



Founded 1914

WPPS

12 October 2018

WESTERN PROVINCE
PREPARATORY SCHOOL

49 Newlands Road Claremont 7708 Cape Town
Telephone: 021 761 8074 Fax: 021 762 6120

E-mail: secretary@wpps.org.za
Website: www.wpps.org.za

2019 SCHOOL FEES – PAYMENT OPTIONS

1. Parents are given three options with regard to the payment of tuition fees:

Option 1	Termly	Tuition fees are due for payment ten days after the start of a school term Grades N – 6 – four terms Grade 7 – three terms
Option 2	Annually	Tuition fees <u>must</u> be paid by 31 January 2019 NB: Late annual fees will revert to option 1
Option 3	Monthly	Tuition fees for Grades N – 6 are paid over a 10-month period (February - November), each payment falling due on the first day of each month. Tuition fees for Grade 7 are paid over an 8-month period (February - September), each payment falling due on the first day of each month. Please note that this option is only available to parents enrolled at the school at the beginning of the academic year. Parents may not change to or from this option during the academic year. Should you select this option, please complete a debit order form which is available on the schools website. For existing debit order payees – please note that a new debit order form must be completed.

2. Payment method options:

- Electronic Funds Transfer (EFT) into school's bank account at:
Bank: First National Bank
Branch: Vineyard Road, Claremont, 7735
Branch Code: 204209
Account Number: 50152664890
Swift Code: FIRZAJJ
Reference: Your account number or boy name & surname
- Credit Card / Debit Card (at Newlands Road School Office)

3. Other fee information

- **Charges for extras**, i.e. stationery, outings, camps, tours, etc., are invoiced in arrears per term and must be settled with the tuition fees.
- **Electives** charged to school fee accounts are Aftercare, Art Club, Lunch (excluding boarders), music and pupil support. These are invoiced in arrears per term and must be settled with the tuition fees.
- **Overdue fees** and charges will attract a surcharge at the prevailing prime overdraft rate +3%
- **Grade 7s** - The fourth term fee accounts will include a 'T4 Boy Charge' which will consist of estimated charges for music, camps and enrichment. A final account will be sent to you at the end of the fourth term and any accounts that have a credit balance will be refunded to you.
- The school requires written notice of **one full term** of the intention to withdraw a pupil; otherwise one term's fees are due in lieu of notice.



WESTERN PROVINCE PREPARATORY SCHOOL
MEMBER OF THE INDEPENDENT SCHOOLS
ASSOCIATION OF SOUTHERN AFRICA

WPPS SCHOOL FEES PAYMENT OPTION 2019 REPLY SLIP

ONLY RETURN FORM IF YOU ARE SELECTING ANNUALLY OR MONTHLY

Please return via email to dreyer@wpps.org.za or fax to 021-762 6120 or hand deliver to Eden Road/Newlands Road Admin Offices by **Friday, 16 November 2018**.

NB: IF FORM NOT RETURNED BY THE DUE DATE IT WOULD BE ASSUMED THAT YOUR OPTION CHOICE IS TERMLY, WHICH IS OUR DEFAULT OPTION.

Name of Parent/Guardian: _____

Please Select Option	
Option 1	Termly
Option 2	Annually
Option 3	Monthly

Name of Boy: _____ 2019 Grade _____

Name of Boy: _____ 2019 Grade _____

Name of Boy: _____ 2019 Grade _____

Name of Boy: _____ 2019 Grade _____

Option 3 (Monthly) requires you to complete a debit order form.

Signature: _____ Name: (Print) _____

Date: _____