

**GLENWOOD PREPARATORY SCHOOL  
REGISTRATION AND SCHOOL FEE COMMITMENT FORM - 2025**

**Both parents to fill in this re-registration and school fee commitment form.  
(Jointly and severally liable in terms of Family Law)**

Parent 1) ..... and

Parent 2) .....

Parent(s) / Guardian(s) of 1) .....Grade..... 2) .....Grade.....

3) .....Grade..... 4) .....Grade.....

Hereby commit myself/ourselves to the re-registration and payment of school fees for the above learner at Glenwood Preparatory School ("the school") for the 2025 year.

Address of Parent/Guardian 1) .....code .....

Telephone: Home .....Work.....cell.....

Address of Parent/Guardian 2) .....code.....

Telephone: Home.....Work.....cell.....

Please note that the total school fees are due on the first day of school but parents do have the following options:

**School Fee Payment Options are as follows:**

GRADES 1 - 7		Amount	Discount	Total Due
<b>Option 1 EFT</b>	Paid in full on/before <b>31 December 2024</b> – 7.5% Discount	<b>R37,200-00 p.a.</b>	<b>R2 790.00</b>	<b>R34 410.00</b>
<b>Option 2 CARD or CASH</b>	Paid in full on/before <b>31 December 2024</b> – 3.75% Discount	<b>R37 200-00 p.a.</b>	<b>R1 395.00</b>	<b>R35 805.00</b>
<b>Option 3 EFT</b>	Paid in full on/before <b>28 February 2025</b> – 5% Discount	<b>R37 200-00 p.a.</b>	<b>R1 860.00</b>	<b>R35 340.00</b>
<b>Option 4 CARD or CASH</b>	Paid in full on/before <b>28 February 2025</b> – 2.5% Discount	<b>R37 200-00 p.a.</b>	<b>R930.00</b>	<b>R36 270.00</b>
<b>Option 5 10 EQUAL INSTALMENTS</b>	<b>(January to October)</b> Payable at the end of each month. <b><u>First payment to be paid by</u></b> <b><u>31 January 2025</u></b>	<b>R3 720-00 p.m. x10</b>		

**Please choose one of the above options of payment (please tick appropriate block below).**

I elect to pay by means of Option  1  2  3  4  5 and confirm that I am liable for full payment of the fees.

You may choose the following means of payment:

A) Direct Deposit/Internet Transfer into the School's Bank Account, details are as follows:

Bank : First National Bank Branch : Davenport  
Branch No. : 22-02-26 Account No. : 50710352431  
Reference : **Full Name of Learner or Account Number on Statement e.g. 3ABC001**

B) Credit/Debit Card Facility - available at school.

C) Stop Order – parents are to make the necessary arrangements with their own banks to sign a Stop Order for 10 equal months.

D) Cash

In terms of Section 40 of the South African Schools Act No. 84 of 1996, the Parents/Legal Guardians are liable for school fees, jointly and severally, the one paying the other to be absolved. No decree of divorce and /or settlement agreement absolves the Parents/Legal Guardians from their obligation to pay school fees, which is a statutory obligation.

In the event of the person signing this agreement not being the natural parent of the learner, then such person assumes the responsibility of a parent as defined in Section 1 of the South African Schools Act.

The Governing Body/Administration of the school may by process of law enforce the payment of school fees – in terms of the South African Schools Act, parents are entitled to apply for financial assistance, if their financial situation warrants it.

In the event that the Governing Body elects to institute action for the recovery of any amounts due in terms thereof, the Parents/Legal Guardians:-

- accept liability for all legal costs incurred on the scale as between attorney and own client, inclusive of collection commission on any installments and any tracing agents' fees;
- hereby consent to the issue of an emoluments attachment order in the amount equivalent to the yearly fees levied;
- consent to the jurisdiction of the Magistrate's Court.

The Parents/Guardians agree that in the event of them defaulting in any payment due to the school, that the school may adversely list them with a registered credit bureau to obtain information on them.

Notwithstanding my/our signature(s) to this commitment form my/our obligation to pay school fees is a statutory obligation and not contractual.

In the event of any one installment in terms hereof not being paid on due date, then and in that event:-

- the full outstanding amount of school fees and any other amounts not yet due, will immediately and without notification or demand become due and payable;
- the Parents/Guardians will be liable for interest on all outstanding amounts at the maximum rate permissible in law.

Parents that default in their monthly payments will be charged 2% interest per month on their arrear account.

Any notice to be given to me/us in terms of this document shall be in writing and shall be delivered or sent by prepaid registered post or prepaid registered email:

.....  
 .....  
 .....

Which address shall be my/our domicilium citandi et executandi.

(No Private bag or P.O. Box address please – physical address needed.)

.....

Which email shall be my/our domicilium citandi et executandi

I/We agree and acknowledge that any indulgence/forbearance or extension of time that may be granted to me/us shall not be deemed a waiver of any of the Governing Body of their rights.

Parent/Guardian Signature: (1) ..... Date.....

Parent/Guardian Signature: (2) ..... Date.....

