



## FINANCIAL INFORMATION STATEMENT 2017

We are delighted that you have chosen to partner with Oasis Christian Academy to see your child develop to their full potential. Detailed in this letter is a comprehensive list of all financial information you will need to know for your child's education with us.

### SUMMARY OF FEES

#### ADMISSION FEES *(once off non-refundable payment – payable with application and upon acceptance)*

<b>Application Fee</b>	<b>R 450.00</b>	This amount covers admission and diagnostic testing. <b>New students only</b>
<b>Enrolment Fee</b>	<b>Equivalent to ONE MONTH'S FEES</b>	This amount is payable upon your child's acceptance into the School and covers all the costs involved in getting your child started at Oasis Preparatory

#### ANNUAL LEVIES: *(once off non-refundable payment - payable by 31 December 2016)*

<b>Curriculum Levy</b>	<b>R 800.00</b>	This amount covers annual levies payable to curriculum providers and school association (ISASA). <b>All students.</b>
<b>Printing Levy</b>	<b>R 740.00</b>	This amount covers printing costs involved in setting up student's CASS portfolio records, office charts, students' files, and OPS homework diary etc., as well as annual printer license fees. <b>All students.</b>
<b>IT Levy</b>	<b>R 400.00</b>	This amount covers annual maintenance and refurbishment of computers and networks, as well as annual software upgrades and license renewal. <b>All students.</b>
<b>Group Insurance Levy</b>	<b>R210.00 per learner</b>	This amount covers accidents, permanent disability and death as well as ambulance/transportation cost for accidental injury occurring on school premises or whilst engaged in school activities. This cover does not replace a medical aid scheme but is an additional extra for all students. <b>All students.</b>

#### SCHOOL FEES: *(payable on the last day of each month over 11 months (January - November) or at the beginning of each academic year)*

FEE STRUCTURE 2017	1 <sup>st</sup> child	2 <sup>nd</sup> child	3 <sup>rd</sup> child +
<b>Grade 1</b>	2095.00	2045.00	1990.00
<b>Grade 2</b>	2195.00	2140.00	2085.00
<b>Grade 3</b>	2250.00	2195.00	2140.00
<b>Grade 4</b>	2325.00	2270.00	2210.00
<b>Grade 5</b>	2400.00	2340.00	2280.00
<b>Grade 6</b>	2475.00	2415.00	2350.00
<b>Grade 7</b>	2550.00	2485.00	2425.00

#### SCHOOL FEES include:

- Tuition Fees
- Curriculum Fees
- Drama Classes
- Art Classes
- IT Classes
- Music Theory (Grade 1 & 2 only)
- School Sport (excludes private coaching & sports offered outside of school)

**SCHOOL FEES exclude:**

- Uniforms
- School Photographs
- Fees for Private Music Lessons & optional Arts School courses (published in Arts School Prospectus)
- Student Counselling or Career Assessments
- Stationery & Art Supplies
- Olympiads/External Assessments
- Aftercare Fees
- Excursions, Sports Tours, School Camps, Clubs, and Tours
- Transport costs to and from school activities
- Fees related to optional school activities

**DEVELOPMENT FEES:** (payable on the last day of each month over 11 months (January – November) or at the beginning of each academic year)

The Development Fee is used solely for the development of the School in line with strategic plan and is administered by the Governing Body. The annual contribution per family is based on the oldest child being educated at Oasis Preparatory School at the time. The donation is an allowable tax deduction for the donor.

	<b>Annual Contribution</b>	<b>Monthly Contribution (11 months)</b>
<b>Development Fee (per family)</b>	R 2 340.00	R 224.00

**INCIDENTAL CHARGES:** (additional fees payable as stipulated below)

<b>After School Care / Homework Centre Fee</b>	<b>R 17.00 per hour</b>	This is an additional service and is payable on/before last day of month. <b>All relevant students</b>
<b>Late Collection Fees (Fridays)</b>	<b>R 20.00 per 15 minutes</b>	This amount is charged after 2pm on a Friday afternoon.
<b>Penalties on Overdue Accounts</b>	<b>R 80.00</b>	Administration Fee on unpaid fees
<b>Interest Charged on Overdue Accounts</b>	<b>2% on amount owing</b>	
<b>School of Arts Fees (Private Music Tuition &amp; Courses)</b>	<b>* Consult OSOA Brochure</b>	

- A full pricing guide for additional charges (stationery, telephone, printing, uniforms etc.) is available upon request

## PAYMENT OF FEES

- a. Annual Levies** are to be paid at the end of the year prior to your child starting the year at Oasis Preparatory School. Payment is once-off and non-refundable, and must be received by the 31 December of each year. A new student is not deemed enrolled for the upcoming academic year until the full annual levies (Curriculum Use Deposit, Printing/Computer Levy & Group Insurance Levy) have been received.
- b. Development Levy** is used solely for the development of the Oasis Preparatory School, and is administered by the Governing Body. This payment is treated as a donation to the education establishment in terms of Section 18A of the Income Tax Act and a Tax Certificate for this fee can be requested.
- c. All School Fees** are billed and payable by debit order according to ONE of the three payment plans detailed below. All fees are to be paid on the last day of each month. Payments not received in our office by this date will be subject to certain penalties as outlined in the Financial Policy stated below.

**There are three payment plans to consider:**

- 1. ANNUAL FEE PAYMENT:** Payment for full year in advance must be paid by January 31st for the whole school year. There is a 5 % discount on tuition for this plan. No discount is allowed on registration fees, administration levies, curriculum use fees, printing levies, or additional fees.

*If a student withdraws from school during the school year, 90% of the remaining school terms' tuition will be refunded. For example, if the student withdraws in the middle of the second school term, 90% of the tuition for the third and fourth terms will be refunded. Other fees are not refundable. NOTE: According to our Code of Conduct, parents wishing to take their child(ren) out of the school are required to give one term's written notice.*

2. **QUARTERLY FEE PAYMENTS:** Payments for each quarter must be paid on/before the first day of each term. There is a 2% discount on tuition for this plan. No discount is allowed on registration fees, administration levies, curriculum use fees, printing levies, development levy or additional fees.
3. **MONTHLY PAYMENTS:** Eleven equal payments must begin January 15<sup>th</sup> or last day of month and must be paid each month by DEBIT ORDER on agreed date for the next eleven months (i.e. through to November 15<sup>th</sup> or 30<sup>th</sup>)

**CHEQUES** will no longer be allowed for payment of any School Fees. Debit/Credit card facilities are available at the Finance Office for annual/quarterly payments and incidental charges. Please note that all account holders will be required to pay monthly accounts by DEBIT ORDER only. Debit Order forms must be returned signed to our Finance Office by 30 November 2016.

## FINANCIAL POLICY

Oasis Preparatory School is a private school and is thus totally reliant upon school fees to remain sustainable. For this reason the Governing Body of the Academy has put the following policies in place:

1. All school fees from student's previous school must be paid in full before a student will be considered for enrolment. The Management of the School reserves the right to conduct background checks on prospective parents'/guardians' credit history and payment history at previous schools.
2. New Students will be required to pay the required advance fees before they will be enrolled at Oasis Christian Academy.
3. School fees are payable over 11 months (January – November) by debit order as set out in the Financial Information Statement. Collection of School Fees via DEBIT ORDER will be subject to conditions set out in Debit Order Mandate. Changes in fees, amounts owing and debit order amounts will be advised prior to any change being effected.
4. Advance fees are payable in full on or before the last day of December, the year prior to your child starting at Oasis Christian Academy. These payments are once-off and non-refundable.
5. **NOTICE OF WITHDRAWAL:** a FULL term's notice, in writing, or one (1) term's fees in lieu of notice is required before withdrawal of a student from the school. A FULL term's notice means that if your child is removed from the school during any term, without written notice before commencement of that term, then fees will be charged for the remainder of that term and the following term. The terms fees in lieu of notice will be calculated as one quarter (1/4) of the 'Total Annual Tuition Fees'. Parents of students who are transferring from Oasis Preparatory School are required to send written notice to the Principal on [admin@oasisprep.co.za](mailto:admin@oasisprep.co.za) . Once this notification is received, a meeting with the Principal will be scheduled, after which a student transfer card can be issued.
6. School Fees must be received by the school on/before the last day of each month. Fees unpaid at this time will be subject to the following penalties:
  - a. If fees are not paid by the 1<sup>st</sup> day of the new month, a 'reminder' sms will be sent to the person responsible for payment of school fees and prompt payment will be required.
  - b. Payments still not received by the 10<sup>th</sup> day of the new month will be subject to a 2% (on amount owing) plus R80 administration fee per student. The issuing of curricular materials will be stopped immediately.
  - c. If the amount owing is still unpaid by the 15<sup>th</sup> day of the new month, we will regrettably have to send your child(ren) home until all outstanding fees are paid.
  - d. If outstanding fees still remain unpaid after the above procedures have been followed we will have no other choice but to deregister your child(ren) from the school and attorneys will be instructed to collect overdue amounts. Parents/Guardians will be liable for payment of all attorney and client costs should the school instruct attorneys to collect any overdue amounts. In the instance of your child(ren)'s schooling being terminated, the undersigned person will still be liable for payment of all outstanding fees in full.
  - e. Please note that parents/guardians will be liable for payment of all costs incurred by the school following the above mentioned procedure. This includes, but is not limited to telephone calls, printing, postage etc.
7. A student whose fees are not paid in full by the first day of December of a particular year, will not be enrolled at the school for the following school year. Such a student will be required to enroll as a new student, and will thus be subjected to the same enrolment procedure and enrolment costs as a new student.
8. Should any problems arise with the payment of school fees throughout the year, please immediately communicate this with the Bursar so that alternative arrangements for payment can be considered in consultation with the Principal and the Governing Body of the School.

## GENERAL

- Incidental charges (outings, stationery, medicines, sports fees, special activities/events and school camps, etc.) will be the responsibility of the parent and will be charged at the appropriate time.
- Charges for uniform and general school dress requirements will be the responsibility of the parents and are not included in any school fees
- Incidental charges will be added to your fee account where applicable in communication with parents.
- Parents are responsible for the cost of all external examination fees
- Parents are requested to ensure that their children are members of a medical aid scheme and provide the School with their medical aid details. Personal Accident Insurance is compulsory for all students and the annual fee is payable as part of ANNUAL LEVIES at the beginning of the year. Parents are also requested to ensure that their possessions are insured under their own personal insurance policies. The School will not be held liable for theft/loss of students' possessions from school.
- Limited bursaries are available annually for existing parents requiring Financial Assistance with their fees. Applications for renewal are required each year and criteria for eligibility are contained in the Financial Assistance Package. All bursary applications are subject to a confidential review process by the Finance Committee and are granted for a fixed period.
- Scholarships are awarded to pupils for academic, sporting, cultural or character excellence. All testing for scholarships is done prior to the interviewing stage and all scholarships are awarded for a fixed period.
- The above prices are subject to change. Any changes will be communicated with parents.
- The Academy's Management Team "Reserves the Right" to increase School Fees and/or Development Fees paid per month/term/year together with the Annual Application Fee. At least one increase will take place each year, which will be effective at the beginning of January each year. At least 30 days' notice will be given.

## BANKING DETAILS

Please note that Oasis Preparatory School belongs to a group of schools, home education academy and FET College all listed under the banner of Oasis Christian Academy.

<p><b>Oasis Christian Academy – Main Account</b> Used for payment of all Oasis Preparatory School Fees and Oasis School of Arts payments</p>	<p><b>Account Name:</b> Oasis Christian Academy <b>Bank:</b> FNB <b>Branch Code:</b> 220725 <b>Account Number:</b> 62158493925 <b>Reference:</b> Acc. No. Initial &amp; Surname</p>
<p><b>OCA – Bursary Fund</b> We invite all parents to consider a monthly/annual contribution to our Bursary Fund. These funds are allocated to reducing the fee burden of families going through financial difficulty, as well as attracting good quality students in the future who will add value to the school programme.</p>	<p><b>Account Name:</b> Oasis Christian Academy Bursary Fund <b>Bank:</b> FNB <b>Branch Code:</b> 220725 <b>Account Number:</b> 62361061551 <b>Reference:</b> Student Name / Purpose</p>
<p><b>OCA - Development Fund</b> The Development Fund is used solely for the development of Schools under the OCA banner, and is administered by the Governing Team. All payments to the fund are treated as a donation to an education establishment in terms of S18A of the Income Tax Act.</p>	<p><b>Account Name:</b> Oasis Christian Academy Development Fund <b>Bank:</b> FNB <b>Branch Code:</b> 220725 <b>Account Number:</b> 62361056990 <b>Reference:</b> Student Name / Purpose</p>

For all queries related to fees, please BOOK AN APPOINTMENT to see the Bursar during school hours:

**Email:** [finance@theoasischurch.co.za](mailto:finance@theoasischurch.co.za)  
**Tel:** (033) 330 3456  
**Fax:** 0865163159