

## APPLICATION REQUIREMENTS, PROCESS AND CURRENT FEE SCHEDULE

### CHECKLIST - ALL REQUIREMENTS RELEVANT TO YOUR CHILD SHOULD BE INCLUDED AS FULL SIZE, LEGIBLE COPIES:

- a) Application forms to be fully and clearly completed;
- b) Certified copies of 2 most recent full pre-school/school reports, including an end of year report;
- c) Certified copies of any/all assessments - educational/remedial/psychological/vision.  
In order to support your child, and gain a full history of their development and progress, all these reports are essential and relevant, even from the younger years. If no report was received this should be requested urgently. Applications cannot be processed without all reports. Full disclosure would be in your child's best interest;
- d) A Confidential Application Report Form will be sent to you to forward as soon as possible to the current/last school for their completion, and for them to return to [carol@waldorfconstantia.co.za](mailto:carol@waldorfconstantia.co.za) as this is required for our pre-assessment;
- e) Certified copies of birth certificate, unabridged if available, or ID/passport of child;
- f) Both (if possible) parents' IDs/passports;
- g) A recent photograph of child;
- h) Letter/s of motivation from parent/s;
- i) For High School applications - a hand-written letter of Introduction from the student about themselves, explaining what they would like to experience at school, and if they have any questions at this stage;
- j) Divorce Settlement Agreement and/or Adoption and/or foster documents, if applicable;
- k) R350 non-refundable Application Fee (bank details on page 3 of this document).

**ANY RELEVANT NON-DISCLOSURE WILL RESULT IN NULLIFYING THIS APPLICATION.  
APPLICATIONS SHOULD BE COMPLETED WITH ALL REQUIREMENTS AND SUBMITTED IN ITS ENTIRETY.  
IF SUPPORTING DOCUMENTS ARE LARGE, SEND SEVERAL EMAILS WITH ATTACHMENTS.  
IF NOT LEGIBLE YOUR APPLICATION CANNOT BE PROCESSED.**

### PROCESS:

- 1) Primary and High School applications are pre-assessed for consideration and suitability, and may be shortlisted for an interview, depending on a suitable space being available, or waitlisted for future consideration. To keep your application open, updating copies of reports and other relevant information would be required.  
Pre-school class applications are shortlisted the year prior to entry, after which a limited number of selected parents are invited to an "Introduction to Waldorf Education" evening. This is followed by the teachers' interview selections.
- 2) Further assessment/s may be required, and may be at an extra cost.
- 3) Interviews are not guaranteed.
- 4) Acceptance is subject to:
  - A successful interview with child/student and preferably both parents with the class teachers, and Faculty approval;
  - After a successful interview, prior to the final decision, a consumer credit check may be required.
- 5) Acceptance would be probationary, generally for 2 terms, with the condition of your agreement to provide extra learner support if required (and any other conditions) offered with:
  - i. Our letter of acceptance, with a Parent Contract of Enrolment, Acceptance documents and our Debit Order form (or your bank's confirmation of Stop Order arrangement would be required) to be fully completed and returned prior to commencement, with the applicable deposit per the Fee Schedule (also available on our website).
  - ii. A CEMIS transfer certificate/letter and our Financial Clearance certificate must be obtained from the previous school prior to commencement, for registration at our school and with the Western Cape Education Department.
  - iii. Non-South African students from Kindergarten upwards require either a valid Study Visa in their passport in the name of our school, or a copy of a Permanent Residence Permit in the name of the student, with passport and birth certificate, prior to commencement.
  - iv. South African students require S.A. ID document after 16 years of age, for NSC registration.
  - v. Unabridged birth certificates for S.A. students are still required, if currently not available.
  - vi. Students with any learning barriers will be required to have a professional full educational assessment either by Class 6 and/or Class 10, in line with the Western Cape Education Department's requirements. This would be at your cost.
  - vii. Advance payment of the first month's school fees is required prior to entry.

## CONSTANTIA WALDORF SCHOOL - 2020 STANDARD FEE SCHEDULE

STANDARD TUITION EES	1 <sup>st</sup> Child Annual	Termly	Eft/Cash 10 x Months Jan - Oct	Debit Order or Stop Order Jan - Dec	2 <sup>nd</sup> Sibling Annual	Termly	Eft/Cash 10 x Months Jan - Oct	Debit Order or Stop Order Jan - Dec	3 <sup>rd</sup> Sibling Annual	Termly	Eft/Cash 10 x Months Jan - Oct	Debit Order or Stop Order Jan - Dec
<b>PLAYGROUP</b> 3 days 4 days 5 days	30 680 36 920 43 690	7 670 9 230 10 923	3 068 3 692 4 369	2 557 3 077 3 641	27 612 33 228 39 321	6 903 8 307 9 830	2 761 3 323 3 932	2 301 2 769 3 277	26 078 31 382 37 137	6 520 7 846 9 284	2 608 3 138 3 714	2 173 2 615 3 095
<b>KINDERGARTEN</b>	44 200	11 050	4 420	3 683	39 780	9 945	3 978	3 315	37 570	9 393	3 757	3 131
<b>PRIMARY SCHOOL</b> Classes 1 - 3 Classes 4 - 7	55 120 64 790	13 780 16 198	5 512 6 479	4 593 5 399	49 608 58 311	12 402 14 578	4 961 5 831	4 134 4 859	46 852 55 072	11 713 13 768	4 685 5 507	3 904 4 589
<b>HIGH SCHOOL</b> Classes 8 - 10 Classes 11 - 13	82 950 87 565	20 738 21 891	8 295 8 757	6 913 7 297	74 655 78 809	18 664 19 702	7 466 7 881	6 221 6 567	70 508 74 430	17 627 18 608	7 051 7 443	5 876 6 203
<b>TODDLER GROUP 3 DAYS</b> [No sibling discount]	30 680	7 670	3 068	2 557	<b>ACCEPTANCE OF PLACE DEPOSITS [Refundable on exit if fee account fully paid, excluding interest]</b> Kindergarten/Playgroup/Toddlers : R5 300 Primary School (Class 1-3) R6 200, (Class 4-7) R7 900 High School (Class 8-10) R8 300, (Class 11-13) R8 900  <b>ANNUALLY - PUPIL LEVY &amp; ACCIDENT COVER:</b> R190 per pupil [Accident cover R500 excess payable by the parent/fee payer on settlement of claims]  <b>REBATE ON STANDARD ANNUAL TUITION FEE PAYMENT</b> 3% allowed on annual standard tuition fees paid in advance on or before 31 <sup>st</sup> January 2020 <b>LATE PAYMENT FEE:</b> R250 per month on payments received after the 1st working day of the month of payment or after the start of the new term  <b>FEES ARE PAYABLE ANNUALLY, TERMLY OR MONTHLY IN ADVANCE IN ACCORDANCE WITH THE OVERLEAF FEE POLICY. EXTRA CHARGES CANNOT BE ADDED TO THE MONTHLY/TERMLY OR ANNUAL FEE ACCOUNT. DEBIT ORDER IS OUR PREFERRED OPTION.</b>							
<b>PARENTS &amp; TODDLERS [PREPAID VOUCHERS]</b>	R130 pd											
<b>DEVELOPEMENT LEVY Annually</b>	<b>1st Child</b> R1 300	<b>2nd Sibling</b> R650	<b>3rd Sibling</b> R325									
<b>AFTERCARE [PREPAID VOUCHERS]</b>	<b>Full day</b> R2 150pm	<b>Half day</b> R1 075 pm	<b>Casual</b> R45 ph									
<b>LEARNER SUPPORT LESSONS Per lesson</b>	<b>Individual</b> R180	<b>Group</b> R130										
<b>EXTRA LESSONS &amp; EURYTHMY THERAPY CHARGES:</b> NOT INCLUDED in standard fees. <b>MUSIC LESSON CHARGES:</b> As specified by the Music Department, payable by the parent/fee payer on a TERMLY PREPAID system – details obtainable from the Music Teachers. <b>CLASS MATERIAL CHARGES:</b> INCLUDED in standard fees are most stationery, textbooks, art, project & basic craft materials, unless specified for purchase and payment by the parent/fee payer. <b>SPORT CHARGES:</b> INCLUDED in standard fees unless specified <b>CLASS CAMP and/or OUTING CHARGES:</b> NOT INCLUDED in standard fees. Charges are as specified by the class teacher/guardian, payable by the parent/fee payer (Class 3 - 13). <b>AFTER CARE SCHOOL TERM HOURS:</b> Kindergarten & Playgroup half day 12h15 until 15h00 or full day until 16h00. Primary School half day 12h30 until 15h00 or full day until 16h30.												

## 2020 - CONDITIONS AS PER CONTRACT OF ENROLMENT

### BANK DETAILS

**Application & School fee account:** Absa Bank, Branch Code 505309, Account number, 1079140534 "Constantia Waldorf School" or ("The Waldorf Schools Association Cape")  
**For Foreign fee payment (bank charges to be included):** Swift Code: **ABSA ZAJJ** IBAN Code: **not applicable** **ABSA BANK Shop 53, Constantia Village, Spaanschemat River Road, Constantia, 7806 – Use student name and class as reference.**  
**Cheques to be made out to Constantia Waldorf School.**  
**Acceptance Deposits account:** Absa Bank, Branch Code 505309, Account number, 9096114664, "Constantia Waldorf Fee Deposits".

**FEE POLICY:** The financial liquidity of the Constantia Waldorf School is dependent on the prompt payment of school fees by parents/guardians.  
All monthly/termly fees are to be **PAID IN FULL IN ADVANCE on or before the 1st working day of every month or prior to the start of each term.**

### METHODS OF PAYMENT

1. A monthly DEBIT ORDER or STOP ORDER payment over 12 months, January to December is our preferred method of payment.
2. Monthly (EFT) Electronic Funds Transfer or (CSH) CASH methods of payments may only be done over 10 months (January to October) by condition of entry arrangement.
3. Proof of payment, child's full name and fee account reference number should appear on the deposit slip to be faxed to us at 086 260 1221 or emailed to [junita@waldorfconstantia.co.za](mailto:junita@waldorfconstantia.co.za).
4. We prefer not to accept cash at school.

**EARLY SETTLEMENT of FEES :** A **3% rebate** is offered for annual fees paid in advance, by 31<sup>st</sup> January 2020. Interest of all fees payments made in advance will be retained by the school.

### ADMINISTRATION CHARGES

1. Failure by parents/guardians to make fee payments by the 1st working day of every month or prior to the start of the new term will result in a late payment charge of R250 per month.
2. Repeated late payments will not be allowed nor tolerated.

### NON or SHORT PAYMENT OF MONTHLY/TERM/ANNUAL FEES – POLICY and PROCEDURES

1. Outstanding fees of the previous MONTH/TERM /YEAR will be handed over to the attorneys of Constantia Waldorf School for collection. Parents/Guardians will be liable for payment of costs on the scale as between attorney and client, including collection charges.
2. **Parents/Guardians will be requested to immediately remove the children from school.**  
(Only in exceptional circumstances, and at the discretion of the Board of Directors and Debtors Mandate Group, will a pupil be allowed to enter a new term if any portion of the fees of the previous month/term or year is unpaid.)

**WITHDRAWAL NOTICE:** Once a pupil has entered the school, a minimum of 1 (one) term's/3 (three) month's written notice of withdrawal (or two terms at the end of Primary School) should be given to the accounts office. Written request for the refund or offsetting against unpaid fees of the Acceptance Deposit must be submitted to the accounts office.  
If such notice is not given, a full term's fees/three months, at the rate applicable for the next term in which the pupil would have been at school, shall be paid in lieu thereof. Likewise, if the school elects for any reason to terminate this contract, then it may do so, on giving the parent a term's written notice of its decision to terminate the contract at the end of the term in question, at which time the parent must withdraw the pupil. A CEMIS transfer certificate will be issued on the pupil's last day of school or when the fee account is fully settled.

**PARTICIPATION:** It is important for parents and teachers to maintain regular contact. General information is sent out electronically through our weekly newsletter, The Grapevine. You would be expected to regularly attend Class Parent meetings, Parent talks, the Annual General Meeting and Festivals, as well as Introductory Courses in Waldorf Education and Parent Conferences which parents are asked to attend, if they have not previously done so, in order that our methods and expectations can be explained and supported. The school holds fundraising events during the year and all families are expected to play an active part in these events. Parents are held responsible for supporting our school's expectations and requirements.

**ON ACCEPTANCE:** A CEMIS transfer out certificate or transfer letter must be obtained from the previous school and handed to the admissions office prior to commencement, for compulsory registration with the Western Cape Education Department.

**Non-South African Students:** Study visas in the name of Constantia Waldorf School in the student's passport or a permanent residence permit in the name of the student, together with a copy of birth certificate and valid passport, are compulsory to be copied to the admissions office prior to entry.

**South African Students:** South African Identity Document after turning 16 for registration for NSC.

**PERSONAL PROPERTY:** Constantia Waldorf School does not accept responsibility for any personal property brought to school.

**DECLARATION:** The Board of Directors of the Constantia Waldorf School reserves the right to make adjustments to the school fees and related charges from time to time, as it may deem fit.