

## 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 [admissions@waldorfconstantia.co.za](mailto:admissions@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 - 2025 STANDARD FEE SCHEDULE

Please mark your envisaged payment plan option as confirmation of affordability, taking into account that fees are subject to annual increases, generally approximately in line with cost of living adjustments.  
12 Monthly Debit Order Payments are our preferred option.

STANDARD TUITION EES	First Child Annual	Termly	Eft/Cash 10 x Months Jan – Oct	Debit Order or Stop Order Jan – Dec	Second Sibling Annual	Termly	Eft/Cash 10 x Months Jan – Oct	Debit Order or Stop Order Jan – Dec	Third Sibling Annual	Termly	Eft/Cash 10 x Months Jan – Oct	Debit Order or Stop Order Jan – Dec
<b>PLAYGROUP</b> 4 days per week 5 days per week	45 499 53 755	11 375 13 439	4 550 5 375	3 792 4 480	40 949 48 379	10 237 12 095	4 095 4 838	3 412 4 032	38 674 45 692	9 669 11 423	3 867 4 569	3 223 3 808
<b>KINDERGARTEN</b>	54 473	13 618	5 447	4 539	49 025	12 256	4 903	4 085	46 302	11 575	4 630	3 858
<b>PRIMARY SCHOOL</b> Classes 1 - 3 Classes 4 - 7	67 927 80 231	16 982 20 058	6 793 8 023	5 661 6 686	61 134 72 208	15 284 18 052	6 113 7 221	5 095 6 017	57 738 68 196	14 434 17 049	5 774 6 820	4 811 5 653
<b>HIGH SCHOOL</b> Classes 8 - 10 Classes 11 - 13	103 217 109 477	25 804 27 369	10 322 10 948	8 601 9 123	92 895 98 530	23 224 24 632	9 290 9 853	7 741 8 211	87 734 93 056	21 934 23 264	8 773 9 306	7 311 7 755
<b>TODDLER GROUP 3 DAYS</b> [No sibling discount]  <b>PARENTS &amp; TODDLERS [PREPAID VOUCHERS]</b>  <b>DEVELOPEMENT LEVY Annually</b>  <b>AFTERCARE – see below [PREPAID VOUCHERS]</b>  <b>LEARNER SUPPORT LESSONS</b> Per lesson	37 809  R155 pd  <b>1st Child</b> R1 500  <b>Full day</b> R2000 pm  <b>Individual</b> R190	9 452  <b>2nd Sibling</b> R750  <b>Half day</b> R1500 pm  <b>Group</b> R140	3 781  <b>3rd Sibling</b> R375  <b>Casual</b> R70 ph	3 151	<p><b>ACCEPTANCE OF PLACE DEPOSITS [Refundable on withdrawal if fee account fully paid, excluding interest]</b>            Kindergarten/Playgroup/Toddlers : R5 800            Primary School (Classes 1-3) R7 000, Primary School (Classes 4-7) R8 800            High School (Classes 8-10) R9 000, High School (Classes 11-13) R10 000</p> <p><b>ANNUAL - PUPIL LEVY &amp; ACCIDENT COVER:</b> R200 per pupil            [Accident cover excess amount, payable by the parent/guardian/fee payer on settlement of claims]</p> <p><b>STANDARD ANNUAL TUITION FEE PAYMENTS</b>            3% discount allowed on annual standard tuition fees paid in advance on or before 31<sup>st</sup> January 2025  <b>LATE PAYMENT CHARGE:</b> R250 on monthly payments received after the 1st working day of the month or after the start of the new term</p> <p><b>FEES ARE PAYABLE ANNUALLY, TERMLY OR MONTHLY IN ADVANCE IN ACCORDANCE WITH THE OVERLEAF FEE COLLECTION POLICY. EXTRA CHARGES CANNOT BE ADDED TO THE MONTHLY/TERMLY OR ANNUAL FEE ACCOUNT.</b></p> <p><b>1<sup>st</sup> term fee charge covers - January, February, March</b>  <b>2<sup>nd</sup> term fee charge covers - April, May, June</b>  <b>3<sup>rd</sup> term fee charge covers - July, August, September</b>  <b>4<sup>th</sup> term fee charge covers - October, November, December, irrespective of actual term dates.</b>  <b>Annual fee charge covers - January to December</b></p>							
<p><b>EXTRA LESSON SUPPORT &amp; EURYTHMY THERAPY CHARGES:</b> NOT INCLUDED in standard fees.</p> <p><b>CLASS CAMP and/or OUTING CHARGES:</b> NOT INCLUDED in standard fees. Charges are as specified by the class teacher/guardian, payable prior to the event by the parent/fee payer (Classes 3 - 13).</p> <p><b>MUSIC LESSON CHARGES:</b> As specified by the Music Department, payable to the music teacher by the parent/fee payer on a PREPAID system – details obtainable from the Music Teachers.</p> <p><b>AFTER CARE HOURS DURING SCHOOL TERMS:</b> Kindergarten &amp; Playgroup half day 12h00 until 15h00 or full day until 16h00. Primary School half day 12h30 until 15h00 or full day until 16h30.</p> <p><b>CLASS MATERIAL CHARGES:</b> INCLUDED in standard fees are most stationery, textbooks, art, project &amp; basic craft materials, unless specified for purchase and payment by the parent/fee payer.</p> <p><b>SPORT CHARGES:</b> INCLUDED in standard fees unless specified</p>												

## 2025 - CONDITIONS AS PER CONTRACT OF ENROLMENT

### BANK DETAILS

**Application & School fee account:** Absa Bank, Branch Code 505309, Account number, 1079140534 Constantia Waldorf School Current Account

**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 and class name as reference.**

**Acceptance Deposits account:** Absa Bank, Branch Code 505309, Account number, 9096114664, "CWS Fee Deposits".

**Use student name and class as reference for all payments, email proof of payment to [junita@waldorfconstantia.co.za](mailto:junita@waldorfconstantia.co.za)**

### SCHOOL FEE COLLECTION 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

- Monthly DEBIT ORDER or STOP ORDER payments over 12 months, January to December irrespective of term date.
- Monthly (EFT) Electronic Funds Transfer payments over 10 months, January to October may only be done by condition of entry arrangement.
- We prefer not to accept cash at school.
- Proof of payment, child's full name and fee account reference number should appear on the deposit slip to be emailed to [junita@waldorfconstantia.co.za](mailto:junita@waldorfconstantia.co.za).

### DISCOUNT ON EARLY SETTLEMENT of STANDARD TUITION FEES

A **3% discount** is offered for annual tuition fees paid in advance, by 31<sup>st</sup> January 2025. Interest on all fee payments made in advance will be retained by the school.

### LATE PAYMENT and ADMINISTRATION CHARGES

- 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.
- Repeated late payments will not be allowed nor tolerated.

### NON or SHORT PAYMENT and SCHOOL FEE COLLECTION POLICY PROCEDURES

- Previous MONTH/TERM /YEAR unpaid fees cannot be carried over. Accounts will be handed 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.
- 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 PROCEDURES

- Once a pupil has entered the school, a minimum of 1 (one) term's/3 (three) month's written notice of withdrawal should be given to the finance office.
- Written request for the refund or offsetting against unpaid fees of the Acceptance Deposit must be submitted to the finance office at [junita@waldorfconstantia.co.za](mailto:junita@waldorfconstantia.co.za)
- 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 charged 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 out certificate will be issued on the pupil's last day of school.

### SCHOOL PARTICIPATION

It is important for parents and teachers to maintain regular contact. General information is sent out electronically through our weekly newsletter, The Grapevine. Parents would be expected to regularly attend Class meetings, Parent talks, the Annual General Meeting and Festivals, as well as Introductory Courses in Waldorf Education and 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. As we are an independent fee income dependent school, all families are expected to play an active part in fund-raising events,. Parents are held responsible for supporting our school's ethos, expectations and requirements.

### REGISTRATION OF ACCEPTANCE

- A CEMIS transfer certificate or transfer letter must be provided from the previous school prior to commencement, for compulsory registration with the Western Cape Education Department.

### STUDY VISA REQUIREMENTS

- Study visas in a valid passport, in the name of our School (Constantia Waldorf School) or a Permanent Residence Permit in the name of the student are to be provided prior to starting classes, for all Non-South African pupils.

**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 adjust the school tuition fees and related charges from time to time, as it may deem fit.