5. Parents will be held responsible for school fees due until such time as a correctly completed application form, with documented proof, is received by Constantia Kloof Primary School .
6. It is very important that parents, who know they will not be able to pay the school fees, apply for exemption in due time and not after legal action has been instituted against them.
7. Parents who do not pay school fees have to be made aware of the fact that it is other school fee paying parents that subsidize the non paying parents. Constantia Kloof Primary School is a Section 21 school and we receive a minimal subsidy from the Government. It is therefore the paying parents that pay for the parents who don’t.
8. Where the income of both biological parents is not supplied as required, a minimum of 50% of the annual school fees will become due and payable.
9. For further reference refer to the paragraph “**OBLIGATIONS OF PARENTS**”

OBLIGATIONS OF PARENTS

Parents who wish to be exempted from payment of school fees at a particular school must apply **in writing** to the Chairperson of the School Governing Body by completing a form (Annexure B) obtainable from the school. The supplying of fraudulent information and /or misrepresentation thereof, may affect your application and could lead to legal action taken by the SGB.

1. The application referred to in above sub-regulation **must** include the following particulars
 - 1.1. combined gross annual income - annual income of **both biological** parents must be supplied, irrespective of their marital status i.e.: single, divorced or separated.
 - 1.2. the school fees due for each learner at any other public school

- 1.3. additional monetary contributions explicitly demanded by the school
- 1.4. any other relevant information supplied by the applicant indicating the inability of the applicant to pay school fees due to personal circumstances which may lead to conditional exemption.
- 1.5. an applicant must furnish such relevant further particulars as requested by the School Governing Body
- 1.6. a foster parent must submit sufficient proof to the School Governing Body that he/she qualifies for automatic exemption by providing documentary evidence in form of –
 - 1.6.1 a confirmation letter, on an official letterhead, from a social worker (the original as proof and one copy for our records)
 - 1.6.2 a court order (the original as proof and one copy for our records)
 - 1.6.3 a confirmation letter from any other competent authority (the original as proof and one copy for our records)

ALTERATION OF DECISION

- *If a Governing Body obtains information that the financial position of a parent who was granted exemption, has changed substantially, the Governing Body may reconsider, rescind, amend, substitute or alter its decision to grant exemption.*
- Before taking actions in terms of sub-regulation (1), the Governing Body must:-
 - notify the parent concerned of the intended action and of the information on which it will be based.
 - afford the parent the opportunity to rebut, if needed, the information and to show cause why the exemption should not be reconsidered

PROCEDURES FOR CONSIDERATION OF AN APPLICATION BY GOVERNING BODY

- (1) The Governing Body must consider the application subject to these Regulations and make a decision within **30 days** after receipt thereof
- (2) The Governing Body must apply the following formula when considering the application for exemption:

$$E = 100 \times \frac{(F + A)}{C}$$

- Where:
 - E = Exemption level
 - F = Annual school fees that a school charges any parent in terms of section 39 of the Act
 - A = Additional monetary contributions explicitly demanded by school
 - C = Combined gross annual income of parents
 - 100 = The answer arrived at on the right-hand side of the equation is multiplied by 100 so as to convert it into percentage.
- (3) If **E** is equal to or less than **2**, the parent qualifies for **no exemption**.
 - (4) If **E** is less than **10%**, then the parent may qualify for **partial exemption**.
 - (5) If **E** is equal to or more than **10%**, the parent qualifies for **total exemption**.

The Table below determines total, partial or no exemption and the extent of the partial exemption.

LEVELS OF FEE EXEMPTIONS

	EXEMPTION	NUMBER OF LEARNERS			
	LEVEL	1	2	3	4
	2.0%	0%	0%	0%	0%
	2.1%	0%	0%	0%	0%
	2.2%	0%	0%	0%	0%
	2.3%	0%	0%	0%	0%
	2.4%	0%	0%	0%	0%
	2.5%	0%	0%	0%	14%
	3.0%	0%	7%	22%	33%
	3.1%	0%	11%	25%	36%
	3.2%	0%	15%	28%	39%
	3.3%	0%	19%	31%	42%
	3.4%	0%	23%	35%	45%
	3.5%	7%	26%	38%	47%
	3.6%	11%	29%	41%	49%
	3.7%	15%	32%	43%	51%
	3.8%	19%	35%	45%	53%
	3.9%	23%	38%	47%	55%
	4.0%	25%	40%	50%	57%
	4.1%	28%	52%	58%	64%
	4.2%	31%	54%	59%	65%
	4.3%	34%	56%	61%	66%
	4.4%	37%	48%	58%	63%
	4.5%	39%	51%	59%	65%
	4.6%	41%	53%	61%	66%
	4.7%	43%	55%	63%	67%
	4.8%	45%	57%	64%	68%
	4.9%	47%	58%	66%	69%
	5.0%	50%	60%	67%	71%
	5.1%	51%	62%	69%	73%
	5.2%	53%	63%	70%	74%
	5.3%	55%	65%	71%	75%
	5.4%	57%	66%	72%	76%
	5.5%	59%	67%	73%	77%
	6.0%	67%	73%	78%	81%
	6.1%	68%	74%	79%	82%
	6.2%	69%	75%	80%	83%
	6.3%	70%	76%	81%	84%
	6.4%	71%	77%	82%	85%
	6.5%	73%	78%	82%	85%
	6.6%	74%	79%	83%	86%
	6.7%	75%	80%	84%	84%
	6.8%	76%	81%	85%	88%
	6.9%	77%	82%	86%	88%
	7.0%	79%	83%	86%	88%
	7.1%	80%	84%	86%	88%
	7.2%	81%	85%	87%	88%
	7.3%	82%	86%	88%	89%
	7.4%	82%	86%	89%	90%
	7.5%	83%	87%	89%	90%
	7.6%	84%	87%	89%	90%
	7.7%	85%	88%	90%	91%
	7.8%	86%	89%	91%	92%

**Education
expenditure
(E/1)**

	7.9%	87%	89%	92%	93%
	8.0%	88%	90%	92%	93%
	8.1%	88%	90%	92%	93%
	8.2%	89%	91%	94%	94%
	8.3%	90%	92%	94%	95%
	8.4%	91%	93%	94%	95%
	8.5%	91%	93%	94%	95%
	8.6%	91%	93%	94%	95%
	8.7%	91%	93%	94%	95%
	8.8%	92%	94%	95%	95%
	8.9%	93%	95%	95%	96%
	9.0%	94%	96%	96%	97%
	9.1%	94%	96%	96%	97%
	9.2%	95%	97%	97%	98%
	9.3%	96%	97%	97%	98%
	9.4%	97%	98%	98%	98%
	9.5%	97%	98%	98%	98%
	9.6%	97%	98%	98%	98%
	9.7%	98%	98%	99%	99%
	9.8%	98%	99%	100%	100%
	9.9%	100%	100%	100%	100%
	10.0%	100%	100%	100%	100%

SGB Chairperson

SGB Treasurer

Date

(Signed for and on behalf of the Constantia Kloof Primary School SGB)