



CBC Mount Edmund

FAITH | LEADERSHIP | EXCELLENCE

P O Box 912-487 Silverton Pretoria 0127
Tel: +27 12 804 1801 / 1792 / 8461
Fax: +27 12 804 8781
www.cbcmountedmund.co.za
S25 7370 E28 2696
PBO 930009755

BOARD OF GOVERNORS

20 September 2017

Dear Parents

Every year this time, the Board of Governors shares with you the fee structure for the upcoming academic year. Allow us to share with you how the structure will look like for 2018, as well as a high level view of how the funds are committed in the running of the College.

2017 has seen the College redefine itself around two major projects that we have embarked on, the membership of ISASA is central to our ambition of ensuring that we can form part of a community of like-minded schools; to further support this journey we have started a three year voyage towards IEB Assessments – essentially moving away from the NSC Assessments to ensure that we can benchmark slightly differently and benefit from the IEB philosophy that was shared broadly through the sessions held at the College earlier this year.

As a not-for-profit organisation all funds collected from the tuition fees are committed to College operations and administration, as well as staff salaries and related expenditure – 24% of the income is used towards operating expenditure including our commitment to rates and taxes, electricity, maintenance and sport related costs. Staff salaries and related costs account for 76% of the funds. The Board of Governors, who many are directly affected by the increase in fees owing to them being parents of learners at the college, truly understand the economic and financial pressures facing each and every parent and with this in mind the mentioned increase to fees has been agreed to with a great sense of duty to both the college and the parents. We as the Board have also taken a resolution to enhance the processes around the collection of fees as we can only ensure the sustainability of the school if all commitments are met by all our parent community.

The offices of the Business Manager and the Marketing Manager have been established to allow us to focus better on non-teaching activities at the school and to ensure that as we move ahead we can identify opportunities for partnerships and sponsorships, as well as building better efficiencies around our operations in general; we remain focused on ensuring that we maintain a full complement of learners and ensuring that we identify other avenues of income generation.

We have requested Mr. Bernard Langton and his team to continuously review areas where we can provide parents with cost-saving opportunities and/or better value for money across all our processes, we remain keen to hear some of these suggestions from yourselves – to enable this you may channel inputs through the respective Heads at the College and our commitment is to give each suggestion sufficient focus and investigate accordingly.

As we move to 2018, let me thank you for continuing to believe in the school and the journey that we started with the appointment of Mr Langton and as we reflect on 2017, we take with it the lessons and successes and we continue to be led by our ethos of Faith | Leadership| Excellence; this is the standard that we as a College and community commit to live by and we urge you to help us with your input where you believe that we fall short of this standard.

Thank you for your support and fervent prayers as we collectively continue to take this college to greater heights.

Yours Faithfully

Mr. KEKETSO MOTSOENE
CHAIRMAN: BOARD OF GOVERNORS



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21 September 2017

Dear Parents,

ENROLMENT FOR GRADE RRR TO GRADE 11 – ACADEMIC YEAR 2018

We are in the process of finalising our enrolment of learners for next year, and would like to know if your child will be continuing his/her studies at CBC Mount Edmund.

A **non-refundable** Registration Fee of **R5000.00** split over 2 months, must be paid to ensure your child's place at the College. This fee will be offset against your Tuition Fee in January 2018 if your child takes up their reserved space.

While we are aware that this is an additional payment over and above the current year tuition fee, the College has received enrolment applications for 2018, therefore we urge you to comply with this request before the due date.

Please note that if current year tuition fees are outstanding, any deposits received will first be allocated to the 2017 account and will not constitute as an enrolment fee for 2018.

If we have not received your reply slip and deposit by cutoff date, we will accept that your child will not be continuing their education at the College. We will accordingly advise learners on the waiting list that we have accepted them. We will therefore be in no position to guarantee that your child will be accommodated in 2018 and a new application for enrolment will need to be completed which may result in your child being placed on the waiting list.

Please ensure that you verify your child's enrolment acceptance by requesting proof of receipt before the cutoff date.

Please complete the Reply Slip below and return it to the Accounts Office together with the October payment of R2500.00 no later than 6 October 2017. The balance of R2500 for the Registration Fee is due 6 November 2017.

Thank you for your co-operation in this matter.

Yours sincerely,


Mr B Langton
Principal

REGISTRATION JANUARY 2018 REPLY SLIP

In order to confirm your child's registration for 2018, please return the completed form to the accounts office before **6 October 2017**.

CONTACT DETAILS:

	Father	Mother	Guardian
Name:			
Surname:			
Address:			
Tel. number :- Work			
Tel. number :- Home			
Cell phone number:			
Email address:			

I, _____ **PARENT/GUARDIAN** of

PLEASE PRINT YOUR INITIALS AND FULL SURNAME

PLEASE PRINT YOUR CHILD'S FULL NAME AND SURNAME

PRESENTLY IN GRADE _____ WILL BE CONTINUING HIS/HER STUDIES AT CBC MOUNT EDMUND IN 2018.

I ENCLOSE A NON REFUNDABLE REGISTRATION FEE OF R2500-00 or PROOF OF PAYMENT TO CBC MOUNT EDMUND.

SIGNATURE: _____ **Date** _____

OR

PRESENTLY IN GRADE _____ WILL NOT BE CONTINUING HIS/HER STUDIES AT CBC MOUNT EDMUND IN 2018.

SIGNATURE: _____ **Date** _____



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FEE STRUCTURE: 2018

	TABLE 1 MONTHLY - GRADE RRR - 11		TABLE 2 GRADE 12	
	BASIC TUITION FEE		BASIC TUITION FEE	
	GRADE RRR - 11 PAYABLE OVER 10 MONTHS		GRADE 12 (Only) PAYABLE OVER 6 MONTHS	
	Payable on the 1 st day of the MONTH.		Payable on the 1 st day of the MONTH.	
	MONTHLY PAYMENTS January -October	ANNUAL BASIC TUITION FEE	MONTHLY PAYMENTS January -June	
	R	R	R	
GRADE RRR- RR	4650	46500		
GRADE R - 3	5250	52200		
GRADE 4	6035	60350		
GRADE 5 - 7	6590	65900		
GRADE 8 - 11	7640	76400		
GRADE 12		76400		12733.33

ANNUAL LEVIES

Please note that the annual levies are additional to the above fees and are payable in January.
The general purpose levy includes a development fund levy which is used solely for the development of facilities.

GENERAL PURPOSE LEVY: GRADE RRR & RR	R2990	SCHOOL TOUR DEPOSIT: GRADE 5 - 11	R1500
GENERAL PURPOSE LEVY: GRADE R - 3	R3500	HOSPITALITY STUDIES: GRADE 8 - 9	R 650
GENERAL PURPOSE LEVY: GRADE 4 - 7	R4400	HOSPITALITY STUDIES: GRADE 10	R1950
GENERAL PURPOSE LEVY: GRADE 8 - 9	R4700	HOSPITALITY STUDIES: GRADE 11 - 12	R 500
GENERAL PURPOSE LEVY: GRADE 10 -12	R4800	INTERNATIONAL BENCH TEST: GRADE 3, 6 9	R 320

FAMILY DISCOUNT

Eldest child = full tuition fee
2nd child = 10% discount on his/her basic tuition fee.
3rd and more child = 25% discount of his/her basic tuition fee.

EARLY SETTLEMENT DISCOUNT

Parents who pay annual basic tuition fees in full on or before the 1st February will be entitled to a discount of 5% of the annual basic tuition fee.

TUITION FEE PAYMENTS

Tuition fees **must be paid in advance on or before the 1st day** as stipulated in the fee structure tables above.

Payments may be made by:- **Cheque or bank transfer; debit order; credit card**
(debit order instruction forms obtainable from the accounts office.)

GRADE 12 AND EXAMINATION FEE

Grade 12 fees are paid over 6 months viz: January to June each year.

DISHONoured CHEQUES AND DEBIT ORDERS

A fee of R180 will be billed to the debtor in lieu of bank charges for all dishonoured cheques and debit orders

OVERDUE ACCOUNTS

1% interest above prime will be charged on any overdue portion. Accounts in arrears will be handed over for collection and the enrolment contract will be cancelled due to non-payment of fees. Collection costs incurred on accounts handed-over for collection will be charged to the debtor.

AFTERCARE CENTRES (GRADE RRR - GRADE 5)

A separate **Aftercare Enrollment contract needs to be signed** if you wish to make use of these facilities. Fees will be charged to your tuition account so that a combined payment can be effected by parents.

PRE-SCHOOL (GRADE RRR- RR)	PRIMARY SCHOOL (GRADE R - GRADE 5)	CASUAL DAY CARE
ANNUAL FEE: R 6450 MONTHLY FEE: R 645 PER MONTH (JANUARY - OCTOBER)	ANNUAL FEE: R 10700 MONTHLY FEE: R 1070 PER MONTH (JANUARY - OCTOBER)	R60-00 PER DAY.

ENTRANCE FEE - PER PUPIL.

A non-refundable entrance fee of R3000 on acceptance will be payable for all pupils joining the College.

RE-ENROLMENT FEE.

Please note that a non- refundable re-enrolment deposit of R5000 (payable as R2500 in October and R2500 in November) will be credited to the account in January of next year if the child returns to school for that year.

TERMINATION OF ENROLMENT.

One term's notification is required when terminating the enrolment or equivalent school fee in lieu of notice.

NON-RESIDENT PUPILS:

Pupils who are not South African residents, annual tuition fees must be paid in full before the start of the academic year.

GENERAL INFORMATION

BANK DETAILS: STANDARD BANK HATFIELD ACCOUNT NO. 011933410 BRANCH NO. 011545
CONTACT NUMBERS: SWITCHBOARD 012 804-1801 ACCOUNTS 012 804-8431 FAX 012 804-8781