



SWAKOPMUND CHRISTIAN ACADEMY CC/99/1262

*Train up a child in the way that he should go;
And when he is old he will not depart from it. (Prov 22:6)*

FEES & PAYMENT POLICY

The total annual fee per student amounts to approximately N\$27,500.00. All fees increase on an annual basis based on projected budget figures and cost of services provided by external parties. Increases are generally effective from 01 January each year.

Please refer to the **Fee Schedule** for detailed information on the fee items that will be billed to your account when applicable.

FEE PAYMENT: -

School fees are payable in advance by the 7th of each month.

Fees are payable for **12-months** including holidays, January and December.

Monthly account statements are issued in advance by the 25th of each month. The invoice must be paid by the 7th of the next month. (Example: The invoice will be issued by the 25th January. This account payment is due by 07 February.)

If fees are not received by the 7th of the month, a penalty fee of **N\$50.00** will be levied for reminder phone calls and other administrative costs incurred.

OVERDUE ACCOUNTS: -

The school adheres to a strict payment policy outlined as follows: -

7-Days overdue: - A friendly reminder letter is issued.

30-Days overdue: - If no payment is received or alternative arrangements made with the Principal, your child's enrolment will be suspended until the time that the outstanding balance is settled.

120-Days overdue: - In the unfortunate situation that the fees remain unpaid after the abovementioned steps have been taken and reasonable opportunity has been granted to the parent to settle the outstanding account, the school will initiate legal action against such parent to recoup such fees.

Regrettably, some families react very unfavorably to the financial pressure from the school resulting from late and missed payments. Please rest assured that it is merely the school acting prudently and in the best interest of all students.

This action may appear harsh, but when a student's account is not paid and he/she is permitted to remain at the school, the other parents are in fact subsidizing that student's tuition. This situation is unfair and can unfortunately not be accommodated.

APPLICATION FOR FINANCIAL ASSISTANCE: -

Applications for reductions in school fees must be submitted to the School Trustee Board in writing. In this application you are expected to provide: -

motivation for financial assistance
proof of current financial position i.e. pay slips, bank statements, family budget
possible size of self-funding
an envisaged method of payment
estimated period that support will be required

BANKING DETAILS

Banking Details: Swakopmund Christian Academy
Nedbank Namibia
Branch: 461052 - Swakopmund
Account: 11 000 104 754

The school prefers electronic banking payments. Cheque payments can be made with the School Secretary.

Cash payments are not received at the school due to the high risk of handling these funds. Should parents wish to pay cash, they are required to pay the funds directly into the school's bank account.

Please deliver, fax or e-mail the proof of deposit to the school personally.