

## **EXEMPTION CRITERIA & PROCEDURE**

Parents who are financially struggling to pay school fees may seek assistance from the school by collecting an application form for consideration for exemption from the statutory payment of school fees.

### **According to the Regulations (SASA) the following persons are fully exempted from paying school fees:**

- 1) A person who has the responsibility of a parent in respect of a child placed in  
**a) a foster home            b) a youth care centre   c) a place of safety, or   d) an orphanage.**
- 2) A person who is a kinship caregiver of an orphan or of a child who  
**a) has been abandoned by his or her parents or b) is without any visible means of support.**
- 3) A person who receives a social grant on behalf of a child.
- 4) A child who heads a household.

### **All applications received will be considered according to the following criteria, but not limited to these:**

1. A **written application** in the format provided and **relevant to the year of application**.
2. **The total annual and monthly gross income and expenditure** of the applicant themselves, any other person(s) who qualify as parent(s) of the relevant learner(s) in terms of SASA, and any other learner in the household, with supporting documents **must be outlined**;
3. If the application is made for **full, partial or conditional exemption** from the payment of school fees; and contains every possible **relevant fact** that the applicant wishes to provide in support of his/her application.
4. Information necessary for the fair and just evaluation of an application for exemption from payment of the school fees may be requested or collected by the governing Body (SGB).
5. **No application that fails to comply with the prescripts in this resolution shall be considered, unless** the governing body can be convinced of extraordinary circumstances that justify non-compliance with the procedure.
6. The SGB shall be entitled to **delegate the competency to receive, consider and decide an application for exemption to a governing body committee**.
7. The exemption from payment of school fees in terms of this Act is calculated retrospectively from the date on which the parent qualifies for the exemption.
8. **The applicant shall be informed in writing of the committee's decision within seven (7) days of the date of such decision.**
9. That an applicant who feels aggrieved by a decision of a governing body committee, shall be entitled to **appeal in writing to the governing body within seven days of receipt of the outcome** of their application. The governing body shall not dismiss the appeal without affording the applicant the opportunity to be heard verbally.
10. That, subject to an applicant's right to appeal to the Head of Department for Education in terms of Section 40(2) of SASA, the governing body's decision shall be final.
11. **The only measure by which the governing body committee shall judge whether or not to grant any type of exemption shall be the applicant's compliance with exemption criteria**, as per SASA and any applicable regulations promulgated in terms thereof.
12. This resolution shall not preclude the parent or school from entering into **an agreement to pay school fees in a different way** from that prescribed herein.
13. The governing body shall be entitled to **impose** on an applicant **exemption conditions that it deems reasonable**.
14. The forms are available from the finance office from February each year and must be collected and returned **IN PERSON**. The parent is required to sign the control register which is maintained when exemption application forms are issued and returned.

It is resolved at the budget meeting convened on  
09 November 2022 by parents of learners  
attending Sunlands Primary School that:

1. The budget, as proposed by the governing body, is approved, and that the governing body be authorised to supplement any deficits that may arise on budgeted amounts for particular budget items, from surpluses that may arise on other items, provided that the total budget shall not be exceed, without obtaining the approval of a parent meeting.
2. School fees will be determined and levied in accordance with the provisions of Section 38 and 39(1) of the South African Schools Act (hereinafter "SASA") (i.e. Sunlands remains a fee paying school)
3. School fees shall be payable in accordance with the budget tabled by the governing body and parents are liable for the payment of such fees
4. The Governing Body give an exemption that school fees may be paid in monthly instalments between 1 January and 30 November 2023. Payment will be accepted via all payment options available at the school (EFT, Karri App, a debit order effected via parents' individual bank account(s), card swipe facility or any other method approved and adopted for use).
5. A discount equal to one (1) month school fees is offered to parents who settle their accounts by 31 January 2023. A discount of 5% is offered to parents who settle their accounts by 28 February 2023.
6. All parents shall be obligated to pay school fees, unless they have been granted exemption from the payment of school fees in accordance with the provisions of SASA, any applicable regulations as well as this resolution. Exemption from paying school fees does not exempt the parent(s) from payment of any other fees/costs that become due.
7. The full outstanding school fees shall immediately become due and payable should any instalment be outstanding by the due date. Section 40 and 41 of SASA stipulates that the school may enforce the payment of these statutory fees
8. Collect-4-U is the company appointed by Sunlands Primary as their collection agent and all default accounts will be handed over to them for further collection
9. The school may record the parent/parents non-performance with a bureau should they fail to meet their school fee obligation. The school may hold and process by computer or otherwise, any information obtained about parents as a result of their liability for payment of school fees. Personal information of both parents may be verified by the school or third party delegated by the school to perform this function.
10. That the proposed payments to WCED staff members be approved, in terms of Section 38A of SASA.
11. Permission is granted to invoice all additional costs on the school fee account. This includes, but is not limited to: music fees, aftercare fees, camp fees, school packs, cost of a lost or damaged text book/library book, excursions, clothing items, Sunlands Swimming Academy fees, etc..
12. Surplus funds in the current account, may with the permission of the Department be invested into an interest bearing investment account