



PRESCHOOL/KLEUTERSKOOL

AGREEMENT TO PAY SCHOOL FEES

Entered into by and between The Lighthouse Kindergarten and THE PARENT/GUARDIAN/SPONSOR (as completed below). (In the event that the parents are separated, a second form may be obtained for confidentiality purposes).

NAME AND SURNAME OF LEARNER IN THE LIGHTHOUSE	AGE	ADMIN NO.

PAYMENT OPTIONS:

We undertake to pay school fees as follows (indicate your choice with an X in the block)

- ☐ Annual payment (1 month's school fees discount)
- ☐ Quarterly payment (payable during the 1st month of the quarter)
- ☐ Monthly payments

CELLPHONE NUMBER: _____ (for important SMS messages)

TITLE (indicate with an X)	MR	MRS	MS	DR	PROF.
FULL NAMES (as on ID)					
SURNAME					
IDENTITY NUMBER					
PHYSICAL ADDRESS (home) (domicilium citandi et executandi)					
POSTAL ADDRESS (if different from physical address)					
TELEPHONE NUMBER	(C)	(W)	(H)		

Signed at _____ on this ____ day of 20__

PARENT 1/GUARDIAN

PARENT 2/GUARDIAN

(SIGNATURES OF BOTH PARENTS ARE NEEDED)

 0837939670

 info@thelighthousepreschool.co.za

 www.thelighthousepreschool.co.za

 41 Glenwood Road, Lynnwood Glen

Lighting The Way For Little Hearts

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AGREEMENT

1. INTRODUCTION

1.1 School fees are payable annually or monthly in advance at the beginning of the new school year / month. The Lighthouse is prepared to accept payment of school fees in accordance with this agreement. A relaxation or concession shall not be deemed to be a waiver by The Lighthouse of any of its rights to enforce strict compliance with the payment of school fees and such relaxation or concession shall not be a novation of any of the terms and conditions of this agreement.

2. UNDERTAKING

2.1 I/We, the undersigned, hereby acknowledge responsibility for the annual/monthly school fees and I/we undertake to pay the annual/monthly school fees.

2.2 I/We further undertake to:

2.2.1 pay the school fees promptly in accordance with the terms of this agreement

2.2.2 To give the school at least 30 (thirty) days written notice if a learner is leaving the school and where I/we fail to do so, I/we agree to pay school fees pro rata for a period of 30 (thirty) days after the learner has left the school.

2.3 I/We further undertake to:

2.3.1 a debit order (arrange with your bank – see par. 2.4 for banking details)

2.3.2 make a direct deposit into the school's bank account (see par. 2.4 for banking details)

2.3.3 make payment at the school (only bank guaranteed cheque or cash is accepted)

BANKING DETAILS:

Reference – Child's name and surname

Banking details:

Please send proof of payment to info@thelighthousepreschool.co.za.

(Please send proof of payment to the school. We cannot accept responsibility where deposit slips or reference numbers are incorrectly completed and fees cannot be allocated to the correct learner's account.)

3. DEFAULT

- 3.3 Should you neglect/fail to make payments in accordance with this agreement, the outstanding balance of the year/period's school fees will become immediately due and payable.
- 3.4 Should you fail to make payments in accordance with this agreement, The Lighthouse may:
 - 3.4.3 Initiate legal action against you for the collection of outstanding school fees, without any prior notice, in which case you will be responsible for the costs on an attorney and client scale, including collection commission and tracking fees
 - 3.4.4 report the non-payment to a credit bureau
- 3.5 A certificate signed by the principal or treasurer will serve as *prima facie* evidence of any amount outstanding in terms of this agreement.

4 GENERAL

- 4.3 Parents/guardians shall be jointly and/or severally liable for the payment of school fees.
- 4.4 The Lighthouse reserves the right to increase/increase school fees annually and to notify the parents accordingly, no later than October of the previous year.
- 4.5 This agreement must be signed by both parents.
- 4.6 No variation or amendment of this agreement shall have any force or effect unless in writing and signed by the parents/guardians and the school.
- 4.7 I/We choose the above address as my/our domicilium citandi et executandi.
- 4.8 The school may conduct a credit inquiry and/or a credit information search regarding the parent/s with a credit bureau, persons acting as their agents or other credit providers.

PARENT 1/GUARDIAN

PARENT 2/GUARDIAN