



Fees, Payment, Refund & Withdrawal Policy

Fees, Payment, Refund & Withdrawal Policy

Effective Date: 01/01/2025

Applies To: All prospective and enrolled families at **Besige Bytjie Akademie**

Purpose

This policy ensures clarity, fairness, and transparency regarding school fees, payment terms, refunds, and withdrawals, while supporting the financial sustainability and operational stability of Besige Bytjie Akademie.

Scope

This policy applies to:

- All parents, guardians, or caregivers of children enrolled at Besige Bytjie Akademie
 - School management and administration responsible for billing, collections, and fee-related communication
-

1. Educational Model and Fee Structure

Preschool Identity

Besige Bytjie Akademie is a privately owned preschool offering a structured, future-focused, learn-through-play curriculum. We are not a daycare facility. Our programme is intentionally designed to support holistic development through age-appropriate, progressive learning experiences.

Annual Enrolment Commitment

- Enrolment at Besige Bytjie Akademie constitutes a full academic year commitment.
- Upon enrolment, each child is registered for the entire academic year and granted access to the full curriculum package.
- The curriculum is custom-designed, forward-planned, and delivered progressively throughout the year.

Fee Structure

1. Preschool Class Fees

- Structured as a full annual fee.

- A monthly payment plan over twelve (12) months (January–December) is available for convenience.
 - 2. **Annual Registration Fees**
 - Preschool Annual Registration Fee
 - Aftercare Annual Registration Fee (where applicable)
 - 3. **Aftercare Fees**
 - Payable in advance before the child's first day of aftercare.
 - Thereafter payable monthly in advance, due on or before the 1st day of each month.
 - 4. **Drop-Off & Collection Penalty Fees**
 - Applicable for early drop-off (before 06h30) or late collection (after 17h30).
 - Penalty fees must be settled at the school office the following school day.
-

2. Payment Terms and Conditions

Annual Fee Obligation

- The full annual fee becomes payable upon enrolment.
- This fee includes tuition, curriculum access, and participation in all standard educational activities.
- The monthly instalment option is a payment convenience and does not alter the annual financial obligation.

Payment Methods

- EFT
- Cellphone banking
- Direct bank deposit
- Debit order or other school-authorized payment channels

No responsibility will be accepted for cash placed on an office desk or handed to a teacher or staff member.

Payment Due Dates

- Monthly instalments are due on or before the **1st day of each month**, payable in advance.
- Proof of payment must be submitted to the accounts department.
- Receipts will be issued once payment reflects in the school's bank account.

Late Payment Consequences

- If payment has not reflected by the **7th day of the month**, and no prior arrangement has been approved, the preschool reserves the right to:
 - o Deny access to the school premises and educational programme
 - o Suspend or cancel enrolment with immediate effect
 - o Apply a late payment penalty fee
- Reinstatement is subject to full settlement of outstanding fees and management approval.

3. Cancellation, Withdrawal & Refund Policy

Notice of Cancellation

- A **full calendar month's written notice** is required to terminate enrolment.
- Notice may **not be given in November**, unless the full annual fee has already been settled.

Annual Fee & Curriculum Obligation

- The curriculum is a bundled, year-long educational product.
- No portion of the annual fee or curriculum fee is refundable.
- If a child is withdrawn or enrolment is cancelled, the **full outstanding balance of the annual fee becomes immediately payable**, regardless of attendance or partial curriculum delivery.

Trial Period

- A two-week trial period is offered at the start of enrolment.
- During this period, either party may terminate the agreement without penalty.
- After the trial period, the contract becomes fully binding.

Vacation Policy

- Full fees remain payable during holidays or planned absences to secure the child's placement.

Fee Adjustments

- A minimum of **one month's written notice** will be provided for any fee increases.

4. Non-Refundable Fees

All fees paid to Besige Bytjie Akademie are strictly **non-refundable**, including but not limited to:

- Annual tuition fees
- Curriculum fees
- Annual registration fees (preschool and aftercare)
- Event or activity contributions

5. Legal & Collection Matters

- Accounts in arrears may be handed over to the school's appointed collection attorneys.
- Parents or guardians will be liable for **all legal and collection costs** incurred in recovering outstanding fees.

6. School Closures & Public Holidays

- The school will be closed on public holidays and certain school holidays (dates provided).
 - Fees remain payable for public holidays and school holidays that fall on a child's regular attendance day.
 - The school remains open during school holidays (excluding December); however, no formal curriculum will be presented during these periods.
-

7. Responsibilities of Parents / Guardians

Parents and guardians are responsible for:

- Ensuring timely payment of all fees
- Providing correct payment references (child's full name)
- Submitting written notice for withdrawal within the required timeframe
- Maintaining communication with the accounts department regarding financial difficulties

Withdrawing a child in November to avoid December fees is considered unfair, as staffing, operational costs, and teacher salaries remain payable.

8. Responsibilities of Besige Bytjie Akademie

The school commits to:

- Providing clear invoices, receipts, and fee schedules
 - Communicating promptly regarding late or missed payments
 - Applying this policy consistently, fairly, and in line with applicable legislation
-

9. Communication & Agreement

- This policy is available on the school website and official communication app and may be accessed at any time.
 - By enrolling a child at Besige Bytjie Akademie, parents or guardians acknowledge and accept the terms of this policy.
 - The school reserves the right to update this policy as required. Updated versions will be communicated via official platforms.
-